HELP GUIDE

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Reference: Getting started with Global2
1. How to write a post on the Wondering Wall

The home page acts as a wondering wall. This collaborative space is where teachers and students can create posts and comment on others. Make sure you are logged in first.

1. Click on the **New** link, then **Post** in the drop down menu.

You will be transferred to the ‘behind the scenes’ area (the Dashboard).

2. To write a post, you need to add a **Title** before you begin. Simply type this in the post panel.

3. Compose your message in the empty box below.

You will notice that the editing panel has a limited range of options, click on the **multi-coloured icon** to get two rows of editing buttons. This is similar to editing and jazzing up a word processing document.

Reference: Getting started with Global2
4. Before you finish your post, give it a **category** name so that it can be identified in a search. You may select one already there or **+Add New Category**.

![Categories](image)

5. **Tag** a keyword to identify the post. If you have a few, separate the tags with a comma.

![Tags](image)

6. When you are ready to add the post to your blog - click on the **Publish** button.

![Publish](image)

You may also elect to save the work as a draft and/or preview it at any stage before publishing.

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See item 2 of this help guide - ‘**Viewing your published post**’ - to check out your work on the internet

Reference: Getting started with Global2
### 2. Viewing your published post

You have just composed your post in the behind the scenes area (the Dashboard). Once you have clicked the Publish button you will be told that your post has been published.

1. **To view the post,** click on the **view post** link, or the ‘view site’ link at the top of the Dashboard.

2. **You will be transferred to the blog on the internet to see how it looks.**

   The most recent posts generally sit at the top. *(Unless the administrator has edited the settings so that the welcome message remains first).*

See item 3 of this help guide - ‘Adding comments to other school’s posts on the homepage’ - to check out your work on the internet.

Reference: Getting started with Global2
3. Adding comments to other school's posts on the homepage.

1. When a reader decides to respond to your post, they first click on the ‘comment’ link that Global2 attaches underneath your published post.

This picture has **No Comments** as it is a new post.

2. The following window will open.

3. The reader will be asked to enter certain details before they write their comment. When they have finished typing their comment they will click on the submit comment button. Done!

Reference: Getting started with Global2
4. Moderating Comments

The blogging guidelines are to be considered when creating a post and commenting on others. To screen the suitability of online communications, the blog’s administrators and authors (you) may be altered via an email if a new global visitor submits a comment. If you ever get an email, it will have a link back to the moderation panel (the behind the scenes ‘dashboard’ area) for you to approve or trash the comment.

Alternatively you can also open the Dashboard where you will find notification of the comment/s awaiting your moderation, plus a lemon shaded listing in the recent Comments pane showing the comment.

See page 23 of the ‘Getting Started with Global2’ PDF resource for further details. This document is available in the Help page of this blog.

5. Managing Comments

If you roll the mouse over the lemon shaded comment in the Recent Comments pane a series of coloured links will appear from where you can elect to Approve, Edit, Reply, Spam, or Delete the comment.

You have access to edit all of your student’s comments as well.

Please note - Although letter writing structure is recommended with accurate spelling and punctuation when commenting to posts, students will make mistakes. Enjoy the task, and the students excitement - I’ve wasted hours of APT in the past editing their errors, don’t bother! I have trashed the odd post and asked students to rewrite though ;)

Reference: Getting started with Global2
6. Adding work samples to your school page

Your students’ completed logo designs may be in different formats/media. This is similar to writing a post. You must be logged in first.

1. Along the top header of the blog, click on Schools.

2. Select your school name from the drop down menu.

3. Your school’s page will open. Click Edit this entry.

4. Similarly to writing a post, you will be transferred to the ‘behind the scenes’ area (the Dashboard)

Reference: Getting started with Global2
**JPEG FILES**

You may have digital photographs of one or a group of students’ sketched designs, or a screen capture of a logo designed using an app on the iPad or software on a PC.

1. To add an image you need to click on the **Add an image** icon on the **Upload/Insert toolbar**.

2. When the image browser opens up you will need to browse to where the image is on your computer or network.

3. Once you select the image, it will appear in your browser.

4. Add a **title, caption and description** to the image if you choose too. (no surnames of children).

Reference: Getting started with Global2
5. You can also elect to align the image in the post and decide on the size that you want the image to be. *Medium is a standard size.*

6. When finished, click on the **Insert into Post** button.

7. To view the page, click on the **view post** link, or the ‘view site’ link at the top of the Dashboard.

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**ADDING A DOCUMENT**

A saved and prepared Powerpoint/Word (PC) Keynote/Pages (Mac)

Repeat step 1 and 2 above (although this time you are browsing for your required document from your computer).

3. Give the document a **Title** for users to click on to open it.

4. When finished, click on the **Insert into Post** button.

Reference: Getting started with Global2