Getting Started at Pellissippi State Blogs

Welcome! When you first log into the Pellissippi Blogs community, you first must agree to the Terms of Service. Once you click on “I Agree”, the screen will refresh and you will be on your Dashboard.

If you have more than one blog, use the My Blogs page (under the Dashboard) to switch between blogs.

On the left, you will see the sidebar where all of your actions are available. Clicking on the title of each section will expand or collapse its options. Here are the options for the sections.

**Posts**
- **Edit** – change an existing post
- **Add New** – create a new post
- **Post Tags** – edit/add new tags for describing posts
- **Categories** – edit/add new categories for describing and organizing posts
- **Plugins** – manage plugins for your blog. Plugins are small bits of code that can add more functions to your blog.

**Media**
- **Library** – organized uploaded media
- **Add New** – upload new pictures

**Links**
- **Edit** – change an existing link
- **Add New** – create a new link
- **Link Categories** – edit/add new categories for organizing links

**Pages**
- **Edit** – change an existing page
- **Add New** – create a new page

**Comments**
- Manage/Approve/Disapprove comments on blog

**Appearance**
- **Themes** – change your blog’s look
- **Widgets** – add and arrange functions to your blog

**Users**
- **Authors & Users** – manage the writers and commenters on your blog
- **Your Profile** – edit your information on the site (set your default blog here)
- **Add User** – add a new writer/editor/subscriber

**Tools**
- **Import** – bring in a blog from another site
- **Export** – create a file of your blog postings for backup or to take to another site
- Some plugins will add other items here

**Settings**
- **General** – edit blog name, etc.
- **Writing** – options @post writing
- **Reading** – options @ page/post display to readers
- Other settings include privacy, media players and discussions.
Blogging Terms “Cheat Sheet”

POST - A post is an article with a time and date stamp that shows up in the chronology of your blog. Posts are typically the “heart” of a blog. To write a post, go to the Add New area under the Post section of the sidebar.

PAGE - This is a static space that is not part of the chronology flow of the blog. A page often features more static content like information about the site, the author or other information that does not change as often. To create a page, go to the Add New area under the Page section of the sidebar.

PLUGIN – Plugins offer extended functions or options for a blog writer or reader. We have several plugins available to you in the Pellissippi State Blogs site. To activate a plugin, go to the Plugin area under the POSTS menu in the sidebar. Click the Activate link to the right of the plugin(s) you want to use.

Here are some of the more commonly used plugins:

✓ Authors Widget - Authors Widget shows the list of the authors, with the number of posts, link to RSS feed next to their name. It is useful in a multi-author blog, where you want to have the list in the sidemenu.
✓ Blubrry PowerPress - Blubrry PowerPress adds podcasting support to your blog.
✓ FireStats – statistics for your blog visits and use
✓ FlickrRss – add photos from a Flickr RSS feed to a blog via a widget
✓ Shashin – plugin for adding photos from Picasa to a blog via a widget
✓ Sidebar Login - Adds a sidebar widget to let users login
✓ WPMU Share This - Let your visitors share a post/page with others. Supports e-mail and posting to social bookmarking sites.

ROLES – Blogs have an owner who is the administrator of the blog. Other users can also be added to blog with different levels of permissions. To edit users, go to the Authors and Users section of the Users area of the sidebar. These are:

• Subscriber – can only read and write comments
• Author – can also write posts/pages. Upload files
• Editor – can also edit others writings and manage tags and categories
• Administrator – all permissions including editing settings for the blog

THEMES – Blogs use themes to provide the “look and feel” for the blog appearance. The administrator can choose a theme from those provided. To see the themes and activate one, go to the Appearance area of the sidebar.

SETTINGS – Settings control the appearance and behavior of the blog. Here are the most used settings areas and what they do:

• General – edit blog name, description (tagline), date and time appearance
• Reading – edit how pages and posts are displayed to your visitors. You can choose to have a static page for the “home” page of a blog as well as how your feed is displayed
• Writing – edit how many posts are displayed on the blog homepage as well as set the default categories for posts and links. You can also turn on remote editing options (needed if you are using a third party blogging tool like Scribefire)
• Discussion – edit how you want comments to be handled and who can comment on your blog
• Media – edit how large images will be set when inserting into a blog posting
• Privacy – edit how visible and “findable” you want your blog to be on the Internets

LINK AND BLOGROLLS – The blogroll is a collection of links that you can add your blog pages. Links can be organized into categories. All of the links together is called a Blogroll. To add a link, to Add New under the Links area of the sidebar.

WIDGETS – Depending on the theme, blog admins can add widgets to their pages. Widgets are small “blocks” of code that add information, actions, other feeds, calendars and more to the blog pages. To add, remove or edit widgets, go to the Widget area under the Appearance section of your sidebar.