



# **Edublogs Campus Site Admin User Manual**

# Site Admin User Manual

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## Introduction

The purpose of this guide is to explain how to use site admin so that you can get the most out of working with your Edublogs Campus site. It is not intended to provide resources for your blog users!

Edublogs Campus uses WordPress MU (WPMU) that has been customized to meet the needs of the educational community.

## About Site Admin

The standard role's WordPress users are assigned are: administrator, editor, author, contributor or subscriber based on how much access you want to allow the user. An administrator has the highest access, able to use all enabled blog features, while a subscriber has the lowest, only able to read and write comments

(<http://theedublogger.edublogs.org/2008/07/21/what-are-the-different-roles-of-users/>).

A site admin user is the next level of access, and responsibility, above an administrator. Your site admin user is the person who has total control of the entire site including:

1. Manage the access and level of responsibility of all users
2. Manage blog features including access to plugins, themes and blog privacy settings
3. Create new users and new blogs
4. Edit posts, pages, comments on any blog
5. Reset passwords
6. Edit and delete any blog

You need to consider carefully what role you assign all users on your site because on shared blogs Administrators are able to remove other users, including other administrators, and editors can delete content. Deciding who and how many users you assign site admin requires the greatest consideration because of their highest access level.

User Capability		
Highest access on site	 Site Admin	<ul style="list-style-type: none"> <li>• Access every feature on entire site</li> </ul>
	 Administrator	<ul style="list-style-type: none"> <li>• Edit, write &amp; publish own posts/pages</li> <li>• Edit others posts &amp; pages</li> <li>• Upload files</li> <li>• Manage tags, categories, themes, plugins, other user's roles, links &amp; comments.</li> </ul>
Highest access on a blog	 Editor	<ul style="list-style-type: none"> <li>• Edit, write &amp; publish own posts/pages</li> <li>• Edit others posts &amp; pages</li> <li>• Upload files</li> <li>• Manage tags, links &amp; comments</li> </ul>
	 Author	<ul style="list-style-type: none"> <li>• Edit, write &amp; publish own posts</li> <li>• Upload files</li> </ul>
	 Contributor	<ul style="list-style-type: none"> <li>• Edit &amp; write own posts but can't publish them</li> </ul>
Lowest access	 Subscriber	<ul style="list-style-type: none"> <li>• Read &amp; write comments only</li> </ul>



## Blog Themes Options

Your Campus sites come with three default themes activated and over 100 themes installed.

For information about each theme (except for the WPMU themes) refer to:

1. The 100 Edublogs Themes Separated Into Categories  
(<http://theedublogger.edublogs.org/2008/07/17/the-100-edublogs-themes-separated-into-categories-to-make-choosing-your-next-theme-easier/> )
2. Edublogs Themes That Allow Comments on Pages!  
(<http://theedublogger.edublogs.org/2009/01/30/edublogs-themes-that-allow-comments-on-pages/> )

The themes WPMU-Dixi, WPMU-nelo and WPMU-triden are the most customizable themes and only available to Edublogs Campus users.

1. WPMU-Dixi includes optional RSS feed for up to 4 feeds on the front page.
2. WPMU-nelo. See this theme in use on Sample Academic blog  
(<http://universityofblogs.com/sampleprofessor/> )
3. WPMU-triden includes the option of a custom image gallery. See this theme in use on Sample Student portfolio (<http://universityofblogs.com/portfolio/>)

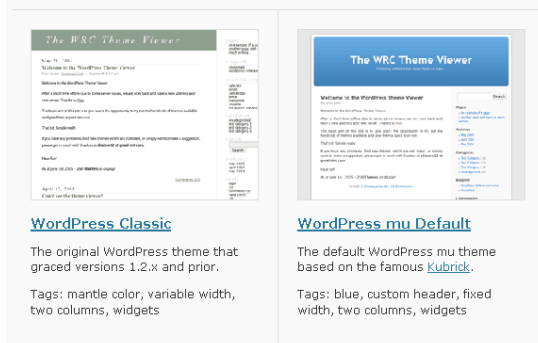
Log into <http://universityofblogs.com/wp-admin/wpmu-blogs.php> to see how these three themes are customized for different blogs (Login: admin Password: pass).



As Site Admin you have the choice to enable:

- a) All themes site wide so that all users can choose from the entire selection of themes
- b) Limit number of themes site wide and enable specific themes on a blog by blog basis only

### Available Themes



**To change what themes are available site wide:**

1. Click on **Site Admin > Themes**
2. Select the themes you want to make available to all your blog users by selecting **Yes**
3. Then click **Update Themes**

The screenshot shows the 'Site Themes' management interface. On the left sidebar, 'Site Admin' is selected, and 'Themes' is highlighted in the sub-menu. The main area displays a table of available themes. A callout box labeled '1' points to the 'Active' column headers, stating 'Select which themes you want to activate Site Wide' and 'can enable themes on a blog by blog basis.' Another callout box points to the 'Yes' radio button for the 'anarchy' theme, stating 'Yes enables a theme site wide so is available to use on any blog'. At the bottom, a callout box labeled '2' points to the 'Update Themes' button, stating 'Click Update Themes'.

Active	Theme	Version	Description
<input checked="" type="radio"/> Yes <input type="radio"/> No	72 Class		Minimalist yet modern and beautifully executed.
<input checked="" type="radio"/> Yes <input type="radio"/> No		1.0	Light and simple spring cleaning.
<input type="radio"/> Yes <input checked="" type="radio"/> No		1.0	A mellow one-column theme with a customizable header.
<input checked="" type="radio"/> Yes <input type="radio"/> No	anarchy	1.1	Join the underground.
<input type="radio"/> Yes <input checked="" type="radio"/> No	Andreas09	2.1	Highly customisable three column goodness.
<input type="radio"/> Yes <input checked="" type="radio"/> No	Vistered Little	1.7.7	One for the non purists!
<input checked="" type="radio"/> Yes <input type="radio"/> No	Waterlily	2.5	Messing about on the river.
<input type="radio"/> Yes <input checked="" type="radio"/> No	White as Milk	1.0	White, milky and pleasingly aligned.
<input checked="" type="radio"/> Yes <input type="radio"/> No	WordPress II Silver	20.06	Clean theme with funky Flickr option.

## To change what themes are available on a per blog basis:

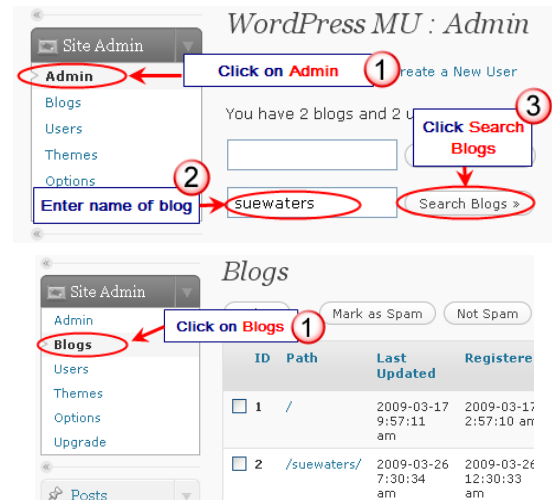
Any theme that has not been activated for the entire site can be activated on a blog as follows:

- a) Locate the blog you want to enable specific themes on by either:

a. Searching for the specific blog by clicking on **Admin**

b. Clicking on **Blogs**

- b) Once you have located the blog click on **Edit** (hovering your mouse over the domain name brings up the action menu)



ID	Domain	Last Updated	Registered	Users	Actions
2	moody	2009-04-07 1:45:47 pm	2009-04-06 7:32:19 pm	moody (suewater@gmail.com) minky (suewater+3@gmail.com)	<a href="#">Click Edit</a>   <a href="#">Backend</a>   <a href="#">Deactivate</a>   <a href="#">Archive</a>   <a href="#">Spam</a>   <a href="#">Delete</a>   <a href="#">Visit</a>

- c) Select the themes you want to enable and then click **Update Options**.

**WARNING:** Never edit any information in the left hand column in the Edit Blog area!

Edit Blog - [edutags.net/suewaters/](#)

Blog info (wp\_blogs)

Domain:

Path:

Registered:

Last Updated:

Public: ☒ Yes ☐ No

Archived: ☐ Yes ☒ No

Mature: ☐ Yes ☒ No

Spam: ☐ Yes ☒ No

Blog Themes

Theme	Enable
72 Class	<input type="checkbox"/>
Almost Spring	<input type="checkbox"/>
Ambiru	<input type="checkbox"/>
anarchy	<input checked="" type="checkbox"/>
Andreas09	<input checked="" type="checkbox"/>
Anubis	<input checked="" type="checkbox"/>

**Only themes that weren't enabled site wide will display in theme list**

**Select the themes you wish to enable**

Blog Users

User	Role	Password	Remove
<a href="#">suewaters</a>	Administrator	<input type="text"/>	<input type="checkbox"/>

Add a new user

As you type WordPress will offer you a choice of usernames. Click them to select and hit **Update Options** to add the user.

User Login:

Role:

Misc Blog Actions

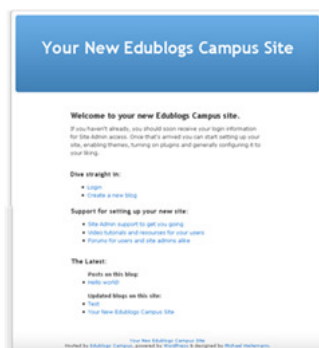
Blog Upload Space Quota:  MB (Leave blank for site default)

[Update Options >](#)



## Designing Your Campus Homepage Appearance

Your Campus homepage comes with the following default appearance on its front page which you can customize for your site.

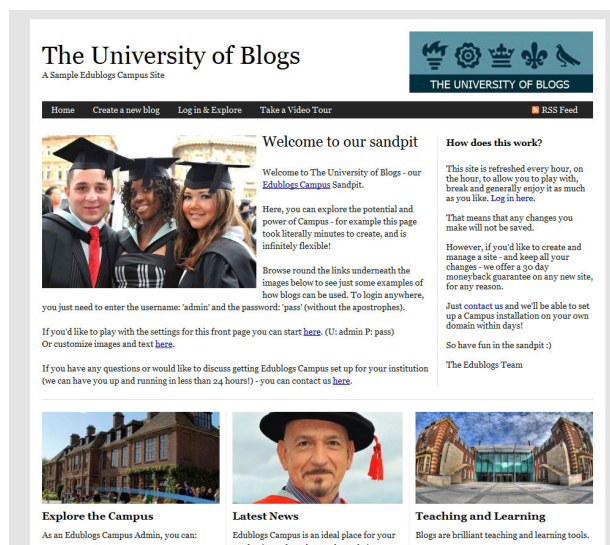
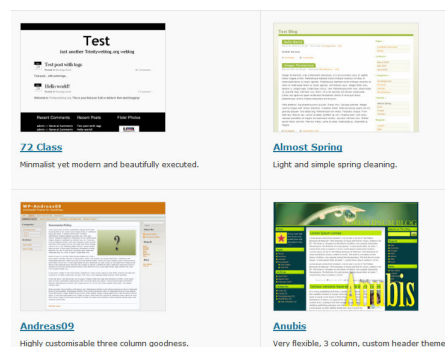


The front page of your site is exactly the same as any other blog on your site. This means you can write posts, add pages, change themes, add widgets etc that provide information and tips to help your users.

For example, the University of Blogs (<http://universityofblogs.com/>) is the front page for Edublogs Campus sandpit site.

You can select from any different available theme and manipulate it how you see fit for your front page.

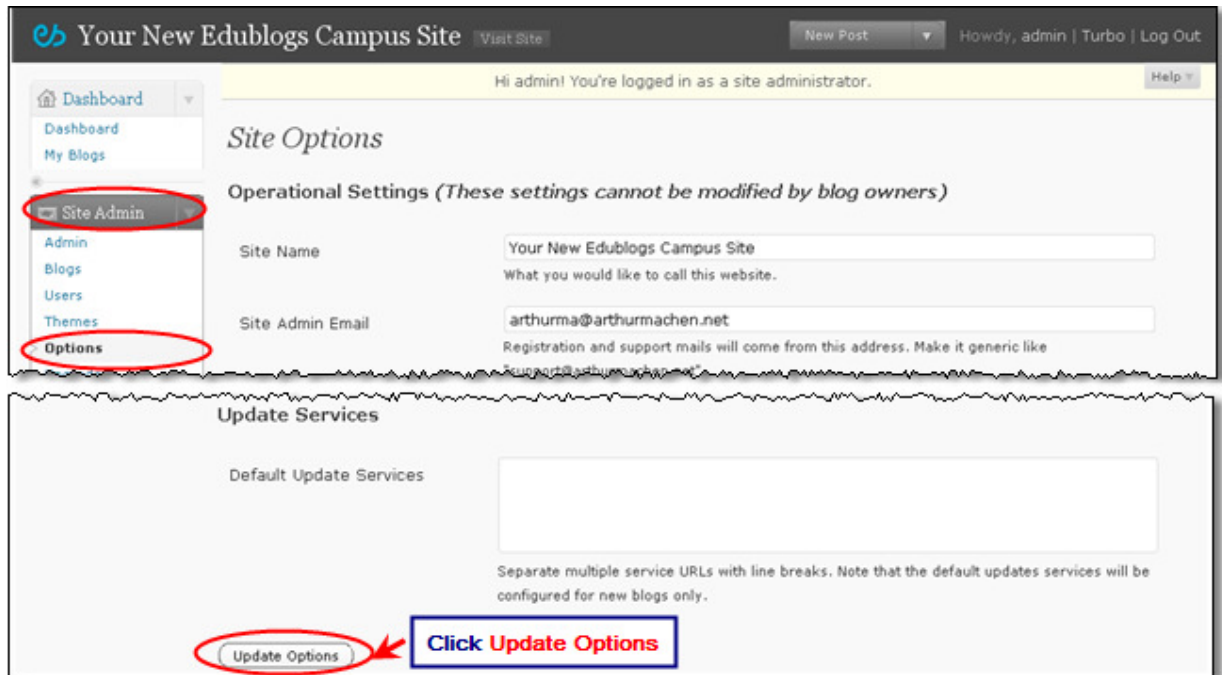
For example, you can choose to use a CMS theme like Nelo (pictured below).



and then customize it the same you would any other blog!

## Site Options

Options area in site admin is where you can configure the important options for your Campus site - like whether people can freely sign up for blogs, if you want your Campus to be private and what emails you want to send out to new users.

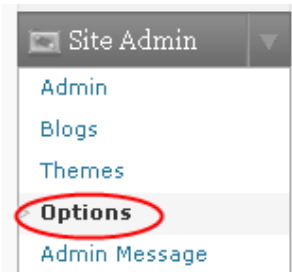


You access options by clicking on **Site Admin > Options**. Remember to click **Update Options** at the bottom of the page when you make any changes.

### Site Name

This is where you can change your Site Name.

Site Name	Edutags.net
	What you would like to call this website.



### Site Admin Email

Insert the email address for your site admin.

Site Admin Email	orders@incsub.com
	Registration and support mails will come from this address. Make it generic like "support@wpmucamp.com"

## Allow new registrations

Determines who can create new usernames or blogs.

Your options are:

Allow new registrations

☒ Disabled  
☐ Enabled. Blogs and user accounts can be created.  
☐ Only user account can be created.  
☐ Only logged in users can create new blogs.

Disable or enable registration and who or what can be registered. (Default=all)

1. **Disabled** - all usernames and blogs must be created by site admin user
2. **Enabled. Blogs and user accounts can be created** - anyone can create blogs using your signup page (e.g. <http://edutags.net/wp-signup.php>).

*TIP:* If you use this option you might want to Limited Email Registrations to specific domains to restrict who can sign up and to prevent spam blogs from being created.

3. **Only user account can be created** – anyone can create a username but all blogs must be created by the site admin user
4. **Only logged in users can create new blogs** – Users can create new blogs using your signup page but all usernames must be created by site admin user



## Registration notification

Registration notification determines if site admin receives an email notification every time someone registers a blog or user account. On a large blogging site you would select **No**.

Registration notification

☒ Yes  
☐ No

Send the site admin an email notification every time someone registers a blog or user account.

## Add New Users

Add new users controls whether blog owners are allowed to create and/or add new users to their blog. The default setting is No.

Add New Users

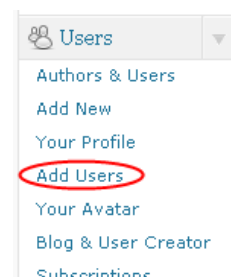
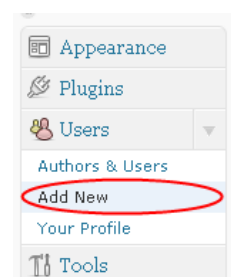
☐ Yes  
☒ No

Allow blog administrators to add new users to their blog

When changed to **Yes** your blog administrators will have a **Add New** Tab added to their menu under Users. This provides the ability for them to create new usernames and add existing users or new users to their blog.

In most circumstances we recommend you keep Add New Users set to **No**.

NB: The **Add Users** tab provides the ability to batch add 15 users to a blog at a time. To use Add Users their username must already be created.



## Banned Names

You can ban specific names on your campus site so that no one can register with that username or blog details. By default, your site bans www web root admin main invite administrator. Examples of names you might add to banned names include ceo faq support.

Banned Names	www web root admin main invite administrator
--------------	--

Users are not allowed to register these blogs. Separate names by spaces.

## Limited Email Registrations

Selecting the “Enabled. Blogs and user accounts can be created” option (Site Admin > Options - Allow new registrations) means anyone can create blogs using your signup page (e.g. <http://edutags.net/wp-signup.php>).

Limited Email Registrations	wpss.net pisk.edu
-----------------------------	----------------------

If you want to limit blog

There are situations where you’ll want to restrict sign ups to specific email domains to limit who registers on your site. You do this by adding domains to the ‘limit email registrations’ section.

## Banned Email Domains

Spammers can be a nuisance when you allow anyone can create usernames and blogs using your signup page (e.g. <http://edutags.net/wp-signup.php>). One way of reducing spammers is to ban email domains that are frequently used by spammers.

Banned Email Domains	wilemail.com 21cn.com pookmail.com mailinator.com pookmail.com disposableinbox.com
----------------------	---

If you want to ban certain email domains from blog registrations. One domain per line.

For example, banned emails domains on Edublogs include: wilemail.com, 21cn.com, pookmail.com, mailinator.com, disposableinbox.com, reclick.com.

## Welcome Email

This is the email that your users receive once they have activated their new blog or username.

For example, here is what the default welcome email for a new blog currently look like.

Dear User,

Your new Edutags.net Blogs blog has been successfully set up at:  
<http://edutags.net/moodywaters/>

You can log in to the administrator account with the following information:  
Username: moodywaters  
Password: 946a1dd1  
Login Here: <http://edutags.net/moodywaters/wp-login.php>

We hope you enjoy your new blog.  
Thanks!

--The Team @ Edutags.net Blogs

This email can be customized to provide more information about your business while also providing your users resources to help them use your site.

And here is how Edublogs (<http://edublogs.org/>) has customized their welcome email:

Dear New Edublogs User,

Congratulations! Your new Edublog has been successfully set up at:  
<http://moodywaters.edublogs.org/>

You can log in to as administrator using the following information:

Username: moodywaters  
Password: cad05ca3

Login Here: <http://moodywaters.edublogs.org/wp-login.php>

As a free Edublogs user you can write posts, pages, change your theme and do a whole lot more.

However, you should also consider becoming an Edublogs Supporter:  
<http://edublogs.org/supporter/> ( or just click on 'Supporter' in your admin panel) .

Supporter blogs have no advertising on them, access to brilliant plugins adding extra features to your blog, 5GB of upload space ( instead of 20MB!) and plenty more besides.

To help get you started we've put together a support area with links to some useful videos, our FAQs and The Edublogs Forums where you can chat to other edubloggers:  
<http://edublogs.org/support/>

Thanks again for creating an Edublog, we're looking forward to providing you with the best blogging experience available on the web!

Cheers,

James Farmer  
Edublogs

Here is the text that was used to create the Welcome email:

Dear New Edublogs User,

Congratulations! Your new Edublog has been successfully set up at: BLOG\_URL

You can log in to as administrator using the following information:

Username: USERNAME  
Password: PASSWORD

Login Here: BLOG\_URLwp-login.php

As a free Edublogs user you can write posts, pages, change your theme and do a whole lot more.

However, you should also consider becoming an Edublogs Supporter:  
<http://edublogs.org/supporter/> (or just click on 'Supporter' in your admin panel).

Supporter blogs have no advertising on them, access to brilliant plugins adding extra features to your blog, 5GB of upload space (instead of 20MB!) and plenty more besides.

Also, to help get you started we've put together a support area with links to some useful videos, our FAQs and The Edublogs Forums where you can chat to other edubloggers: <http://edublogs.org/support/>

Thanks again for creating an Edublog, we're looking forward to providing you with the best blogging experience available on the web!

Cheers,

James Farmer  
Edublogs

This is where the text was added:

Welcome Email	<p>Dear User,</p> <p>Your new SITE_NAME blog has been successfully set up at: BLOG_URL</p> <p>You can log in to the administrator account with the following information: Username: USERNAME</p> <p>The welcome email sent to new blog owners.</p>
---------------	--

### First Post

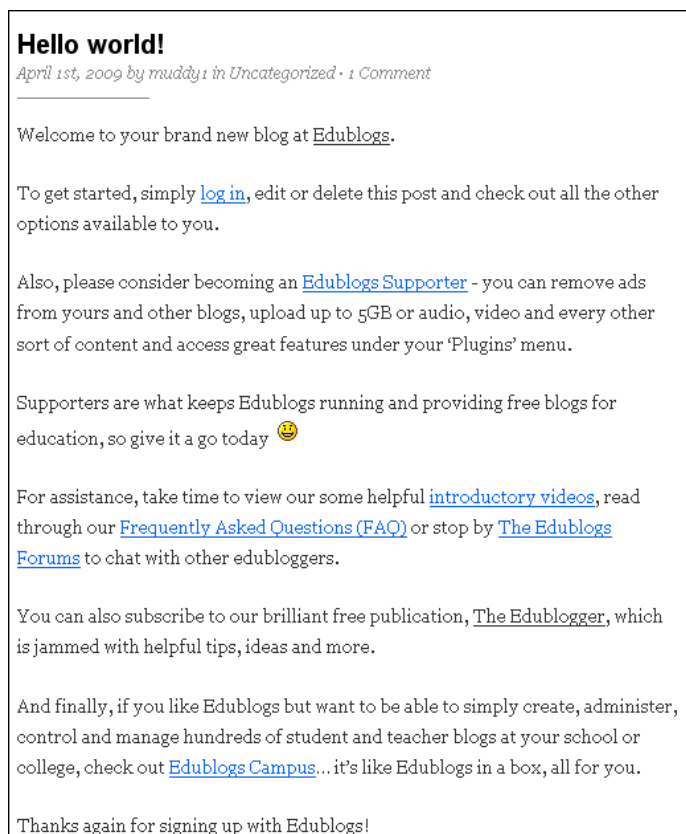
This is the hello post that appears on new blogs that are created on your site.

For example, here is what the default hello post for a new blog currently look like.

This welcome post can be customized to provide more information about your business while also providing your users resources to help them use your site.



And here is how Edublogs (<http://edublogs.org/>) has customized their hello post:



This is where the text is changed:

First Post

Welcome to <a href="SITE\_URL">SITE\_NAME</a>. This is your first post. Edit or delete it, then start blogging!

[Edit the text here](#)

First post on a new blog.

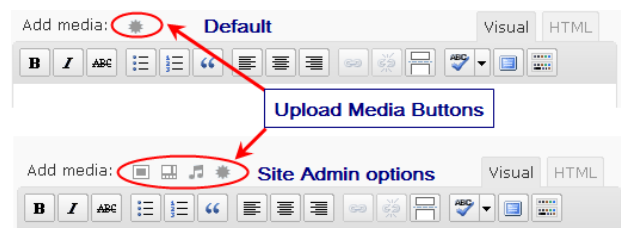
## Upload Media Buttons

By default WPMU, displays just the upload media button at the top of the Write Post/Page area which can be confusing to new users.

Displaying the upload images, videos and audio buttons can make it easier for them.

Upload media button

☒ Images  
☒ Videos  
☒ Music



## Blog upload space

This is the total blog storage space that can be used by files stored in the media library. The default of 10 MB can be quickly depleted by users if they upload lots of video, audio and image files.

Blog upload space

10 MB

It is recommended you increase this to at least 100 MB.

## Upload File Types

By default, file types allowed on WPMU are jpg jpeg png gif mp3 mov avi wmv midi mid pdf.

Upload File Types

jpg jpeg png gif mp3 mov avi wmv midi mid pdf

File Types allowed on standard Edublogs blogs are jpg jpeg png gif doc pdf mp3 ppt wmv mp4 xls ins isf te xbk notebook m4a ist kmz kes mov flp avi swf wxr xml wav fjsw docx pptx xlsx xml m4v max kmz zip

## Max upload file size

This is the maximum size of a file that can be uploaded to a blog. Default setting is 1500 KB. While this would be adequate for uploading images it isn't for video and audio files.

Max upload file size

1500 KB

Max upload file size of 20 MB is better suited for larger file sizes.



## Admin Notice Feed

Admin Notices display an abstract of the latest post, using the feed from a blog, on the dashboard of all blogs on your site. You probably wouldn't use this feature with the Admin Messages and/or Admin ads plugin because these are also displayed in the similar location.



## Site Admins

By default, your site admin user has the username admin however you can assign Site Admin access to other users by adding their username to the Site Admin field.

### Administration Settings

Site Admins   
These users may log in as site administrators.

Be careful who you add as site admin users since they have control of your entire site including:

1. Manage the access and level of responsibility of all users
2. Manage blog features including access to plugins, themes and blog privacy settings
3. Batch create new users and new blogs
4. Edit posts, pages, comments on any blog
5. Reset passwords

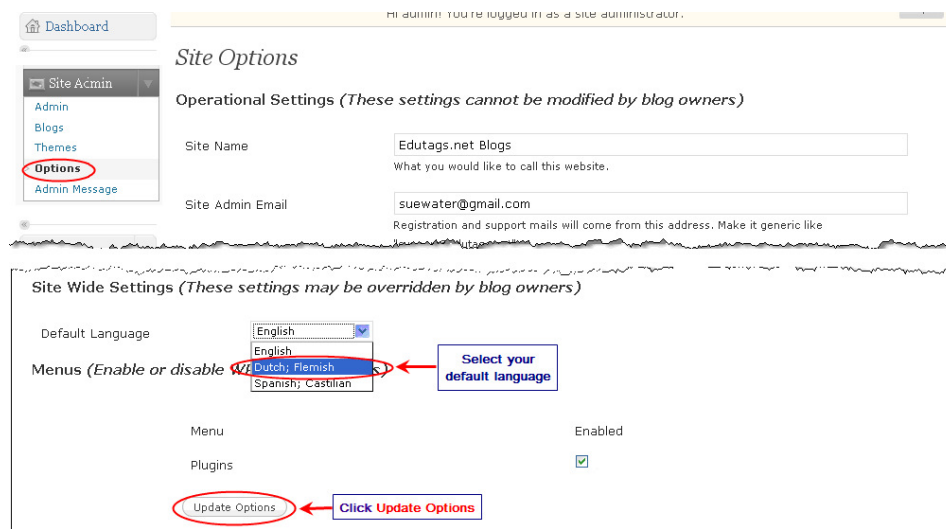
## Site Wide Language settings

U.S English is the default display language for WordPress. However your community comes with 35 of the most common languages installed.

As site admin you can change the default language site wide to your preferred language. At the same time your users can override this default language setting enabling them to set their own preferred default language (Settings > General).



1. Click on **Site Admin > Options**
2. Select the default language
3. Then click **Update Options**





## Plugins Menu

WPMU default setting for plugins is disabled. If you want users to be able to access regular plugins you first need to enable them site wide.

### Menus (Enable or disable WP Backend Menus)

Menu	Enabled
Plugins	<input checked="" type="checkbox"/>

## Blog Privacy Settings

This controls the privacy options on all blogs.

Default is Allow all visitors to all blogs and Allow blog administrators to modify privacy settings for their blog

### NOTE:

When you make changes to blog privacy settings you have the option to apply these changes to all blogs on the site or only to new blogs being created.

### Blog Privacy Settings

Default Setting

☒ Allow all visitors to all blogs.  
This makes all blogs visible to everyone, including search engines (like Google, Sphere, Technorati), archivers and all public listings around your site.

☐ Block search engines from all blogs, but allow normal visitors to see all blogs.

☐ Only allow logged in users to see all blogs.

☐ Only allow a registered user to see a blog for which they are registered to.

Even if a user is logged in, they must be a user of the individual blog in order to see it.

☐ Only allow administrators of a blog to view the blog for which they are an admin.

A Site Admin can always view any blog, regardless of any privacy setting. (Note: "Site Admin", not an individual blog admin.)

Allow Override

☒ Yes

☐ No

Allow Blog Administrators to modify the privacy setting for their blog(s). Note that Site Admins will always be able to edit blog privacy options.

Update All Blogs

☐

Updates all blogs with the default privacy setting. The main blog is not updated. Please be patient as this can take a few minutes.

1. Select '**Update All Blogs**' to update blogs existing blogs created and apply to all new blogs being created.
2. Don't select '**Update All Blogs**' if you only want these new changes to apply to all new blogs being created

Update All Blogs

☐

Updating all blogs can take time depending on number of blogs hosted.

## Admin Panel Footer Setting

Footer text can be used to place a message at the bottom of the admin panel of every blog. For example, Edeblogs uses this to brand the bottom of their blog dashboards.

 Hosted by Edeblogs

### Admin Panel Footer Settings

Footer Text

Hosted by <a href='http://edublogs.org'>Edeblogs</a>

HTML Allowed.

## Help Content

The help content can be used to place helpful information and links which appears in the dropdown help box that your users can click at the top of the screen.

ers ← Visit site

New Post ▼ Howdy, moodywaters | [Supporter](#) | Turbo | Log Out

Need help? Why not check out our [how-to manuals and guides](#)

Alternatively check out [our latest help posts here!](#)

Help ▲

Here is the text that was used to create this help content:

#### Help Content

Need help? Why not check out our [how-to manuals and guides](http://suewaters.blogs.mu/help)  
Alternatively check out [our latest help posts here](http://suewaters.blogs.mu/)!

HTML Allowed.

## Blog and User Creator

The Blog and User Creator is designed to easily create blogs in batches of 15.

This option determines if the Blog & User Creator Tab is added to the menu under Users in the dashboards of blog administrators. The default setting is Yes i.e. all administrators have access to this tool.

#### Blog & User Creator

Enabled

- ☒ Yes  
☐ Site Admins Only  
☐ No

In most situations you would have this set to Yes unless you really don't want users to create blogs or are using LDAP integration.

## Signup Text Form

This is the text that appears on the signup page of your Campus site (e.g. <http://edutags.net/wp-signup.php>) as a reminder to users when they create their accounts.

#### Signup Form Text

Username

Must be at least 4 characters, letters and numbers only.

HTML allowed

Blogname

Must be at least 4 characters, letters and numbers only. It cannot t

HTML allowed

Email

We'll send your password to this address, so <strong>triple-check

HTML allowed

Here is what it looks like on your signup page:

**Get your own Edutags.net account in seconds**

**Username:**

(Must be at least 4 characters, letters and numbers only.)

**Email Address:**

(We'll send your password to this address, so **triple-check it.**)

☒ **Gimme a blog!**

☐ **Just a username, please.**

**Next »**

## Theme Settings

Theme settings give you the ability to change this default theme for all new blogs created in your Campus site to your preferred theme.

### Theme Settings

Default Theme

WordPress mu Default  
WordPress Classic  
WordPress mu Default  
WordPress mu Homepage

For example, Edublogs default theme was created by customizing Cutline by Chris Pearson and original header by Thomas Hawk. Here's what a new blog on Edublogs looks like:

## Footer Content

The Footer Content option means you can simply add (almost) anything you like to the footer of every page on every blog on your site.

For example, you could use it to add:

1. Your contact details to their blog footer so they know how to easily get assistance
2. To provide a link to resources that helps them with their blog

See how easy it was to add *the following HTML*:

**Footer Content**  
The footer content is displayed at the bottom of every page on your blog

Footer Content

```
<a href="http://edutags.net/"><p align="center"></a></p>
```

HTML allowed

Save Changes Reset

To create a *simple button* in the blog footer that links to the main blog site:



## Site Admin Tools

Site admin tools provide extra features that add extra functionality to your Campus.

### Admin Messages

The Admin messages provide the ability to easily place a message which will be displayed on every page inside all dashboards of your site.



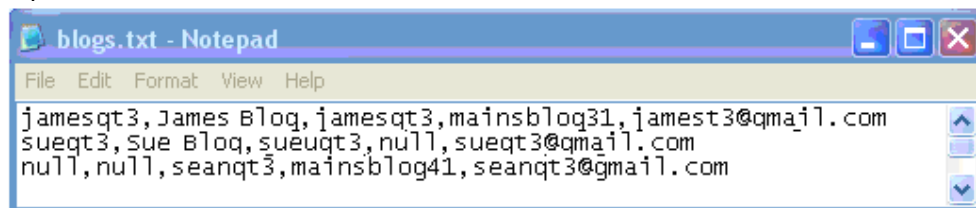
### Batch Create

Batch Create is the more advanced option for quickly creating a large number of blogs or users.

How it works is you create a CSV. text file using a simple text editor such as Notepad and then upload the file to Batch Create.

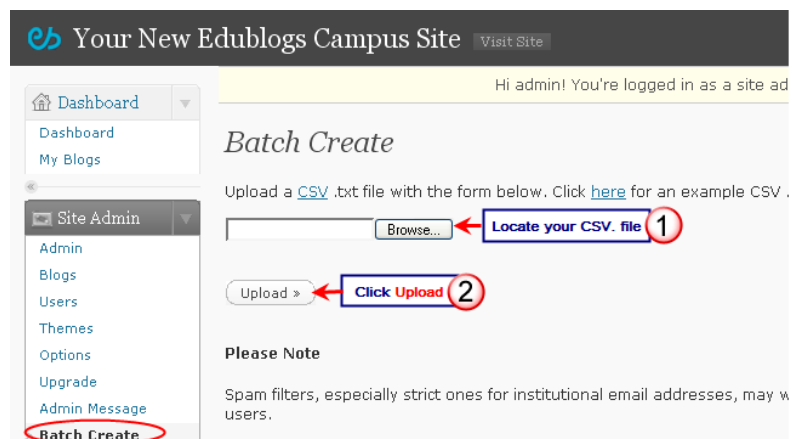
CSV stands for comma separate value file; all the information to create a user's blog or username is on one line, and each item you specify is separated by a comma i.e. blog name, blog title, username, password and email address must be on the same line and separated by a comma.

Here is an example of a CSV. Text file:



1. Create a user with blog and preset password each line would look like this:  
jamesqt3,James Blog,jamesqt3,mainsblog31,jamest3@gmail.com
2. To create a user with blog and auto-generated password each line would look like this:  
sueqt3,Sue Blog,sueqt3,null,sueqt3@gmail.com
3. To create a user without a blog each line would look like this:  
null,null,seanqt3,mainsblog41,seanqt3@gmail.com

**TIP:** DON'T use Excel to create your CSV. Text file because it frequently messes up the data putting user information onto new lines which will prevent the blogs from being created.



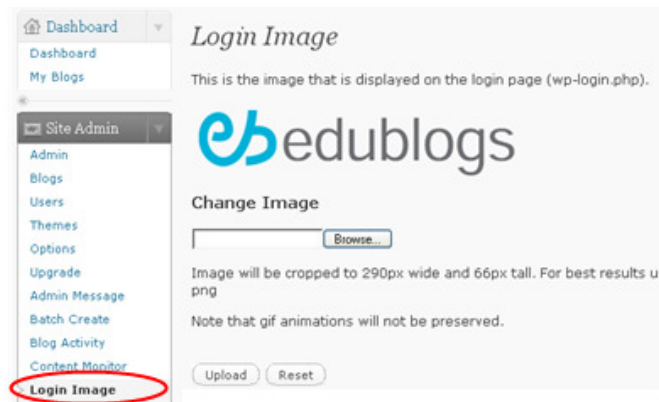
## Blog Activity

Collects data on how many blogs updated in the past “minutes”, “hour”, “day”, and “month”.



## Login Image

This is the image displayed when users log into their account. The default is Edublogs images which you can replace with your own image. For best results use an image that is 290px wide and 66px tall.



## Reports

This provides the ability to check post and comment activity per blog and per user for the past 15, 30 or 45 days as:

1. Page activity for a blog
2. Post activity for a blog
3. Comment activity for a user
4. Page activity for a user
5. Post activity for a user



## TOS

This places a Terms of Service box on the signup form forcing the user to tick the associated checkbox in order to continue. Check out Edublogs TOS here (<http://edublogs.org/wp-signup.php>).

The screenshot shows the Edutags.net signup form. The 'Terms of Service' section is highlighted with a red box. It contains the text: 'Edutags.net is a site specifically for teachers and students from Western Australia. By ticking the box below you agree that you fall into one of these groups.' Below this text is a checkbox labeled 'I Agree:'. The checkbox is currently unchecked. A red arrow points from the 'I Agree' checkbox to the 'Terms of Service' text box. The form also includes fields for 'Username:' and 'Email Address:', a 'Next >' button, and a 'Save Changes' button.

## Tips

Tips are similar to Admin Message in that they provide the ability to easily place a message which will be displayed on every page inside all dashboards of your site. However unlike Admin Messages, you can add numerous tips which change as the user navigates inside their dashboard.

This is how you edit in the dashboard:

The screenshot shows the 'Manage Tips' dashboard. At the top, there is a 'New' button. Below it is a table with columns: 'Content', 'Added', and 'Actions'. The table contains one row with the content 'Check out our latest resources at [support](#)', the date 'April 6, 2009 10:09 pm', and actions 'Edit' and 'Remove'. A red arrow points from the 'Edit' button in the table to the 'Edit Tip' form below. The 'Edit Tip' form has a 'Tip' label and a text area containing the HTML code: 'Check out our latest resources at <a href="http://help.wpmucamp.com/">support</a>'. A red arrow points from the 'Save Changes' button in the form back to the table. The 'Edit Tip' form also has a 'Save Changes' button.

This is where tips are displayed in your users dashboard:

The screenshot shows the user dashboard. On the left, there is a sidebar with 'Dashboard' and 'Posts' links. The main content area shows a 'Dashboard' header. Below the header, there are two yellow boxes. The first box contains the text 'This is where a tip is displayed' and a red arrow pointing to the right, labeled 'Tip'. The second box contains the text 'This is where Admin messages are displayed!' and a red arrow pointing to the right, labeled 'Admin Message'.

## Content Monitor

The content monitor allows you to monitor your entire site for set words that you define and sends you an email whenever they are used on posts or pages.

By default, your content monitor is disabled.

### Sue Waters Community: Content Notification

Dear [suewater@gmail.com](mailto:suewater@gmail.com),

The following post has been flagged as possibly containing a non-allowed word:

<http://suewaters.blogs.mu/2009/05/06/hello-world/>

Cheers,

--The Team @ Sue Waters Community

## User Activity

Collects data on how many users updated in the past "minutes", "hour", "day", and "month".

### User Activity

Active users in the last:

Five Minutes: 1  
Hour: 1  
Day: 1  
Week: 1  
Month\*: 1

\*Month = 30 days

## Messages

This tool allows you to send out 'messages' i.e. emails at predetermined times based on when the user signed up.

Designed to keep your new users engaged, supported and interested in your site!

### About Actions and Emails

Each email you can schedule to send to users is called an action. You can schedule actions (emails) to be sent over a series of days after a person has created a new username or a new blog.

For example on blogs.mu emails are scheduled to be sent to new site owners as follows:

Action	Time delay	Subject	Queued
<input type="checkbox"/> Create new site	Immediate	Welcome to Blogs.mu!	0
<input type="checkbox"/>	1 day	How's it going with your new Blogs.mu site?	29
<input type="checkbox"/>	3 days	How to build your new Blogs.mu community!	39
<input type="checkbox"/>	5 days	Becoming a Blogs.mu supporter	82



Here is what the "How's it going with your new Blogs.mu site?" message looks like:

The screenshot shows the 'Add Action' configuration page for a message. The 'Action' dropdown is set to '- Create new site'. The 'Message delay' is set to '1 day'. The 'Message Subject' is 'How's it going with your new Blogs.mu site'. The 'Message' body contains a personalized email template with placeholders like %username%, %sitename%, and %blogurl%. A list of constants on the right explains these placeholders. The 'Update action' button is at the bottom.

**Action:** - Create new site

**Message delay:** 1 day

**Message Subject:** How's it going with your new Blogs.mu site

**Message:**

Howdy %username%,

We're still totally stoked that you created %sitename% and we hope you're having a heap of fun starting off your new blog community, network or whatever you are using the site for! We figured we'd send you this email to let you know where and how you can get help and support (if you need it).

So, probably the first place to drop by is the Blogs.mu forums: <http://forums.blogs.mu> Let us know how we can help you, any questions you have, and bugs (dam bugs!) you've come across, any features you'd like or just swing by to say 'hi'!

If you're after a quick answer, you'll probably also like the look of our FAQ: <http://blogs.mu/about/faq/>

Needless to say, we're always updating this (it's hard to anticipate FAQs!) but hopefully there will be something of use to you in the list.

Finally, you might be more of a visual type, in which case we're building up a bank of helpful videos that you can access whenever you choose: <http://blogs.mu/videos/>

And there are even videos there for your users too! So... hopefully that's been a bit useful, and that you are well on the way to building your own blog empire!

Cheers, The Blogs.mu team  
p.s. Only two more emails left after this one, both full of great tips, ideas and advice!

**Constants:**

- %blogname%
- %blogurl%
- %username%
- %usernickname%
- %sitename%
- %siteurl%
- %systemname%
- %systemurl%

**Update action**

Add actions as follows:

1. Go to **Site Admin > Messages** and scroll down to **Add Action**
2. Select whether the action is for when a new user is created or a new blog is created i.e. do you want an email sent when a username is created or a new blog is created?

The screenshot shows the 'Add Action' dropdown menu. The 'Action' field is set to 'Create new user'. Below the dropdown, there are two sections: 'Blog level actions' and 'Site level actions'. The 'Create new blog' option under 'Site level actions' is highlighted with a red circle and a blue box. A blue box with an arrow points to this option, containing the text 'Sends email when new blog is created'.

**Add Action**

**Action:** Create new user

**Blog level actions**

- Create new user

**Site level actions**

- Create new blog

**Sends email when new blog is created**

3. Select the time delay after the username or blog is created that you want the email sent

The screenshot shows the 'Message delay' dropdown menu. The 'Send immediately' option is selected. The dropdown list shows 'Send immediately', '1 day', '2 days', and '3 days'.

**Message delay:** Send immediately

- Send immediately
- 1 day
- 2 days
- 3 days



4. Insert the message subject i.e. this appears in the email's subject line

Message Subject

How's it going with your new Edutags.net blog?

5. Write your message i.e. this appears in the body of the email

Message

Howdy %username%,

We're still totally stoked that you created %blogname% and we hope you're having a heap of fun starting off your new blog!

We figured we'd send you this email to let you know where and how you can get help and support (if you need it).

So, probably the first place to drop by is the [Edutags.net](http://forums.edutags.net) forums:  
<http://forums.edutags.net>

So... hopefully that's been a bit useful,

6. Click **Add Action**

NOTE:

1. Actions for:
  - Create new blog - appear under Site level actions
  - Create new user - appear under Blog level Actions
2. If you hover your mouse over the title of an Action it brings up the menu for that action and you can edit the message

**Site level actions**

Action	Time delay	Subject	Queued
<input type="checkbox"/> <b>Create new blog</b> <a href="#">Edit</a>   <a href="#">Pause</a>   <a href="#">Process</a>   <a href="#">Delete</a>	2 days	How's it going with your new Edutags.net blog?	0

**Blog level actions**

Action	Time delay	Subject	Queued
No actions set for this level.			

Hover mouse over Action title to access menu

You can set each message to:

1. Go out x days after an event e.g. x days after a new blog is created
2. Differentiate between actions like creating a new blog, and creating a new user.

What's more, you can even personalise each email using the following dynamic info: %blogname% %blogurl% %username% %usernickname% %sitename% %siteurl% %systemname% %systemurl%

## Working with Blogs

There are four options for creating new blogs:

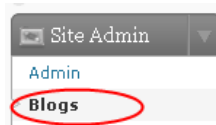
1. Enable users to create their own using your signup page (e.g. <http://edutags.net/wp-signup.php>).
2. Using Site Admin > Blogs
3. Using Blog & User Creator
4. Using Batch Create

### Tips when creating blogs

1. Use only lowercase letters and numbers in the blog address
2. Don't have any spaces in the blog address
3. Users are sent an activation email when their blog is set up using the sign-up page
4. Spam filters, especially strict ones for institutional email addresses, may well block username and login information from reaching users. In this case you should recommend users use free webmail accounts that won't block the emails (such as gmail.com, hotmail.com or mail.yahoo.com)
5. Until a blog is activated you won't be able to locate it within Site Admin. Users have 48 hours to click on link in activation email to activate their blog.
6. If your users do not have email addresses you can use Gmail method (<http://theedublogger.edublogs.org/2008/07/24/creating-student-accounts-using-one-gmail-account/>) however creating lots of users using one gmail account isn't recommended because Site Admin will need to do *all password resets*
7. Use extreme caution when deleting blogs - once a blog has been deleted from the Site that blog URL can't be reused.

### Using Site Admin to Create New Blogs

1. Click on **Site Admin > Blogs**



2. Scroll to the bottom of the page add the blog name, blog title and email address then click **Add Blog**

*Please note:*

- a) In this example the blog URL would be created as <http://edutags.net/learning>
- b) Blog URL's *can't be* changed once created
- c) Blogs titles *can be* changed at any time
- d) If a user hasn't already been created a username will be created with the blog. In this example the username would be **learning**.
- e) Username can be changed to nickname by the user at any time Users > Your Profile

A screenshot of the 'Add Blog' form. The form has three input fields: 'Blog Address' with the value 'suewaters.blogs.mu/learning', 'Blog Title' with the value 'Learning Innovations', and 'Admin Email' with the value 'suewater+60@gmail.com'. The 'learning' part of the Blog Address is circled in red. To the right of the form is a blue button labeled 'Add details' with a circled '1'. Below the form is a grey box containing the text: 'A new user will be created if the above email address is not in the database. The username and password will be mailed to this email address.' At the bottom of the form is a blue button labeled 'Click Add Blog' with a circled '2'. A red arrow points from the 'Add details' button to the 'Click Add Blog' button. The 'Add Blog' button at the bottom left is also circled in red.

## Using Blogs & User Creator to Create New Blogs

Benefits of the Blog & User Creator include:

1. Allows you and your users to create blogs in batches of up to 15 users and blogs at the same time, and they can add themselves as admin to them
2. Your users can easily add themselves as a co-administrator of the blog they are creating so they can log into it the new blogs (e.g. edit settings, comments, posts)
3. Time-saving feature for your users who regularly have to create numerous blogs for other people
4. Advanced feature provides the ability to set user passwords
5. The new blog don't require email verification to activate the new blogs so users can instantly log into their account

### Simple Version

There are two approaches that the Blog & User creator allows - first (in the simple version) you can drop in a username which will also function as the blog url and an email address... you can also decide if you want yourself to be added as admin to all of the blogs you create. Users will then be emailed their new blog details / usernames with standard WP random passwords.

**Common Options**

Add Admin  This will add you as a co-administrator of the blog

**1:**

Blog/User Name  This will be the name used to log in and the name  
For existing users, leave this form blank and just e

User Email  Required - if a user already exists with this email

**2:**

Blog/User Name  This will be the name used to log in and the name  
For existing users, leave this form blank and just e

User Email  Required - if a user already exists with this email

### Advanced Version

Second, you can try out the more advanced form that allows you to specify different usernames and blog urls, set users passwords, set each blogs titles and decide - per blog - whether you want to be admin or not.

**1:**

User Name  This will be the name used to log in, try to choose  
For existing users, leave this form blank and just

User Email  Required - if a user already exists with this email

User Password  Leave this blank for a random password to be aut

Blog Url  You must fill this in for a blog to be created - try t

Blog Title  Required if you are creating a blog - this will appe

Add Admin  This will add you as a co-administrator of the blog

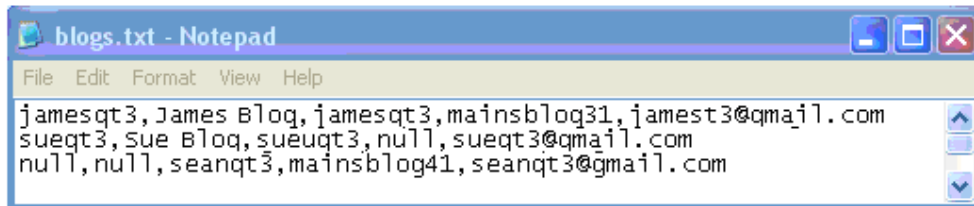
## Batch Create

Batch Create is the more advanced option for quickly creating a large number of blogs or users.

How it works is you create a CSV. text file using a simple text editor such as Notepad and then upload the file to Batch Create.

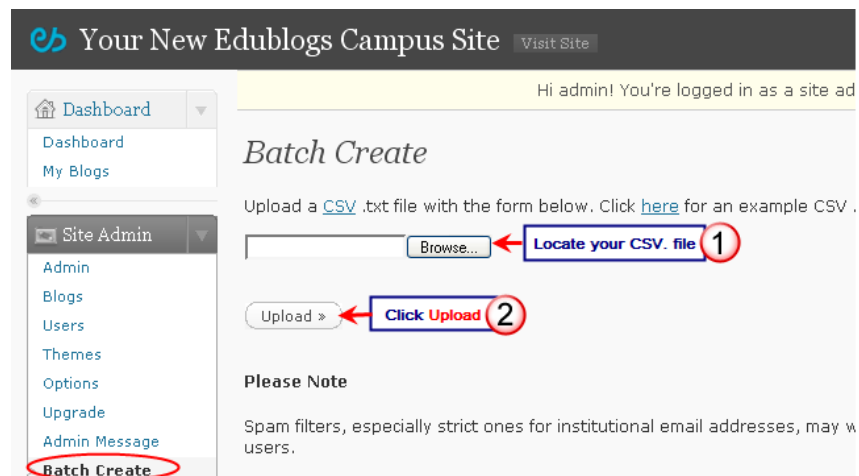
CSV stands for comma separate value file; all the information to create a user's blog or username is on one line, and each item you specify is separated by a comma i.e. blog name, blog title, username, password and email address must be on the same line and separated by a comma.

Here is an example of a CSV. Text file:



1. Create a user with blog and preset password each line would look like this:  
jamesqt3,James Blog,jamesqt3,mainsblog31,jamest3@gmail.com
2. To create a user with blog and auto-generated password each line would look like this:  
sueqt3,Sue Blog,sueqt3,null,sueqt3@gmail.com
3. To create a user without a blog each line would look like this:  
null,null,seanqt3,mainsblog41,seanqt3@gmail.com

**TIP:** DON'T use Excel to create your CSV. Text file because it frequently messes up the data putting user information onto new lines which will prevent the blogs from being created.



## Editing User's Blogs

1. Locate the blog by either:

a. Searching for the specific blog by clicking on **Admin**



b. Clicking on **Blogs**



Below is what your result display should look like:

ID	Path	Last Updated	Registered	Users
<input type="checkbox"/> 27	/moodywaters/ <a href="#">Edit</a>   <a href="#">Backend</a>   <a href="#">Deactivate</a>   <a href="#">Archive</a>   <a href="#">Spam</a>   <a href="#">Delete</a>   <a href="#">Visit</a>	2009-05-09 8:05:06 am	2009-05-07 4:09:54 am	moodywaters (suewater+10@gmail.com) murkywaters (suewater+20@gmail.com)

You have a range of options once the required blog is located:

### Edit

Used to:

- Enable a theme that is disabled site wide on a specific blog.
- Manually over ride the site wide blog upload space quota for a specific blog. For example, change the site wide upload of 100 MB to 5 GB on a specific blog
- Change role and passwords of blog users
- Add new users to the blog



### Blog Users

User	Role	Password	Remove
<a href="#">moody</a>	Administrator	<input type="password"/>	<input type="checkbox"/>
<a href="#">mirky</a>	Editor	<input type="password"/>	<input type="checkbox"/>

### Add a new user

As you type WordPress will offer you a choice of usernames. Click them to select and hit *Update Options* to add the user.

User Login:

Role:

### Misc Blog Actions

Blog Upload Space Quota  MB (Leave blank for site default)

[Update Options »](#)

## Backend

Takes you to the dashboard of that blog where you have complete access to all features of that blog.

## Deactivate

Reverses the activation step users go through when they signup for a blog. Deactivated blogs can be reactivated without much fuss. There's really not much use to deactivate on a typical WPMU site.

## Archive

Marks a blog as being archived so it's not accessible by users. Archived blogs can be unarchived. Some people use this option to test the waters before deleting old and unused blogs. If no one complains about the blog being archived it's safe to delete, etc.

## Spam

Used when you find a spam blog but aren't completely sure it's spam so you mark it as spam. You can mark it as "not spam" if it turns out to be legit. If you're positive it's spam it's best to just delete the blog.

## Delete

Deletes the blog entirely. Used with extreme caution because once a blog is deleted it can't be recovered. The better option in most circumstances is to archive a blog rather than delete it.

## View

Takes you to blog site.

ID	Domain								
<input type="checkbox"/>	2	moody	Edit	Backend	Deactivate	Archive	Spam	Delete	Visit
<input type="checkbox"/>	2	moody	Edit	Backend	Deactivate	Archive	Spam	Delete	Visit
<input type="checkbox"/>	2	moody	Edit	Backend	Deactivate	Archive	Spam	Delete	Visit
<input type="checkbox"/>	2	moody	Edit	Backend	Deactivate	Archive	Spam	Delete	Visit
<input type="checkbox"/>	2	moody	Edit	Backend	Deactivate	Archive	Spam	Delete	Visit
<input type="checkbox"/>	2	moody	Edit	Backend	Deactivate	Archive	Spam	Delete	Visit
<input type="checkbox"/>	2	moody	Edit	Backend	Deactivate	Archive	Spam	Delete	Visit

## Working with Usernames

There are some situations when people want usernames created without having their own blog e.g. several people just want to post on the same blog.

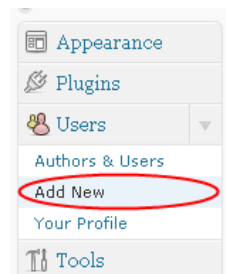
There are four options for creating the usernames depending on what Site options you've chosen:

1. **Allow new registrations enabled** - users to create their own using your signup page.

For example, <http://edutags.net/wp-signup.php>

**TIP:** If one user decides to create all the usernames using your signup page remind them to log out of their account before visiting the signup page.

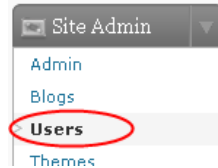
2. **Add New Users allowed** – means that blog administrators can create new users using their Users > Add New page



This allows users to enter the username and email address for a person who isn't a current user. The person will receive an email with their password and login link. They have 48 hours to activate their account.

### 3. Creating new usernames using site admin

1. Click on **Site Admin > Users**



2. Scroll to the bottom of the page add the username and email address then click **Add User**

*Please note:*

- a) In this example the username created is mirky
- b) Username can be changed to nickname by the user at any time Users > Your Profile
- c) This also adds this user to the main blog or dashboard blog as a subscriber

A screenshot of the 'Add user' form. The form has two input fields: 'Username' with the value 'mirky' and 'Email' with the value 'suewater@gmail.com'. Below the fields is a text line: 'Username and password will be mailed to the above email address.' At the bottom of the form is a button labeled 'Add user'. To the right of the form, there is a blue box labeled 'Add details' with a red circle containing the number '1' next to it. A red arrow points from this box to the 'Add details' button. Another red arrow points from the 'Add details' button to the 'Add user' button. Below the 'Add user' button is a blue box labeled 'Click Add User' with a red circle containing the number '2' next to it. A red arrow points from this box to the 'Add user' button.

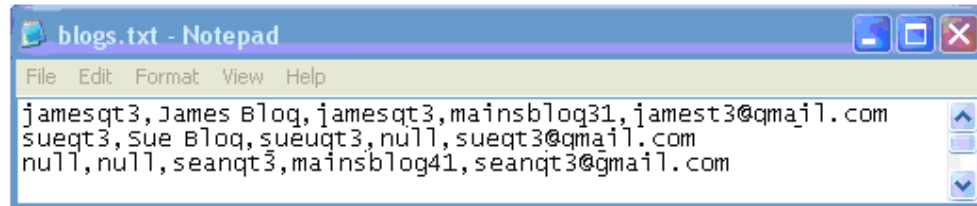


#### 4. Using **Site Admin > Batch Create** to create new usernames

Batch Create is the more advanced option for quickly creating a large number of blogs or users.

How it works is you create a CSV. text file using a simple text editor such as NotePad and then upload the file to Batch Create.

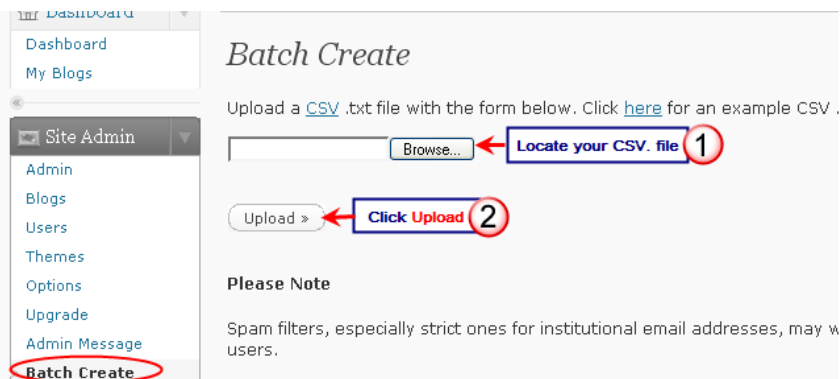
Here is an example of a CSV. Text file:



To create a username only each line would look like this:

Null,null,seanqt3,mainsblog41,seanqt3@gmail.com

**TIP:** DON'T use Excel to create your CSV. Text file because it frequently messes up the data putting user information onto new lines which will prevent the blogs from being created.

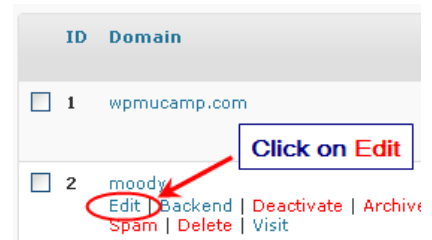


#### Adding users to blogs

To add users to a blog:

1. Located the required blog
2. Click on **Edit** and scroll down right hand column of page to 'Add A New User' section.
3. Enter login name, assign role of user and click **Update Options**

**TIP:** For this option usernames must already be created!



#### Add a new user

As you type WordPress will offer you a choice of usernames. Click them to select and hit *Update Options* to add the user.

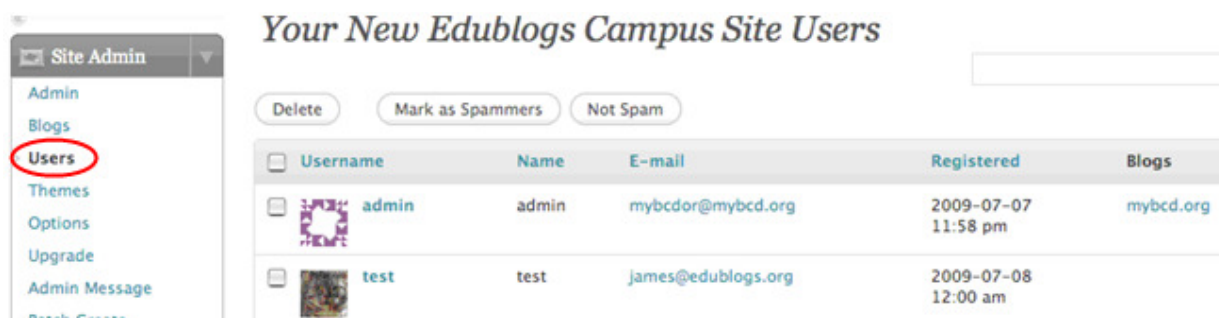


## Resetting Passwords And/Or Changing User Email Address

1. Click on **Site Admin** and
  - a. Search for the specific user



- b. or click on **Site Admin > Users** to view all users



3. Hover over the Username and the click **Edit**



4. Insert the new email address and/or password then click on **Update user**.

## Working with Plugins

Plugins extend and expand the functionality of WordPress.

While there are over 4,000 regular plugins most of these don't work on WPMU. Your Campus site comes with plugins that have been tested and customized to work on WPMU.

If you want your blog users to be able to use the plugins you need to:

1. Enable plugins in Site Admin > Options - this will display the Plugin tab in their dashboard



2. Go to Plugins > Installed activate plugins that you want them to have access to. There are two options when you activate the plugins:

- a) **Activate** - adds plugin to your users' Plugin tab under Installed. To use they will need to activate it



- b) **Activate Sitewide** - activates the plugin sitewide on all blogs. This means it is automatically enabled and your users have no ability to deactivate.



**TIP:** In most circumstances you would choose Activate and not Activate Sitewide except for plugins that you know all users would like to use.

Here is a summary of some of the plugins available to use.

### 1. AddThis Social Bookmarking

The AddThis Social Bookmarking plugin allows readers to bookmark posts from blogs easily with over 45 popular services, and to share it with friends via email

### 2. Akismet

Akismet checks your comments against the Akismet web service to see if they look like spam or not and lets you review the spam it catches under your blog's "Comments" admin screen (<http://akismet.com/download/>). To enable Akismet you need to follow the instructions to obtain a WordPress.com API key.

### 3. Audio and Video Comments

Lets readers to leave audio and video comments.

### 4. Contact Form

Plugin that allows user to set up a contact form that can be embedded into a page by Douglas Karr.

### 5. Subscribe To Comments

The Subscribe To Comments is a plugin that allows commenters on your blog to check a box before commenting and get e-mail notification of further comments.

### 6. ThinkFree Viewer

The plugin allows users to view office(.doc, .xls and .ppt) documents on browsers

### 7. Threaded Comments

Enables threaded comments for your blog - simply activate, configure and enjoy as the comments perfectly nest.

#### Leave comments

Username: \*required

Email Address: \*required

Homepage:

Anti-spam word: (Required) \*

To prove you're a person (not a spam script), type the security word shown in the picture.

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☐ Notify me of followup comments via e-mail

This will appear at bottom of  
comments when Subscribe to  
Comments plugin is switched on