

Creating student blogs using the Signup page

There are two main ways to create blogs for your students:

- 1. Using the Edublogs signup page (http://edublogs.org/wp-signup.php) free Edublogs Blogs
- 2. Using the Blog & User Creator Edublogs Pro and Edublogs Campus blogs only

If you are a free Edublogs blog user you need to follow the instructions on this page to create your student blogs.

Step 1: Create the blogs

Go to the Edublogs signup page (<u>http://edublogs.org/wp-signup.php</u>) and either:

- Create the blogs attached to your username Follow the instructions for Creating new blogs for your own use (http://help.edublogs.org/2009/08/28/creating-new-blogs/)
- Or organise your students to create their own blog Get your students to follow instructions for Signing up for your blog (<u>http://help.edublogs.org/2009/07/29/signing-up-for-your-blog/</u>)

Step 2: Add The Second User to The Blog

Most educators add themselves as administrator on student blogs so if required they can access the blogs, at any time, to edit any posts or comments.

This means on each student blog you will have:

- A student user who may be assigned the role of a contributor, author, editor or administrator (<u>http://help.edublogs.org/2009/08/24/what-are-the-different-roles-of-users/</u>) depending on the tasks you want the student responsible for
- 2. Yourself assigned the role of an administrator

Once the blogs are created you add yourself as co administrator by either:

- 1. Adding your student as a user to the blog
- 2. Or getting your students to add you to their blog as administrator

TIP: Remember if your students don't have email addresses you can use Gmail method (<u>http://theedublogger.edublogs.org/2008/07/24/creating-student-accounts-using-one-gmail-account/</u>).

Using the Add New Screen

The second user is added to the blog using the **Add New** Screen. This screen is designed so that you can either:

- Add an existing user on Edublogs.org (or the Edublogs Campus site) to the blog
- Create a username for a person who isn't already a member of the Edublogs.org (or the Edublogs Campus site) and at the same time add that new user to the blog

suewaters		
.edublogs.org/		
Blog Title:		
Privacy:		STE
Yes O No		
Language:		
English		
Linghon		
	Create Blog »	
Pr Publis	You can add new users to	your blog in two
 Media Links Pages Comments 	1. Enter the username a 2. Enter the username a That person will be sent a Username (required)	ind email address and the email address an email asking the STE
Media Iinks Fages Comments Appearance Plagins	1. Enter the username a 2. Enter the username a That person will be sent a Username (required) E-mail (required)	ind email address and the email addre an email asking the STE
A Media Links Pages Comments Appearance Plagins Uters	1. Enter the username a 2. Enter the username a That person will be sent a Username (required) E-mail (required) Role	nd email address ind the email addre an email asking the STE Subscriber



1. Go to Users > Add New in the blog's Dashboard



2. For an existing user add their username, the email address attached to that username, select their role and click **Add User**

• *Tip:* You will see a message saying 'Sorry, that email address is already used!' or 'Sorry, that username already exists!' if you enter the incorrect combination of username or email address

Sername (required)	Add their existing username and email address
E-mail (required)	moodywaters+30@gmail.com
Role	Subscriber
Click Add User	Administrator Editor Author Contributor

For a new user, add a suitable username, their email address, select their role and click Add User.

Tips:

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- For both existing and new users they will be sent an invitation email and they must click the confirmation link before they're added as a user to the blog. This email normally arrives within 30 minutes.
- New users have 48 hours to click on the link in the email to activate their account otherwise you will need to reset up their account.
- Spam filters, especially strict ones for institutional email addresses, often block these activation emails. If unsure use free webmail accounts such as gmail, hotmail that don't block these invitation emails.
- Use only lowercase letters and numbers, with no spaces, in the username
- The username is what they use to sign into the blog dashboard and is displayed on posts and comments they write. You can't change a username, however you can change what name is displayed (<u>http://theedublogger.edublogs.org/2008/02/09/changing-your-display-name-and-setting-up-your-comment-avatar/</u>).
- It won't allow you to create several usernames with the same email address because the system
 resets password based on email address. But you can trick it using the gmail+ method
 (<u>http://help.edublogs.org/2009/02/27/creating-student-accounts-using-one-gmail-account/</u>)

Add New User

Invitation email sent to user. A confirmation link must be clicked for them to be added to your blog.



• Existing users are sent a joining confirmation email



New users are sent a blog invite email

[Innovation Blog] Your blog invite Inbox X	
Edublogs.org to me show details Hi, You've been invited to join 'Innovation Blog' at http://suestestblog.edublogs.org as a subscriber. If you do not want to join this blog please ignore this email. This invitation will expire in a few days. Please click the folowing link to activate your user account: oftp://edublogs.org/wp-activate.php?key=9228c178e9206c79 Please value	
Click link to activate username and add to blog Click link to activate username and add to blog Obeclubiogs Home About Us Help & Support Features Edublogs Campus	
Blogging for teachers and students, made eas	y
Your account is now active! Username: swaters Password: 48f049e1 Your account is now activated. Login or go back to the homepage.	

• Once a new users clicks the link in the blog invite email they will be sent an email with their username, their password and a login link

Edublogs.org to me
Dear User,
Your new account is setup.
You can log in with the following information Username: swaters Password: 48f049e1 http://edublogs.org/wp-login.php
Thanks!
The WordPress Team Edublogs.org



• After users have confirmed the invite they will be listed as users on the blog's **Authors and Users** screen and only be able to access features in blog's administration panel based on the role you've assigned them.

