Creating and Adding Users to a Blog

You need to add users to a blog when 1) You want other people to write posts on the blog or 2) Your blog is private and is only visible to registered subscribers

Please Note:

- If you only want your students to comment on posts you don't need to create usernames for them or add them as users to the blog unless your blog is private.
- They just need to add their name and email address when they write their comments.

There are three main ways to add users to Edublogs:


What you need to know:

1. If your blog is private, only viewable by logged in users, and you don't need to add the students as users but need to create student usernames. Students to can create their own usernames on the Edublogs signup page [i.e. http://edublogs.org/wp-signup.php](http://edublogs.org/wp-signup.php).
2. If you want to create usernames using the Edublogs signup page -- you must be logged out of your Edublogs account before going to the signup page.
3. Add New Users is the fastest way to add students quickly to your class blog — if they don’t have a username.
4. Add Users (or Add Existing Users) is the fastest way to add students quickly to your class blog — if they already have a username.

Here’s a summary of what each is used for:

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Used For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add New (one user)</td>
<td>- Adds an existing user to a blog or creates and adds a new user to a blog - Password is automatically generated for new users - User must click on the confirmation link in the invitation email to be added to blog</td>
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<tr>
<td>Add New Users (up to 15 users)</td>
<td>- Creates and adds new users to a blog in batches of up to 15 users - Option to set password or have password automatically generated - Speeds up the process as new users don't require email verification to be added to the blog – they are automatically added</td>
</tr>
<tr>
<td>Add Existing Users or Add Users (up to 15 users)</td>
<td>- Adds existing users to a blog in batches of up to 15 users</td>
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