

## Building your blog (Blogs 2) Megan Poore

### Purpose

To use your blog's dashboard to build your blog.

### Learning outcomes

By the end of this workshop, you should be able to use the basic functions of your blog. You should be able to:

1. Write, publish, and manage your own posts
2. Change the appearance of your blog
3. Back up your blog

If you are a little more skilled, you should also be able to:

1. Add a video, slideshow, poll or other 'embeddable object'
2. Manage comments and users
3. Create links to other websites
4. Change your privacy settings

### Program

#### 1. Basic functions

- Add, write, and publish a post: adding text, links, images, video, tags
- Add, write, and publish pages
- Manage posts and pages
- Set appearance, themes and widgets
- Back up your blog under 'Tools > Export'

#### 2. Advanced functions

- Manage comments
- Manage users
- Create links in the sidebar to other websites
- Set privacy options

#### 3. Reflection

#### 4. Evaluation

#### 5. Useful links

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## 1. Basic functions

**Work in pairs.** Visit the dashboard of your blog and explore the basic functions of your blog, as outlined above. For example,

- Write a new post, add tags and publish your work. Then view your site to see how your post looks. (Hint: open a new tab to view the 'public face' of your site -- just don't forget to 'Refresh' the view! Switch between your dashboard and the 'public view' by moving between tabs.)
- Write another post, this time adding a link and an image. View your site to see how your post looks.
- Visit the 'Widgets' area (under 'Appearance') and drag and drop some widgets into the sidebar. View your site to see how your widgets look.

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## 2. Advanced functions

Visit the dashboard of your blog and explore the advanced functions of your blog, as outlined above.

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## 3. Reflection

What do you think or know now? What is still confusing? What do you need to follow up on?

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## 4. Evaluation

Helpful or not? Let us know your thoughts.

## 5. Useful links

Web 2.0 survival guide: <http://web2survivalguide.wordpress.com/>

Blog basics: <http://web2survivalguide.wordpress.com/web-20-tools/blogs/>