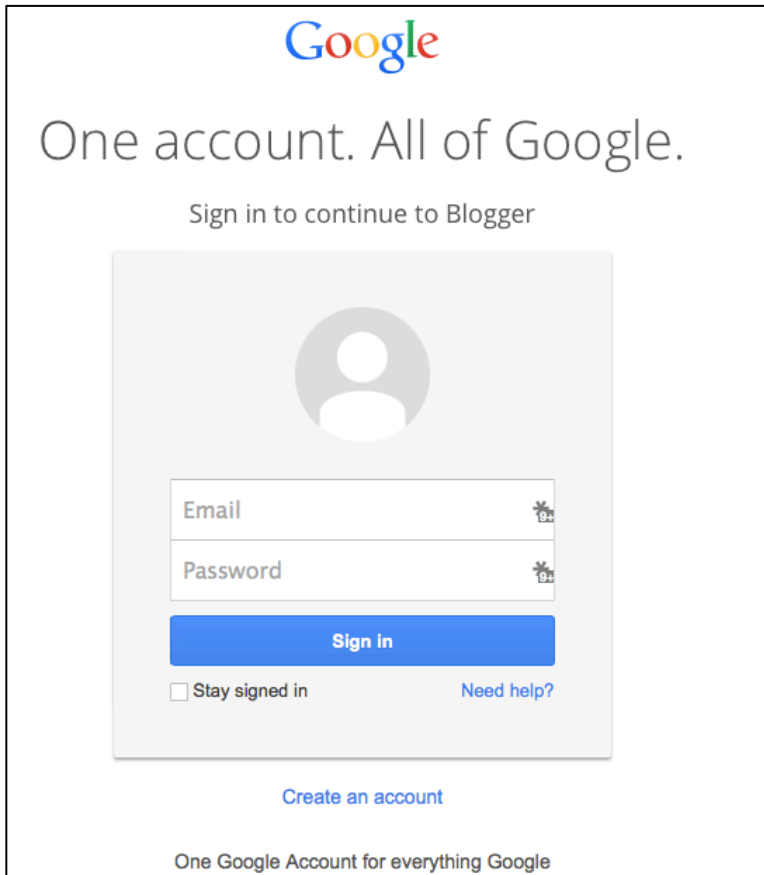
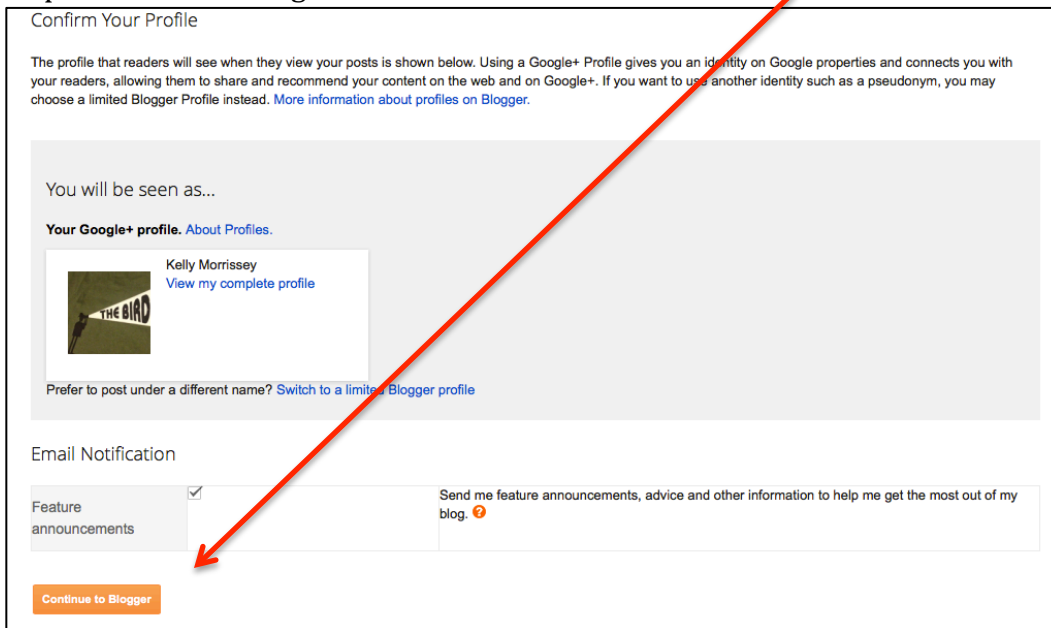


# A Classroom Blog for Beginners

Step 1: Go to blogger.com and sign into your Google account using the first part of your Gmail address (the part before the @) and your password.

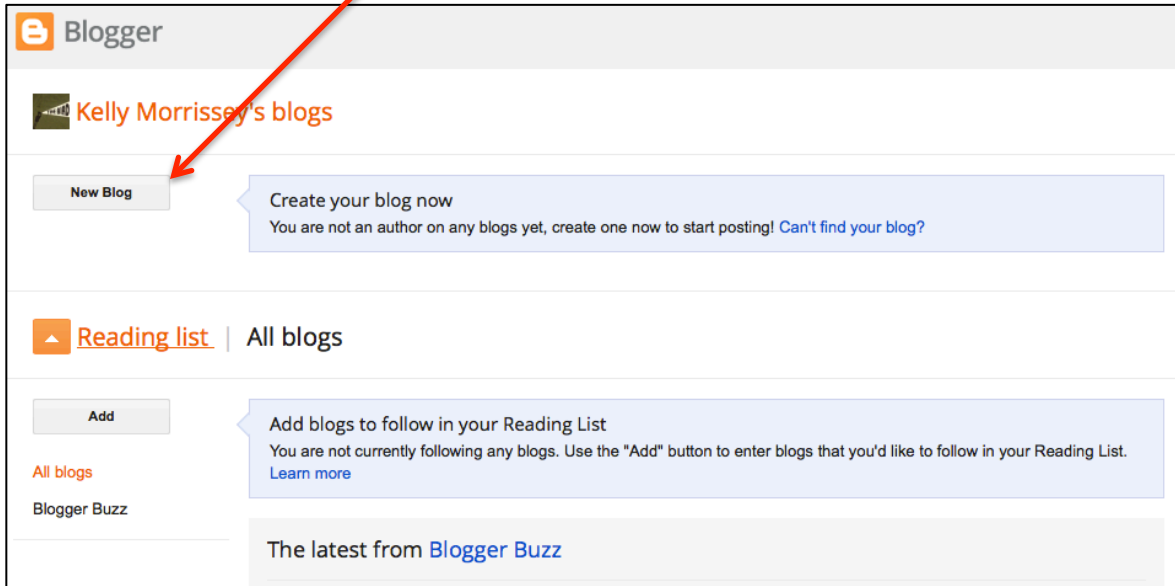


Step 2: Click the orange CONTINUE TO BLOGGER button.



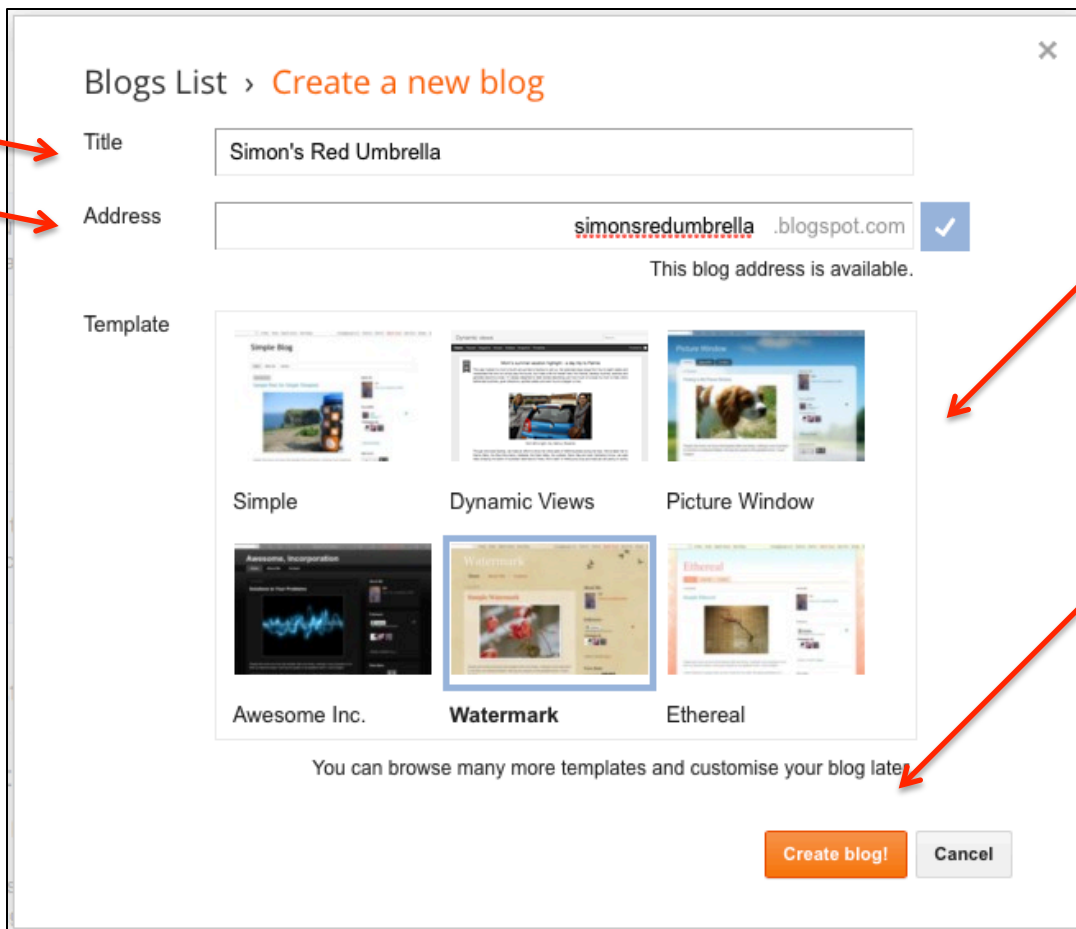
# A Classroom Blog for Beginners

**Step 3:** Click “New Blog.”



**Step 4A:** Enter a title as you want it to appear in your banner across the top of your blog.

**Step 4B:** Enter the address \_\_\_\_\_ .blogspot.ca. As you fill in the address, Blogger will let you know if this address is available or not.



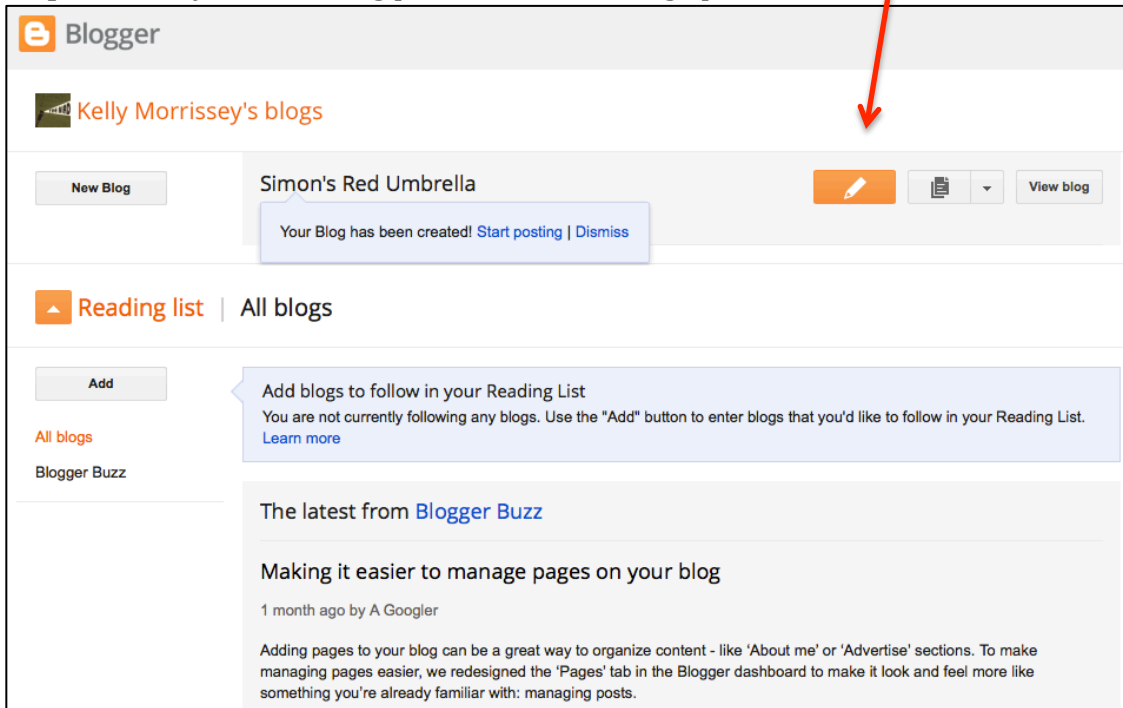
**Step 4C:** Choose one of the 6 templates you can see. This is easily changed later. Just pick one for now.

**Step 4D:** Click “Create blog!”

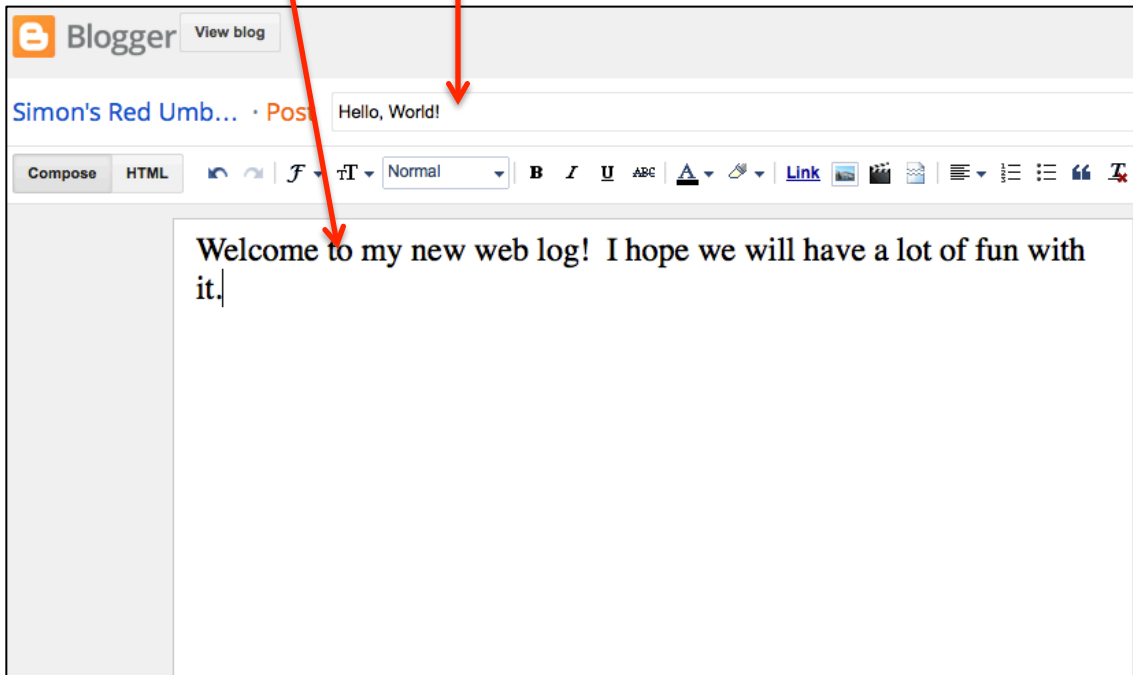
# A Classroom Blog for Beginners

[Congratulations! You now have a web log.](#)

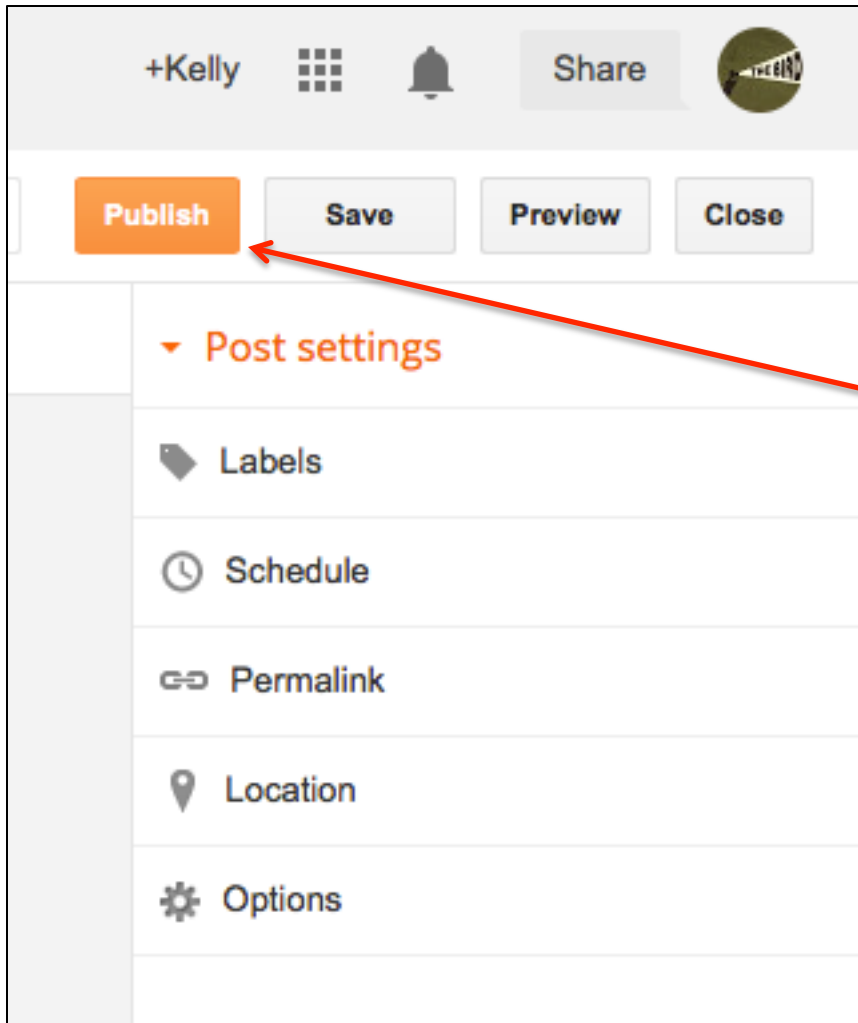
**Step 5:** Write your first blog post. Click the orange pencil icon.



**Step 6:** Give your first post a title. Write a sentence or two in the body. You can always come back and edit / add to this later.



## A Classroom Blog for Beginners



**Step 7:** Look at the upper right corner. You can see some fun tools here, but we're not going to use those just yet. When you've finished entitling and writing your first short post, click the orange PUBLISH button.

**Step 8:** We're not interested in sharing this blog post with our Google+ circles at this time, so just click CANCEL on that window (bottom, next to the green SHARE button).

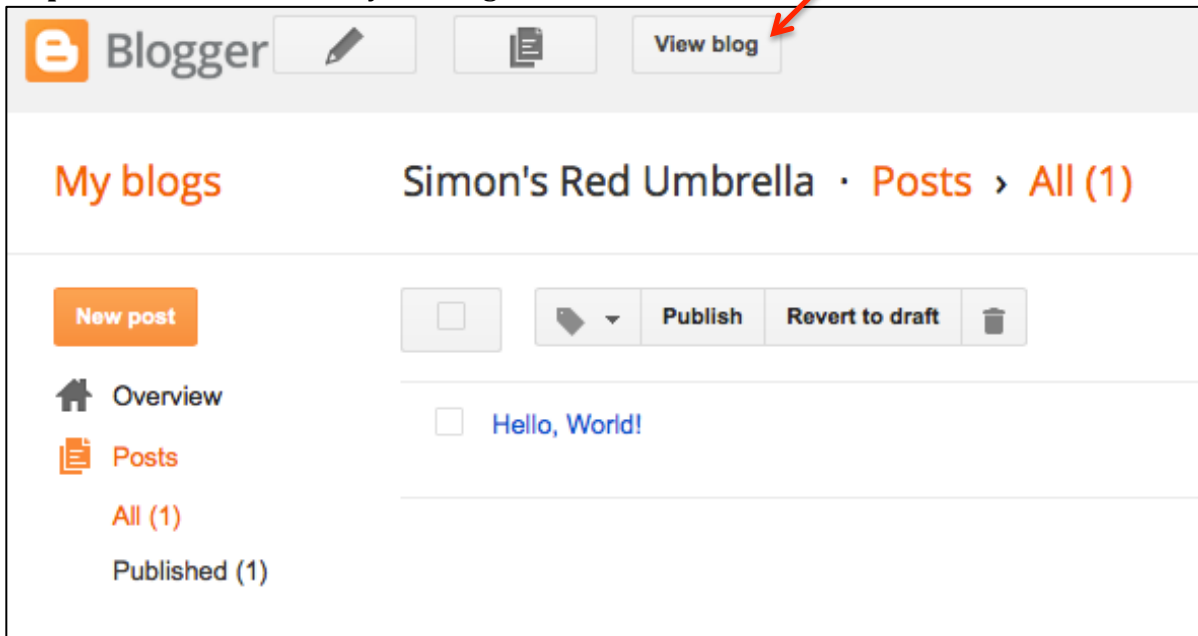
Now we're back at your "dashboard," which is where you post, edit, design and lay out your blog. Can you see that you now have one post listed?

From this dashboard screen you will always be able to:

- make changes to the blog template
- edit existing posts
- add posts
- delete posts, etc.

# A Classroom Blog for Beginners

**Step 9:** Let's take a look at your blog! Click VIEW BLOG.



You've been taken to a preview screen in a new window or tab. From here you can get back to the dashboard either by closing the preview window or by clicking DESIGN.

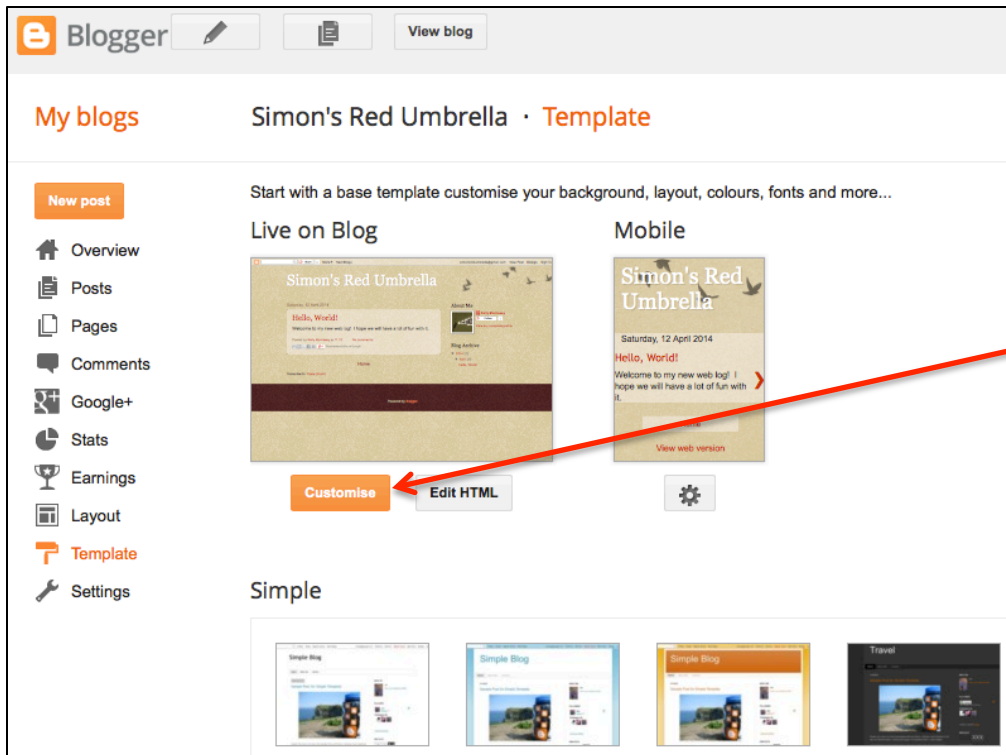
Now that you have seen what your blog looks like, you can make some design decisions. First, how about if we customize the palette?



**Step 10:** Click DESIGN in the upper right corner.

## A Classroom Blog for Beginners

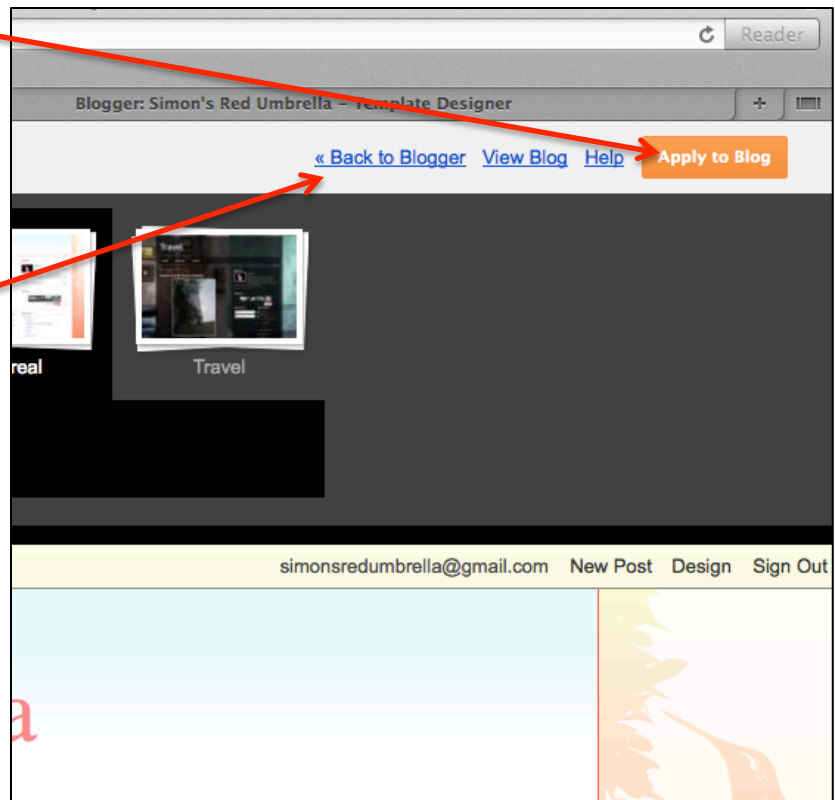
Now you are on a screen that shows you which template you currently have on your blog. Scroll down to see 7 templates and the palette choices available for each one.



**Step 11:** Click the orange CUSTOMISE button and take a moment to experiment with templates and colours.

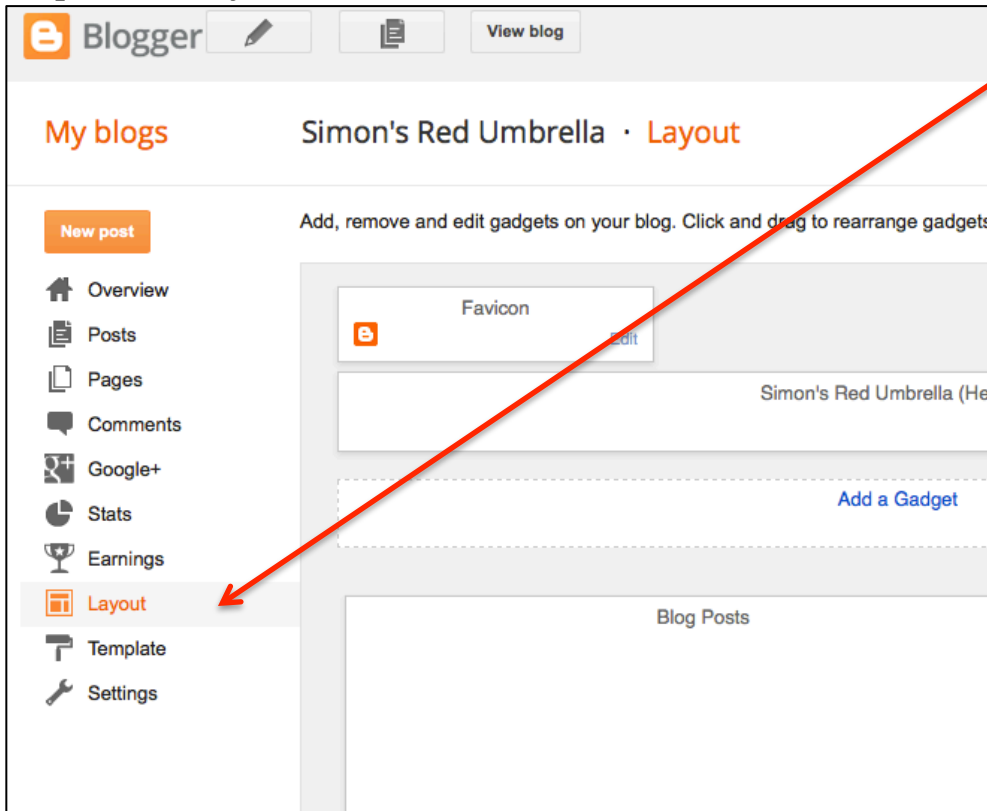
**Step 12:** When you find a combination you like, click APPLY TO BLOG (upper right corner of screen).

**Step 13:** Let's go back to the dashboard to work on your layout. In the upper right, click the blue BACK TO BLOGGER link.

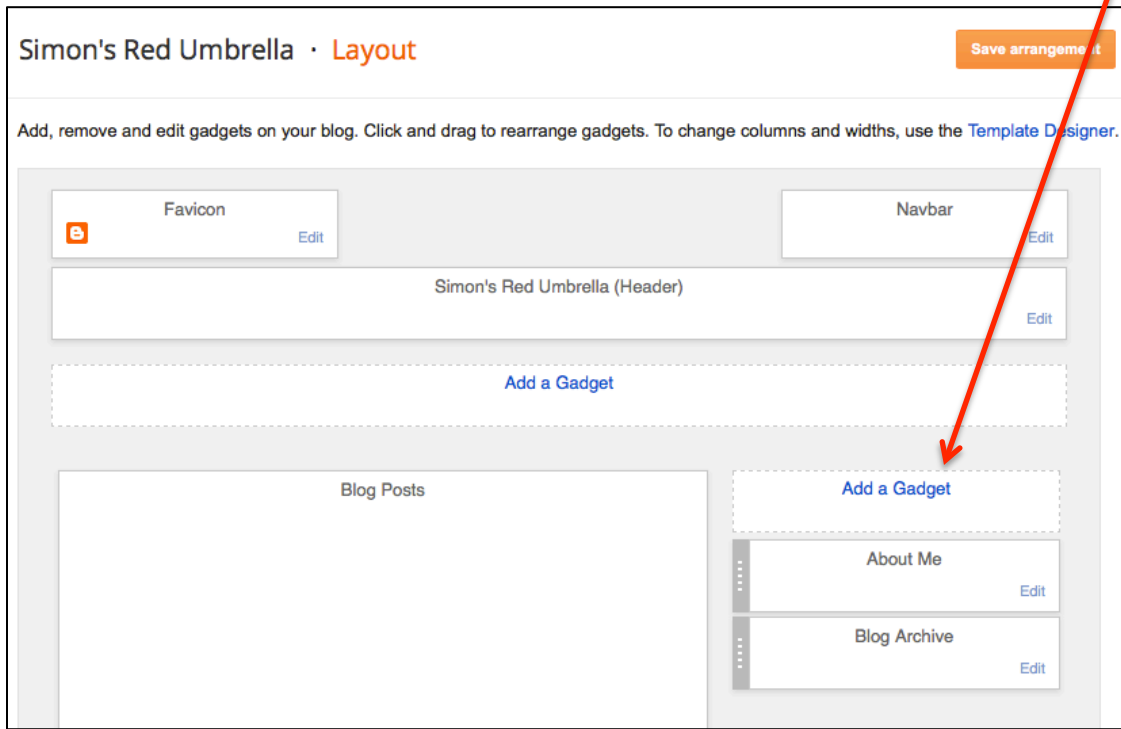


# A Classroom Blog for Beginners

**Step 14:** Now you're back on the dashboard. On the left menu, click LAYOUT.



**Step 15:** In the Layout screen, in your sidebar, click a blue ADD A GADGET link.

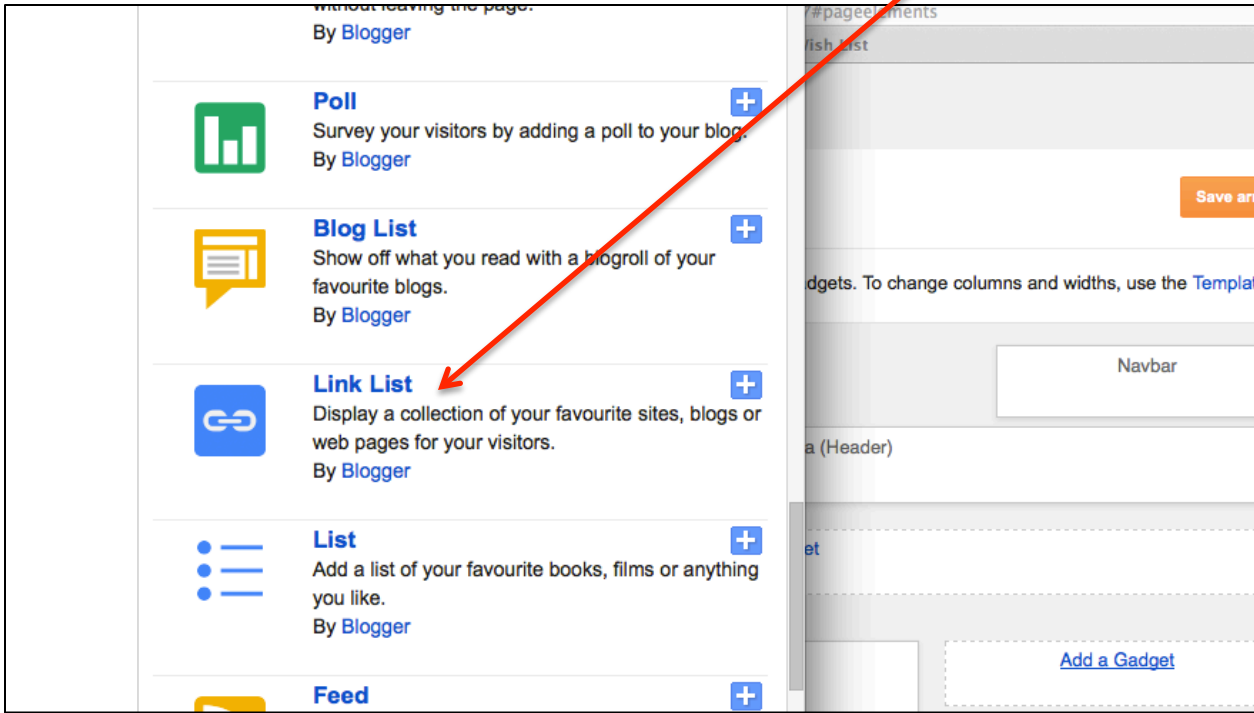


Don't worry about where the gadget is for now.

You can rearrange later, if you wish.

# A Classroom Blog for Beginners

**Step 16:** Scroll down through all those fun gadgets until you see LINK LIST and click it.



### Configure Link List

Title:

Number of items to show in list:  Leave blank to show all links

Sorting:

New Site Name:

New Site URL:

**Step 17:** Enter a title for your list of links, such as "Links I Love."

Enter the name of a website and the complete web address (or copy from my blog).

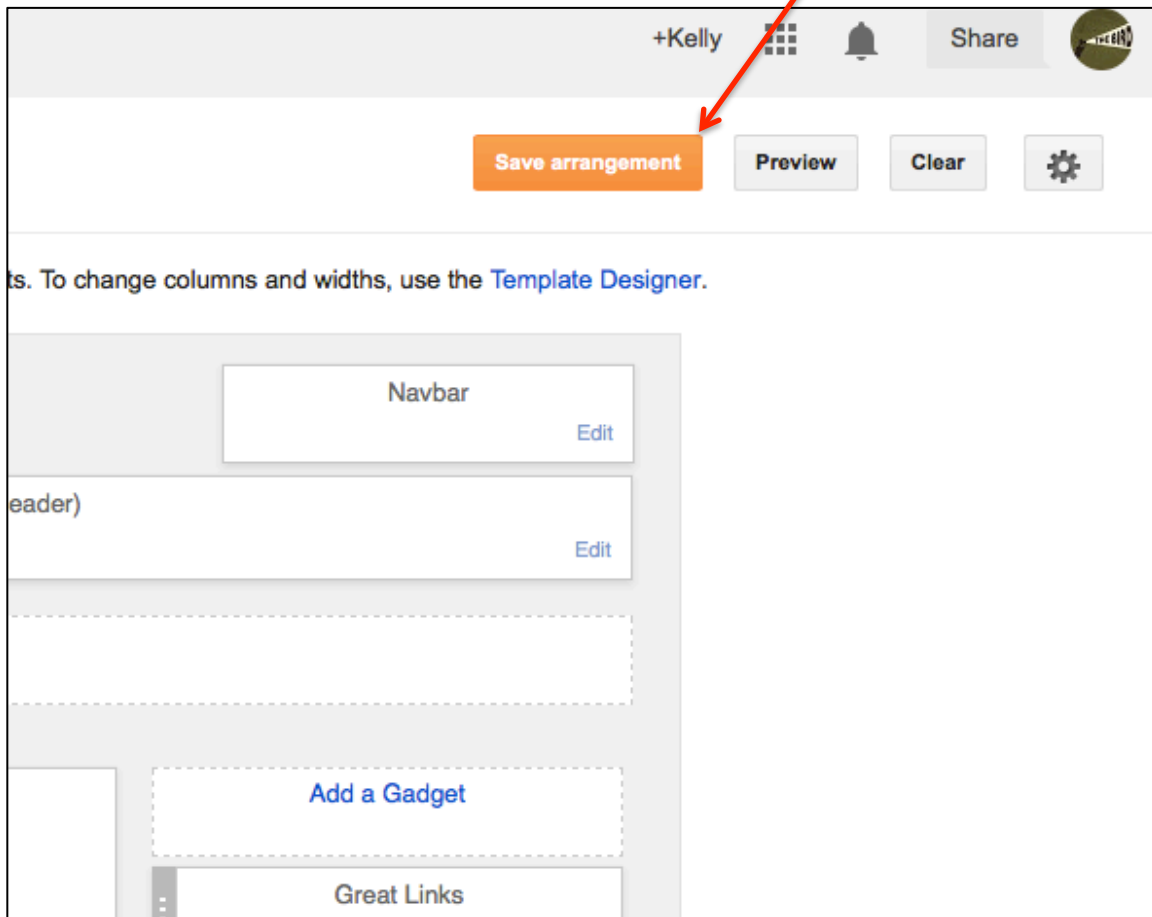
Click ADD LINK.

Add another. When you've added three or four, click SAVE.



## A Classroom Blog for Beginners

**Step 18:** In the upper right of the layout screen, click SAVE ARRANGEMENT.



That's it. You now have a blog. From here it's just a lot of (optional) bells and whistles, icing on the cake.

Don't forget to SIGN OUT of your Google account before you walk away from the computer.

If you would now like to learn how to embed a link in a blog post, those instructions follow. Otherwise, take the next ten minutes just to play around. See if you can navigate the dashboard and easily get back to screens we've used today.

## A Classroom Blog for Beginners

### **Steps for linking to a custom list of vocabulary words and associated games, tests, etc. in a blog post.**

1. If you don't already have one, open a new free teacher account in SpellingCity.com.
2. In list management, create a new list.
3. Enter your vocabulary words, editing the definitions and example sentences to ones you want your students to see.
4. When you're done, save.
5. Click on the name of the word list you created. Copy its URL (web address).
6. Go to your blog and create a new post.
7. Say something like, "Hello, students. Please click [HERE](#) to practice spelling this week's words.
8. Highlight the words that will be your hyperlink. This is where students will click to go to the SpellingCity word list that you created.
9. Click LINK up in your menu bar (it's blue).
10. Paste the URL into the Web Address field and click OK.
11. Save or publish the blog post.
12. If your students are very familiar with Spelling City's screens, they can find the games from there. If not, you can create separate links to the various game screens for them.

#### Things to do later from home:

- add an image and short bio to your Google profile
- drag more gadgets into your sidebar
- advanced - add a photo as a background to your banner
- email or call Kelly for help if you get stuck (okay, maybe not on a Friday night)

[Kelly.morrissey@cogeco.ca](mailto:Kelly.morrissey@cogeco.ca), 519-564-6945

# A Classroom Blog for Beginners