

Welcome to Kidblog.org

This document will let you create and manage a blog for your classroom. Here are some of the features.

- Create a class blog that students can safely post on
- Create and manage student accounts (no student email required)
- Making it safe. You control all the settings concerning posting and comments and who can view the blog
- Fun themes (so it looks nice)
- Very easy to use



Step 1 – Signing up

As easy as any other service. Go to <http://www.kidblog.org> and click on **Click to Create a Class**. It will take you to a new page.



 Set up your class
for free in 20 seconds!

Get your students blogging.

Go for it - It's fast and free!

 [Click to Create a Class](#)

To read the rest of the guide click on past the break!

Fill out the form and click on the **Create Class** button. That's it! You've signed up and created your first class. You can change the name of the class later if you want.

Username

Password

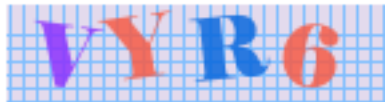
Email

(You'll receive your Kidblog class information here.)

Class Name

(e.g. Mrs. Anderson's Class)

Verification Code



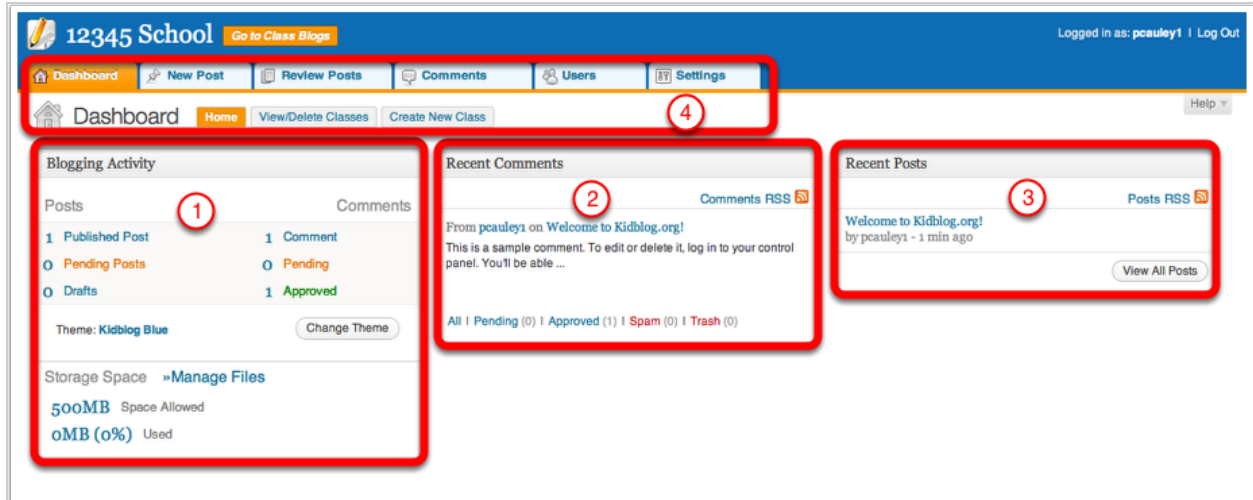
[Reload Image](#)

By clicking the button below, you agree
to the [Terms of Service](#)

Create Class »

Step 2 – Understanding your control panel

When you sign up, this is the first page you will see – your Control Panel. Don't worry it is not as complicated as it might look. Let's break each section down.



1. Blogging Activity – Here you can see how many posts are published or waiting to be published, pending or drafts there are on the blog. You can also see how much space you have left of your 500 mb.
2. Recent Comments – Here you can see and manage your most recent comments. You can see which comments are pending, if it has been approved. You can label it as Spam and you can even trash (delete) the comment.
3. Recent Posts – This shows you the most recent posts, the title of the post and who posted it
4. Menu Bar – Here you can do lots of things from create a new post, add users, change the theme of the blog and more. We will get into it a little later.

Step 3 – Adding users

Adding students to the blog is very easy. First click on the **Users** button in your menu bar.



This is the page you will see. Simply click on **Add New Users** and it will take you to another page

Users **All Users** Add New Users Your Profile Manage Groups

All (1) | Administrator (1)

Bulk Actions Change role to...

<input type="checkbox"/>	Display Name	Login/Kidblog ID	E-mail
<input type="checkbox"/>	pcauley1	pcauley1	pcauley@
<input type="checkbox"/>	Display Name	Login/Kidblog ID	E-mail

Just add their username and you create their password and the role. There are 5 different roles, from administrator to guest. To learn more about the roles go to this website:

<http://kidblog.org/support/knowledgebase.php?article=13&suggest=1>

By default, the role is set to **student**. A student can post and edit their posts only. They can read everyone's posts though and can only make comments approved by the teacher.

There is also an option to add multiple users using a CSV (spreadsheet) file.

When you add a student a little banner will pop up briefly to let you know that they have successfully been added to the blog.

Add New User

Username

Password

Role Student

Step 4 – Managing user accounts (resetting passwords)

After you click on **All Users** this is what you will see. Here you can see all the users and you can either **Edit** or **Remove** the student from the blog.

If you click **Edit**, you can change their password, change their display name or add an email and more. When you are done click on **Update User** and your changes will immediately take effect.

This is a handy feature that will let you reset a student's password when they forget it.

<input type="checkbox"/> Display Name	Login/Kidblog ID
<input type="checkbox"/> pcauley1	pcauley1
<input type="checkbox"/> student1 Edit Remove	student1339083
<input type="checkbox"/> student2	student2202162
<input type="checkbox"/> student3	student3538526
<input type="checkbox"/> Display Name	Login/Kidblog ID

Bulk Actions

Edit User [All Users](#) [Add New Users](#) [Your Profile](#) [Manage Groups](#)

Display Name

Username/Kidblog ID *For manual logins. Cannot be changed.*

New Password *Leave blank if not changing password.*

Email

Visibility Display this user's name in the login list and blog directory for this class

Class Membership [12345 School](#)

[Update User](#)

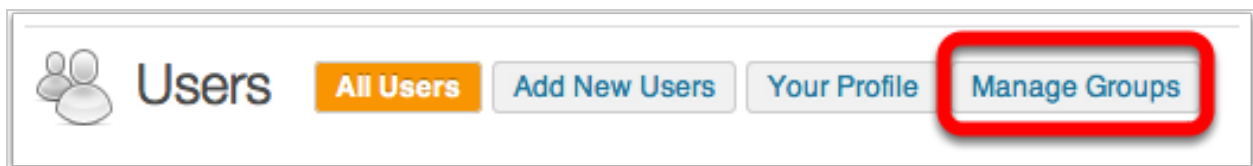
Step 5 – Creating groups

Groups are like tags. It makes it easy for people viewing the blog to find posts that fall under a certain category. For example if you have three people working on a post, only one can post it (obviously).

By making a group that person can post it and let everyone reading the blog know that other people worked on it as well.

Here is how you set up a group.

You should still be under the User tab. Click on **Manage Groups** and a new window will appear.



Type the name of the group and click **Create**. The group will show up in the Group list on the right hand side of the page. Click on Add Members.

Add New Group

Name

(e.g. "Blue Group", "Group A", "Catcher in the Rye", etc.)

[Create](#)

From here all you have to do is click on the **green plus sign** to add a person or the **red X** to remove them from the group. When you're done click on Update and you've created a group.

Group Name

[Update](#)

Press **+** to add users to this group, **X** to remove.

Class Members

- [+](#) student2
- [+](#) student3
- [+](#) pcauley1

Members of *student 1,2,3*

- [X](#) student1

Step 6 – Settings



The settings on the blog are very powerful. You can change the theme, change how students post and comment, even change who can see the blog itself! Click on **Settings** to get to the settings page.

This is the settings page. Here you can change the name of your blog, change the timezone, etc.

Let's change how our students post. Click on the **Posts** tab.

The screenshot shows the WordPress 'General Settings' page. At the top, there are five tabs: 'General' (highlighted in orange), 'Themes', 'Posts', 'Comments', and 'Users'. A red arrow points from a red callout box containing the text 'Click here' to the 'Posts' tab. Below the tabs, the 'Class Title' field contains '12345 School'. The 'Theme' section shows 'Kidblog Blue' with a preview image of a blog post titled 'Mrs. Wilson's Class'. Below the theme preview is a link to 'View Other Themes (Save changes first)'. The 'Timezone' section is set to 'Chicago' with a dropdown arrow, and it notes 'Current time is set to May 13, 2012 1:01 AM'. Below this, there are instructions to choose a city in the same timezone and notes about daylight saving time. The 'SSL Login' section has an unchecked checkbox for 'Enable SSL ("https://" URL) during login'. The 'Mobile Publishing (XML-RPC)' section has an unchecked checkbox for 'Enable native publishing via iPad, iPod Touch, and iPhone (Requires the WordPress App)'. The 'Date Format' section has four radio button options: 'May 13, 2012' (selected), '2012/05/13', '05/13/2012', and '13/05/2012'. At the bottom left, there is a blue 'Save Changes' button.

Step 7 – Post settings

Here you can see who is able to read the posts and who can post. By default it is set so only the people involved in the blog can read the blog. To allow parents to read click on All visitors (no password required).

You can also see that you can enable that all posts must be approved before they appear on the blog. This is your decision and if you want to ensure the quality of the post, then it may be a good idea to have this checked.

Just be sure to click on **Save Changes** before you leave this page.

Who may read posts?

All visitors (no password required)

Users in the following class(es):

- 12345 School (*kidblog.org/12345School*)

another Kidblog class URL

Admin/Teacher only

Students may read teachers' posts

Post Approval

Admin/Teacher/Moderator must approve posts before they appear

Notify these users whenever a post is awaiting approval or published:

pcauley1 (*pcauley@live.com*)

Tags

Enable post tagging

Media Uploads


Allow students to insert media items from teachers' upload library

Step 8 – Comment settings

These settings are similar to the posts settings. You can say who can leave a comment. By default only the people associated with the blog can leave a comment.

Also by default the teacher must approve all comments before they appear on the blog. This is a good idea at first as some kids may find it funny to post a comment that is not relevant or appropriate.

Just be sure to click **Save Changes** button at the bottom.

 **Comment Settings** General Themes Posts **Comments** Users

Who may leave comments on posts?

All visitors (no password required)

Users in the following class(es)

12345 School (kidblog.org/12345School)

Allow users with "Guest" role to leave comments

another Kidblog class URL

Admin/Teacher only

Comment Approval

Admin/Teacher/Moderator must approve comments before they appear

Notify these users whenever a new comment is submitted or awaiting approval:

pcauley1 (pcauley@live.com)

Other Comment Settings

Enable threaded (nested) comments levels deep

Enable rich-text comments (links, images, HTML tags)

You're on your way!

Congratulations! You now have a blog for you and your students. It is a versatile platform that can be used in a lot of different ways.

This guide is a good starting point but does not cover everything. Feel free to explore and discover everything <http://www.kidblog.org> has to offer you and your students. If you need more support please contact your handy dandy IT teacher.

Are you a Google Apps for Education school? KidBlog just got even better!

<http://support.kidblog.org/entries/23279801-Create-an-Account-and-Log-In-with-Google-Apps-for-Education>