

# Creating a Blog Page

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NOTE: You can create one Blog Page to house all of your blogs; Each blog topic (new posting) is named and can be made active or inactive.

1. In Site Manager mode click on *New Page*;
2. Select *Blog* from the list of *Available Page Types*;
3. Enter the Blog Page Name;
4. Click *Save*;



## Adding the Blog Topic/Question

1. Select the Blog Page Name from the *Page Name* listing;
2. Click the *New Posting* button;
3. On the *General* tab enter the *Title* for your blog;  
(NOTE: Do not enter the blog topic/question here;)
4. Accept the default date and time for the blog;
5. Select the *Format* for the blog postings;
6. On the *Posting* tab enter the blog topic or question;  
(NOTE: You will be working with a version of the Schoolwires® Editor;)
7. On the *Comments* tab select the radio button, *Yes*, to allow comments on this posting;
8. Select the user roles to limit who can post a comment to your blog;
9. Check the *Active* box;
10. Click *Save*;

## Posting a Comment to a Blog Page

1. Click on the named Blog Page in the user website view;
2. Click on the **View comments or post a comment** link;
3. If comments have been posted already, scroll down to the **Post a Comment** area on the webpage;
4. If you have signed into Schoolwires, your name and e-mail address are already noted; If you are a student and have not signed into Schoolwires, enter your first name, last name initial, and a bogus e-mail address; If you are an adult and have not signed into Schoolwires, enter your first name, last name and e-mail address;

(NOTE: Although your e-mail address is required, it will not be published on the webpage.)

5. Enter your comment (posting) in the **Comments:\*** box;
6. Click the **Post Comment** button;  
(NOTE: Once the creator of the Blog Page has approved your comment, it will be visible on the webpage;)

### Moderating Blog Page Comments

1. Sign into Schoolwires, navigate to your section, and click on the Site Manager button;
2. Click on your named Blog Page;
3. On the Postings window click the *Moderate* button for the blog posting whose comments you want to preview;



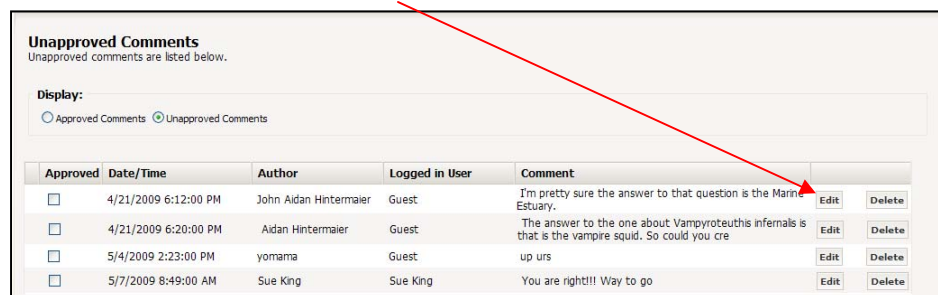
New Posting

**Postings**  
Existing postings are listed below.

Active	Date	Title	Approved Comments	Unapproved Comments	
<input checked="" type="checkbox"/>	3/25/2009	The Abyss	0	0	<a href="#">Edit</a> <a href="#">Moderate</a> <a href="#">Delete</a>
<input checked="" type="checkbox"/>	2/16/2009	What Everglades ecosystem am I?	1	4	<a href="#">Edit</a> <a href="#">Moderate</a> <a href="#">Delete</a>

(NOTE: If you want to make changes to your blog topic, click the *Edit* button, make the desired changes on each of the four tabs, and click *Save*;) )

4. On the Comments window click the *Edit* button for one of the comments;



**Unapproved Comments**  
Unapproved comments are listed below.

Display:  
☐ Approved Comments ☒ Unapproved Comments

Approved	Date/Time	Author	Logged in User	Comment	
<input type="checkbox"/>	4/21/2009 6:12:00 PM	John Aidan Hintermaier	Guest	I'm pretty sure the answer to that question is the Marne Estuary.	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	4/21/2009 6:20:00 PM	Aidan Hintermaier	Guest	The answer to the one about Vampyroteuthis infernalis is that is the vampire squid. So could you cre	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	5/4/2009 2:23:00 PM	yomama	Guest	up urs	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	5/7/2009 8:49:00 AM	Sue King	Sue King	You are right!!! Way to go	<a href="#">Edit</a> <a href="#">Delete</a>

5. Review the posting and edit for grammar, language, etc.;
6. If you approve of the comment check the *Approved* box and click *Save*; The comment will now be visible on the webpage; **If you do not approve of the comment, do not check the Approved box, but click *Save*;**