

HOW TO CONTRIBUTE TO *THE ENGAGED CAMPUS* BLOG

GETTING AN EDUBLOGS ACCOUNT USERNAME AND PASSWORD

First you will need an Edublogs user account. Go to <http://www.edublogs.org/> and click on the link that says “Sign up here” (figure 1).

USERNAME

You will then be taken to a page that will ask you for a username and email address. You will also need to check the box to agree to Edublogs’s terms of service (TOS) and Select “Just username, please.”



Figure 1 www.edublogs.org

USERNAME VERIFICATION

Next, Edublogs will verify that your username is available. If it is not, you will be taken back to the previous step to enter a different username.

ACTIVATION EMAIL

If your username is free, you will be taken to a subsequent page that tells you to check your email for your new password.

ACCOUNT ACTIVATION

After a few minutes, you should have a message from Edublogs.org with the subject line “Activate X” where X represents your newly requested username. Click on the link in the email to activate the account.

CHANGING PASSWORD

When you click on the link, a new web page should open indicating your username and password. You may change your password to whatever you want on your own. You do this by logging in and then clicking on your username in the upper right-hand corner next to “Howdy.” This will take you to the settings page. Down at the bottom of this page is where you change your password.

POSTING TO THE ENGAGED CAMPUS

DASHBOARD

Once you are logged into your account, you should be taken to your *dashboard*. It will look like figure 2.

The dashboard is the heart of *The Engaged Campus*. From here you will write your posts.

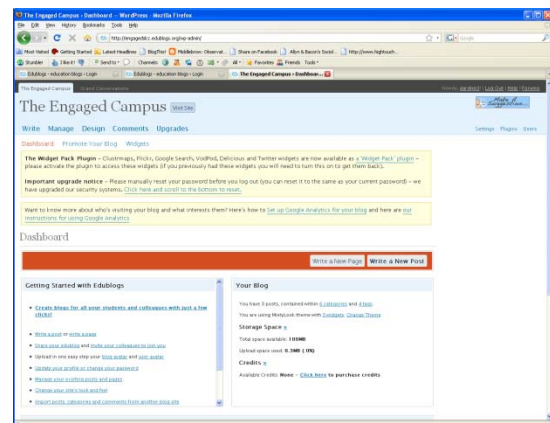


Figure 2 Edublogs Dashboard

POSTING AN ENTRY

To post on an entry, click on the “Write” link in the upper left of the page. You will then be taken to a posting page (figure 3). Most of this page should be self-explanatory: the title is what you want to call your post, and the post is what you want to write.

You may also choose *tags* and *categories* that indicate a general topic of the post. These tags and categories help to keep the blog organized. Think of them as a way of indexing your posts to help readers navigate the blog.

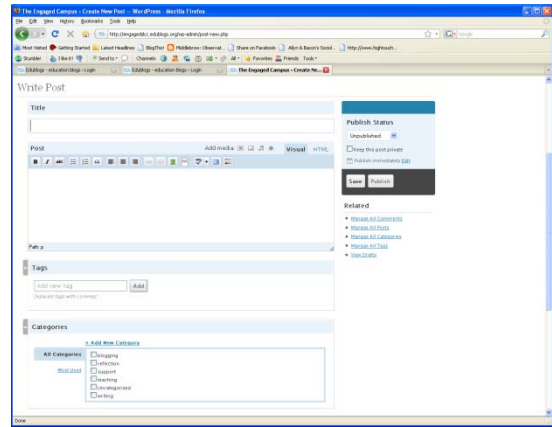


Figure 3 Posting dialog box

PUBLISHING YOUR POST

To put the page up on the web, click on “Publish.” You don’t need to save before publishing.

SAVING A DRAFT

To save it for later editing (it won’t be up on the web) click on “Save.”

READING/COMMENTING ON *THE ENGAGED CAMPUS*

To read and comment on the engaged campus, you may either click on “Visit site” in your dashboard (figure 2) or you may go to <http://engagedslcc.edublogs.org/>.

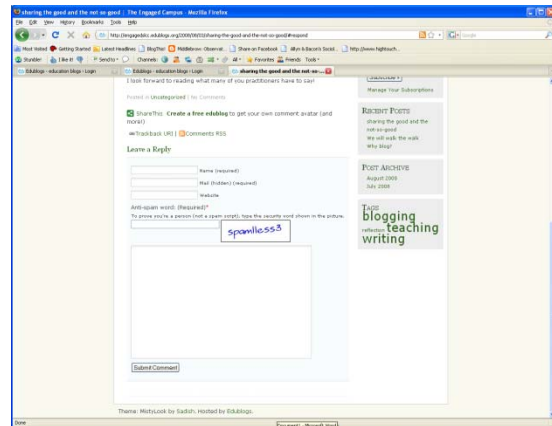


Figure 4 Comment dialog box

COMMENTING

To comment on a particular post, click on the “No comments” or “X comments” (where X is replaced by a number) beneath the post. This will take you to a comment form where you will be asked for your name and the spam-preventing secret word.

SUBSCRIBING TO *THE ENGAGED CAMPUS*

You may subscribe to the blog using an RSS reader such as Google Reader (<http://www.google.com/reader/>). The advantage to subscribing to the blog’s feed is that you know when others have posted both regular posts and comments on those posts. You may also have postings emailed to you.

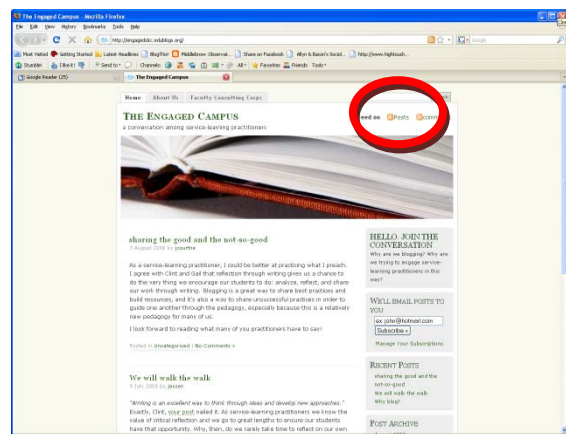


Figure 5 RSS feed

RSS FEED & E-MAIL SUBSCRIPTION

The RSS feed links can be found on the top right hand side of the blog. The are demarcated by orange icons. To subscribe via email enter your email address in the box labeled “We’ll email posts to you.”

If you have any questions or comments, please direct them to Clint Gardner: gardnecl@gmail.com.