

How to Set Up Kidblog

Instructions for TechnoBlog



Instructions for registration, creating a class, adding users, and customizing settings.

Kidblog updates its service regularly. If you require updated instructions or would like to learn more about a Kidblog feature email support@technokids.com.

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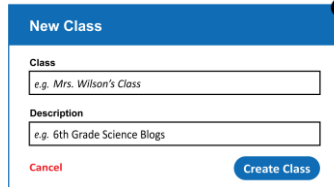
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Get Started with Kidblog

Do you want a fast way to start using Kidblog?
Follow these instructions to create a class, import students, and customize settings.

Register for Kidblog and Create a New Class

- ▷ Visit <http://kidblog.org>
- ▷ Click the button to create a teacher account or to get started. Sign up using an existing Google account or create a new user, then click *Sign Up*. If creating a new account, check your email for a message from Kidblog to verify the account.
- ▷ If necessary, log in to Kidblog. click *Create New Class*.  Google account users will be able to skip this step.
- ▷ Fill out the form to create a new class. Click *Create Class*.



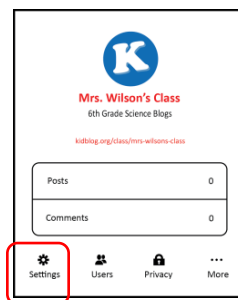
The class name becomes the URL of your class blog.

<http://kidblog.org/classname>

- ▷ You will see the Dashboard for your class. The Dashboard allows you to view recent posts or comments, adjust class settings, manage users, and change privacy options.

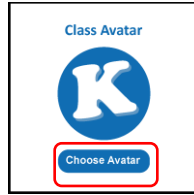
Adjust the Class Blog Settings and Add an Avatar

- ▷ In the Dashboard, locate the class. Click *Settings* .



- ▷ In the Class Settings box add details about the class blog:
 - Edit **Class Name**.
For example, Mrs. Teacher's Language Arts Class
 - Add a **class description** that describes the purpose of the class blog.
 - Add a **location**, such as country, province or state, or city name.
 - Click *Save Changes*.

- ▷ In the Class Avatar box, click *Choose Avatar*.



Avatar tips:

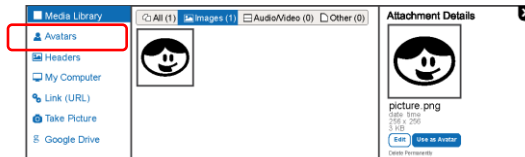
- ✓ The avatar is ROUND. Select a picture that will look good when the corners are cropped.
- ✓ Use a picture that is a SMALL file size.

Option 1 - Upload a picture of a school logo or mascot:

- Click *My Computer*.
- Click *Choose File*.
- Locate a picture on your computer. Select the file and click *Open*.
- Select the picture and click *Use as Avatar*.
TIP: Click *Edit* to add effects, crop, or alter the picture.

Option 2 – Use an avatar from the library:

- Click *Avatars*.
- Click on an image to select an avatar.
- Select the picture and click *Use as Avatar*.



Set the Theme and Sidebar Widgets

- ▷ From the menu bar at the top of the *Settings* screen, click *Themes/Sidebar*.



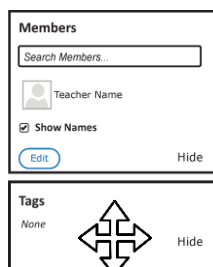
- ▷ Make a selection from the gallery. Click *Activate*.



- ▷ Drag the sidebar widgets to change the order.

In this project, students learn to add tags to each blog post.

Drag the *Tags* widget below the *Members* widget so it is easy to see.



Create a Class and Import Students



The fastest way to add students to your class is to import a class list. If you teach multiple classes, it is a good idea to create a class blog for each one.

KEEP KIDBLOG.ORG OPEN

Create a Class List

- ▷ Keep Kidblog open. Open a spreadsheet program such as Excel. On the worksheet:
 - In Column A type the **Display Name**.
For example: First Name, Initial of Last Name JakeR.
 - In Column B type a generic **Password**. THE PASSWORD MUST HAVE 6 CHARACTERS. Use the SAME password for all students. They will be prompted to change it on their first login. At that time, have the students use their individual school login password, Google password, or other key phrase that they will remember.

	A	B
1	Student1	Password
2	Student2	Password
3	Student3	Password

- ▷ Save the file as **classlist** as a **CSV (Comma delimited)** file.

File name:	8A users
Save as type:	CSV UTF-8 (Comma delimited)

If there is a problem with a password, teachers can change the password after the student's first login.




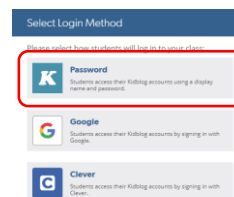
- ▷ Close the spreadsheet program.

Import Users from the Class List

- ▷ From the menu bar at the top of the *Settings* screen, click *Users*.
If you cannot see the menu bar, in the Dashboard, click *Settings*  from the Class box.




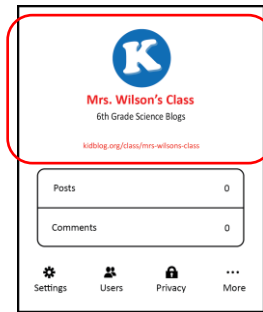
- ▷ Click *Add Students*. 
- ▷ From Select Login Method, pick *Password*.
- ▷ From Add Student, pick *Manual*.
- ▷ Click *Bulk Upload*.



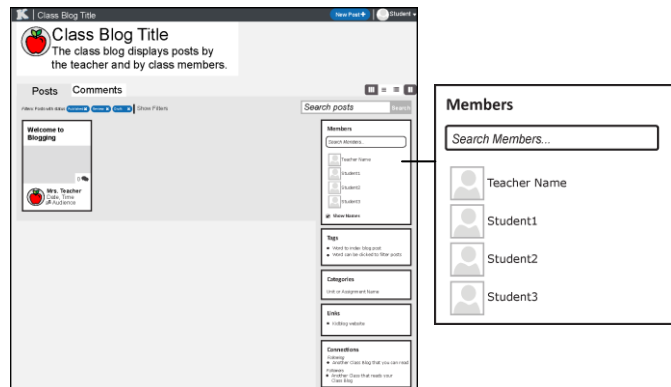
- ▷ Drag the csv spreadsheet file you created into the *Drag file here* area.
- The users are added. Now all your students in the class have an account! As each student logs in for the first time, they will be prompted to change to a new, different password. Coach students to use a password that they will remember: their Google password, school password, etc. Teachers can change passwords, if necessary.

View Class Blog

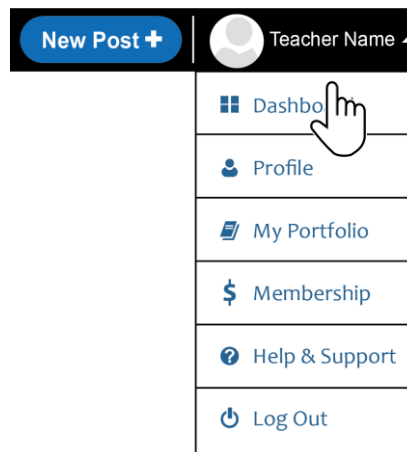
- ▷ To view the class blog, click **Class Name** beside the Kidblog logo in the top LEFT corner, or click the Kidblog logo  to return to the Dashboard and from the Class box, click the avatar, Class Blog name, or URL.





- This is your Class Blog.
- ▷ Look for the widget in the sidebar that lists the blog members. All the students in the class should be listed.



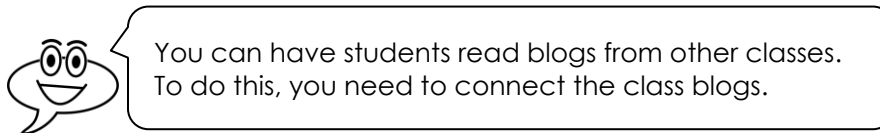
- ▷ To return to the Dashboard, click the Kidblog logo  in the top LEFT corner or click the arrow beside *User Name* at the top RIGHT corner and select *Dashboard*.





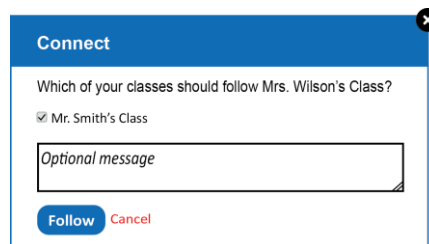
Create Another Class (Optional)


- ▷ View the Dashboard.
- ▷ Click Create New Class. 
- ▷ Type in **Class Name** and **Description**. Click *Create Class*.
- ▷ View the Dashboard to see both classes.
- ▷ In the new Class box, click *Settings*  and follow the instructions in Step 2 and 3 to set the class blog name, location, avatar, and theme.
- ▷ Follow the previous steps to import students into the class.

Connect Classes (Optional)



- ▷ View the Dashboard to see both classes.
TIP: To view the Dashboard click the Kidblog logo  in the top RIGHT corner.
- ▷ View a class blog. From a Class box, click the avatar, Class Blog name, or URL.
- ▷ Click *Follow*. 
- ▷ In the Connect box, check the box beside another class blog and click *Follow*.



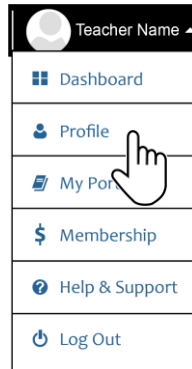
- ▷ Return to the Dashboard. 
Repeat for the other class so that both classes are following each other.
- ▷ Add any other classes and connect them as required.

Set Your Teacher Profile



Follow the instructions to change your avatar. This picture appears in the members listing and beside any comments.

- ▷ Click the arrow beside Teacher Name at the top right and select *Profile*.



- ▷ If you want to change the *Display Name*, type in a title for your teacher blog, such as Mrs. Teacher's Blog.
- ▷ In the Avatar box, click *Choose Avatar*.




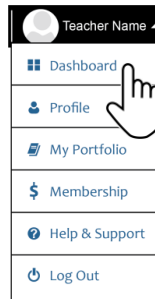
- ▷ Option 1 - Upload a teacher photo or another picture file:
 - Click *My Computer*.
 - Click *Choose File*.
 - Locate a picture on your computer. Select the file and click *Open*.
 - Select the picture and click *Use as Avatar*.
TIP: Click *Edit* to add effects, crop, or alter the picture.
- ▷ Option 2 – Use an avatar from the library:
 - Click *Avatars*.
 - Click on an image to select an avatar.
 - Select the picture and click *Use as Avatar*.


Write a Blog Post to Welcome Students

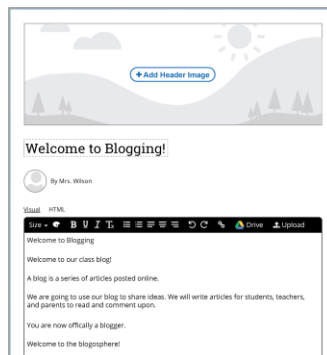


You can write a blog post. Try it!

- ▶ To return to the Dashboard, click the Kidblog logo  in the top LEFT corner or click the arrow beside *User Name* at the top RIGHT corner and select *Dashboard*.





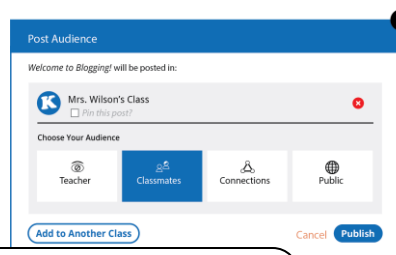
- ▶ View a class blog. From a Class box, click the avatar, Class Blog name, or URL.
- ▶ With the class blog open, click *New Post*. 
- ▶ Type a *Post Title*, such as **Welcome to Blogging!**
- ▶ In the body, type a **welcome message**.



To add a header image:

1. Click *Add Header Image*.
2. From the left pane, click *Headers*.
3. Click on an image you like.
4. Select the image from the gallery and click *Insert*.

- ▶ Click *Publish*. 
- ▶ Pick *Classmates* from the Post Audience box.
If you have more than one class, from the Post Audience box:
 - Click *Add to Another Class*.
 - Click  beside the class you want to add.
 - Click *Classmates*.
- ▶ Click *Publish*.



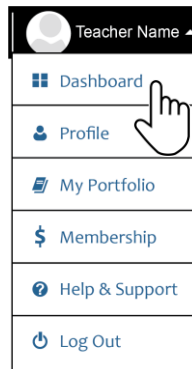
If a teacher selects *Pin this post?* for any blog post, that post will stay at the top of the class page. Unpin the post at any time by deselecting the option.

Moderate Posts and Comments (Optional)



Kidblog offers settings you can change. Here are a few recommendations.

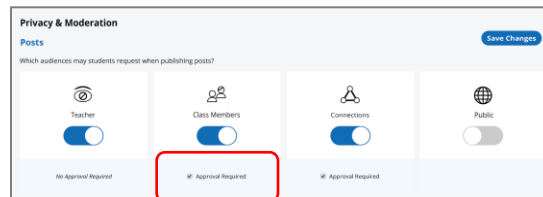
- ▶ To return to the Dashboard, click the Kidblog logo **K** in the top LEFT corner or click the arrow beside *User Name* at the top RIGHT corner and select *Dashboard*.



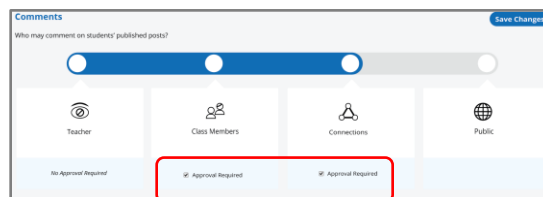
- ▶ In the Dashboard, locate the class you want to customize. Click *Privacy*

Moderate Posts and Comments

- It is a good idea to moderate or approve student posts. However, this can create a workflow issue during some lessons. You may want to turn OFF approval during the class period and then turn it back ON after the class.
- ▶ Pick audience options for student posts. Click *Approval Required* to moderate posts.



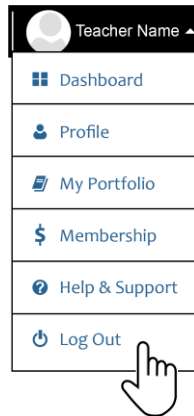
- ▶ Set who can comment on students' published posts. Click *Approval Required* to moderate comments.



- ▶ Click *Save Changes*.

Explore Kidblog and then Log Out

- ▷ Click around to get comfortable with the Kidblog environment. Discover how to:
 - Create *Categories* to have students classify blogs by subject or unit.
 - Lock *User accounts* to prevent students changing their profiles.
 - Locate your class blog URL. Bookmark it!
Share the URL with students so that they can access the blog easily.
- ▷ Click *Log Out* in the top right corner.



Log In to Kidblog



It is a good idea to bookmark your Class Blog. You and your students can then click on the link to immediately access the page. However, you can still easily access your blog from Kidblog.org.

Log In from Kidblog.org

- ▷ Visit <http://kidblog.org>. Click *Log In*.
- ▷ Type your email and password. Click *Log In*.

Log In from a Bookmark

- ▷ Click the link to your class.
- ▷ Click *Log In*.
- ▷ Select **Name** from the list and type in **password**. Click *Log In*.

A screenshot of a login form. At the top, it says 'Log In' and 'Mrs. Wilson's Class'. Below that is a dropdown menu labeled 'Select a name' with a downward arrow. Underneath is a text input field labeled 'Password'. At the bottom, there is a blue button labeled 'Log In' and a smaller link that says 'Log in with email'.

Tips for Using Kidblog

Receive Email Notifications

- ▷ View the Class Blog.
- ▷ Click the *Notification Settings* that lets you set email notifications.



- ▷ Make a selection from the list (*None, Posts, Comments, Posts & Comments*).

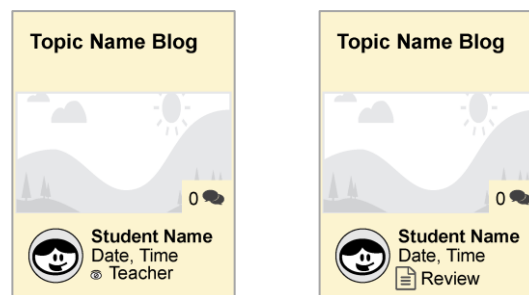
Approve a Post

Kidblog has several stages for publishing posts.

- *Draft* means the student is still working on the post.
- *Review* means that the post is ready for the teacher to check.
- *Publish* means that the post is ready for an audience.

It is a good idea to moderate posts. When a student clicks *Review* the file is sent to the teacher for approval. If the student selects *Publish* and the *Privacy* settings is set to *Approval Required* then the teacher will need to change the audience for others to see it.

- ▷ View Class Blog.
- Posts that require moderation are marked in a different color. The status may be *Review* or the audience may be *Teacher* if *Approval Required* is set.



- ▷ Click on the post and read it.
- ▷ If it is ready to publish, click *Status* and select *Published*.
- ▷ Select *Classmates* as the audience. Click *Publish*.

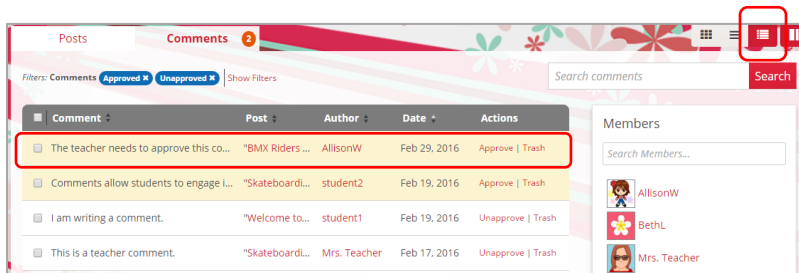
TIP: Students may need to refresh their browser window to see the post (Press F5).

Approve a Comment

Commenting is a great way to engage students in an online discussion. During class time, turn off moderation to allow the conversation to flow. After class, turn on moderation.

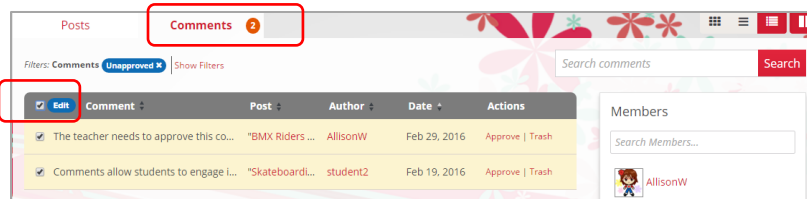
If moderation is on, you will need to approve each comment.

- ▷ View the Class Blog.
- ▷ Click the *Comments* tab.
- ▷ Switch to list view. Now you can read the comments. ☰
- ▷ To approve a comment, click *Approve*.



- ▷ To approve a batch of comments:

- Click *Approved* to remove those comments from the list. Approved ✕
- Click the *Select All Comments* checkbox.



- Click *Edit*. Set the status to *Approved*. Click *Apply*.

Bulk Edit Comments

7 Comments

Status:
Approved

Remove comments

Apply

Filter Posts and Comments by Student

When assessing student work, it is easier to filter the list of post or comments to a particular student.

- ▷ View the Class Blog.
- ▷ Click either the Posts or Comments tab.
- ▷ Switch to list view. ☰
- ▷ Click the student name to filter the list.

