

Blogging with Google Blogger

Participant Guide



Junior Level
El Paso Independent School District
Instructional Technology
June 2008

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What Is UTECH?

U-Tech, the University of TECHnology, will be EPISD's technology training for all teachers and campus administrators. It was created in response to state and federal (TEA, SBEC and NCLB Title II-D) requirements that call for a specific number of hours of technology training to be completed yearly by all campus professionals. The goal of U-Tech is to enable participants to begin to thinking of technology as a tool, not as a separate class or curricular area. Technology is the tool, and U-Tech is the means that EPISD will use to teach how that tool can be used.

U-TECH is loosely based on a typical university course of study. Teacher participants will select a "major" of interest and complete a series of courses towards "graduation." Once a major has been completed, participants will be able to apply their U-Tech lessons in their classrooms and be able to share lessons they create with other teachers in EPISD. Several majors will be available, each with its own series of classes: Multimedia, Technology Tools, Videoconferencing, 21st Century Learning, Google Docs, and Podcasting.

"Freshman" and "Sophomore" courses will give teachers basic information. Upper-level "Junior" and "Senior" courses will provide opportunities for teachers to take their newly acquired knowledge about technology as an instructional tool and apply it to their own curricular areas, creating lesson plans that demonstrate more than just a simple working knowledge of the U-Tech major they have studied. The skills and tools learned in the major will then become an integral part of teaching and learning in their classrooms.

Upon graduation, those on the teacher pay scale will receive a stipend and CPE credit for courses completed.

Because campus administrators are bound, as teachers are, by the laws cited above, they will be provided a special U-Tech course of study. Administrator training will be designed to help both veteran and newly appointed administrators to understand the role of technology as an integral instructional tool. They will become acquainted with the tools teachers will be using in their classrooms and become better observers and evaluators of the instructional process and of accountability in their schools.

Plans for Students of This Major

Participant Plan

NOTE: Participants must choose and complete at least four classes and commit to the production of a Senior Project in order to get professional development credit. Those who enroll in a U-Tech major must complete the classes in that major and may not mix in classes from other majors in order to get credit. Of course, participants are encouraged to enroll in as many majors as they like.



Course Descriptions

Freshman Level

- **21st Century Learning (1 hour)**

A prerequisite to courses in all majors in U-TECH, this course is designed to acquaint teachers and administrators with the concept of teaching and learning in the digital world. The expression "teaching digital students in an analog world" captures the discrepancy between what present-day classroom instruction offers v. what the routine inclusion of technology as a tool in instruction can do to prepare students for their future education and professions in a changing world/society, the world of the 21st century. This is an OLE course and needs to be completed only once, prior to the end of your first major.

- **Getting Started with Google, Google Search, Google Alerts (2 hours)**

Participants will be able create six mail accounts and will become acquainted with nine search features. Furthermore, participants will learn to use the Alert feature in Google.

- **RSS with Google Reader (3 hours)**

Participants completing this course will set up their RSS aggregator with Google Reader. Participants will learn how to find, subscribe to and manage their feeds. Ideas for classroom and student use will be discussed.

- **iGoogle (1 hour)**

Participants will be able to create their own iGoogle webpage and customize the webpage to meet their instructional needs. Participants will also discover the instructional uses of iGoogle.

Sophomore Level

- **Gmail and Calendar (2 hours)**

Participants will be able to use Gmail to organize, access, and make better use of the information in the user's e-mail. Google Calendar is a free web-based calendar service that will enable participants to keep track of all of their important school events, assignments, and other special occasions in one place. Google Calendar will allow participants to share details with faculty, students, and parents.

- **Google Docs (6 hours)**

Participants will be able to use Google Documents to edit documents online and share them with others, publish documents online and display them to the world, and e-mail documents as attachments. Google Spreadsheet will allow participants to use formatting and formula editing in spreadsheets so that they can calculate results and customize their data. Google Presentation will allow participants to insert images and format slides to fit their preferences.

Blogging with Google Blogger

Junior Level

- **Google Sites (2 hours)**

Participants will learn how to set up a classroom web site using the Google Sites application. Websites can be informative, instructional, or a combination both in nature. Google Sites can be used as a central place to highlight and display some of the other instructional Google applications covered in Google Apps course including, Google Calendar, Google Docs, Picasa slideshows, and many others. At the end of this course, participants will be well on their way to having a completed classroom web site.

- **Picasa (4 hours)**

Participants will be able to use Picasa , free photo management software that helps a user instantly find, edit, and share all the photos on their PC. Participants can view their photos organized into folders by name, size, or date. They can drag and drop photos to arrange folders and make albums to create new groups. The option to e-mail, upload to an online album, print photos and post photos to Blogger will be presented to the participants.

- **Blogging with Google Blogger (3 hours)**

Participants will be able to use Google Blogger to publish on the web instantly without using written code or installing software. They will be able to use Google Blogger to communicate their thoughts, relay their experiences and make connections with fellow bloggers all over the world.

Senior Level

- **Google Earth (6 hours)**

Participants completing the Google Earth course will come away with an in-depth understanding of the many benefits Google Earth has to offer to teachers and students today. Participants will learn how to navigate within Google Earth, understand how to embed video and images into place marks, share projects with the Google Earth Community, and use the measuring tools to determine distances and changes in elevation. Using tools like Google Earth, nearly any classroom topic can be studied from a geospatial point of view, enhancing student mastery of classroom objectives, while supporting global awareness and literacy.

Blogger



Blogger is a free web-based tool you can use to publish on the web instantly without writing code or installing software. Educators use blogs to communicate their thoughts, relay their experiences and make connections. Today many people use Blogger in lieu of the traditional personal site or home page.

Why Use Blogs in the Classroom

Notes:

Weblogs (blogs) are an excellent way to fuse educational technology and storytelling inside the classroom and beyond school walls. Because their format is similar to a personal diary, where recounting tales and autobiographical events are prevalent, blogs provide an arena where self-expression and creativity are encouraged. Its links to other bloggers establish the same peer-group relationships found in nonvirtual worlds. Its simplistic design, in which a system is engaging yet intuitive and easy to learn, makes it equitable for many age groups and both genders and simple for teachers to implement. Being situated within the Internet allows bloggers to access their blogs anywhere and anytime an Internet connection is available, and this provides an opportunity for learning to continue outside the classroom.

Blogs are both individualistic and collaborative. Blogs promote self-expression, a place where the author can develop highly personalized content. At the same time, blogs connect with an online community. Bloggers can comment and give feedback to other bloggers, they can link to fellow bloggers, creating an interwoven, dynamic organization. In the classroom, students can have a personal space to read and write alongside a communal one, where ideas are shared, questions are asked and answered, and social cohesion is developed.

Blogs can be multidisciplinary. Because reading and writing can be used in a variety of academic contexts, blogs are fungible (freely exchangeable or replaceable) across disciplines. Storytelling should not be relegated to language arts alone; students can express their perceptions on any number of subjects. A science class, for instance, can give rise to an exchange of lessons learned after a scientific experiment. A discussion of fundamental concepts in mathematics could help students understand the logic behind the formula. Non-fiction stories can help students situate themselves in a particular historical or humanities context. A global blog could introduce students to international culture or politics. In short, any discipline can use blogs to approach a style of meta-learning, where concepts or contexts are discussed and articulated in both a personalized and group exchange and ideas are built on previous educational content.

Blogger in the Classroom

Notes:

Blogger makes it easy for teachers and students to share work, class notes, and pictures online. With new access controls, educators can even make private blogs for their students' eyes only.

Blogger can help a teacher stay connected to their students, their parents, and the rest of the school. With Blogger, teachers can update parents about their children's progress and keep them posted on upcoming events; publish a class or school newsletter; share photos and student work; post course documents, projects and results; and easily assign collaborative group projects online with an easy way to track students' progress.

Students can use Blogger to communicate ideas, photos and class notes, improve their writing skills, and even get into web publishing without having to learn HTML. Free blogs, accessible from any computer that's connected to the Internet, can help students create hubs for collecting information for both long-term and short-term projects; store information as unpublished drafts; collect feedback on their work from classmates, teachers and parents; and take on collaborative projects where multiple students can work and comment.

Even school sports teams, dance clubs and other extracurricular school groups can use Blogger to communicate with parents about upcoming events; share group calendars; and offer event highlights and pictures.

Educational Benefits of Blogs

In addition to providing teachers with an excellent tool for communicating with students, there are numerous educational benefits of blogs. Blogs are:

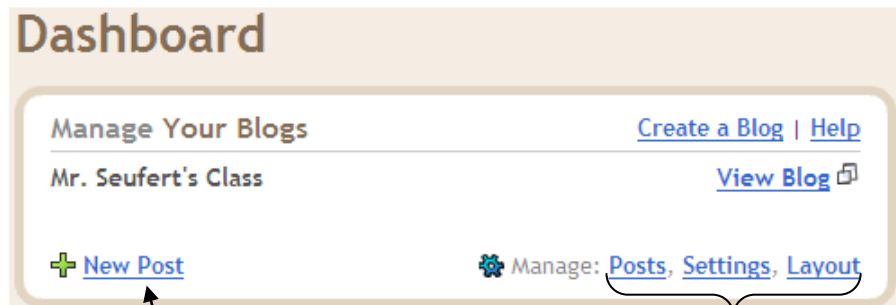
- motivating to students, especially those who otherwise might not become participants in classrooms
- excellent opportunities for students to read and write.
- effective forums for collaboration and discussion.
- powerful tools to enable scaffold learning or mentoring to occur.

Features of Blogger

Blogger features that have recently been added or refined include Blog Search, Blogger for Word, Blogger Images, Blogger Mobile, Flag as Objectionable, Group Blogging, Save as Draft, and spell check. In addition to these standard tools, Blogger includes a number of features designed to lower the barrier to personal publishing.

Blogger Dashboard

After registering, or signing in to your Blogger account, you will arrive at the Dashboard. This more personal version of the Blogger home page is where you can review your existing blogs, create a new blog, get the latest news from Blogger, and get a top-level view of all your Blogger elements. There is also a link to your Profile page in the sidebar, along with links to blogs of note and recently updated blogs by others.



Click here to begin adding a new post immediately.

Any of these links will take you to your blog tabs.

Notes:

Blogging with Google Blogger

Blogger Buzz is listed on your Dashboard.

You can access other services from Dashboard.

Click here to edit your Blogger profile.

Notes:



Blogger Buzz

The section called Blogger Buzz most closely resembles an online magazine. More than a how-to guide, Blogger Buzz provides feature articles with insights into blogging. Look to Knowledge for news stories about blogging trends, tips and tricks, question and answer posts with blog professionals, and other explorations and experiments with this new media category. Visit buzz.blogger.com to get there directly.

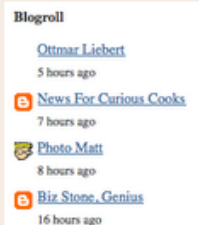


News and information about Blogger can be found here.

The latest from Blogger Buzz

Show off your favorite blogs with a Blog List
June 5, 2008 – [permalink](#)

Today we're releasing a new page element for Layouts blogs: **Blog List**. The Blog List improves on our Link List page element by using blogs' RSS and Atom feeds to show update times, post titles, and snippets.



Notes:

Blog Search

Blog Search is the easiest way to search for blog content on the web. Using the same technology that powers Google's web search, Blog Search provides fresh, relevant search results from millions of feed-enabled blogs across the web, not just Blogger blogs. Users can search blog posts, blog names, authors, and more over a specific date range. Blog Search also features Google's SafeSearch technology, giving users control over the content of search results. See Blog Search at search.blogger.com.



Blogger Status

Blogger Status serves to keep Blogger users informed about Blogger's development, upgrades, outages, and related issues. Here, Google will detail problems that exist and what's being done about them.

Blogger Status

Monday, June 16, 2008

Due to maintenance, the photo upload feature will be down for about 30 minutes at 3:00 pm PDT. Some images on Blog*Spot may also be unavailable. We apologize for the inconvenience.

Update: The maintenance is now over. We appreciate your patience.

Posted by Brett at [08:41](#) PDT

Wednesday, June 11, 2008

Blogger is currently experiencing problems with FTP publishing. Our engineers are working on the problem and hope to have it resolved soon. We apologize for the inconvenience.

Update: The problem has been fixed.

Posted by Rachel at [08:42](#) PDT

Notes:

Blogger for Word

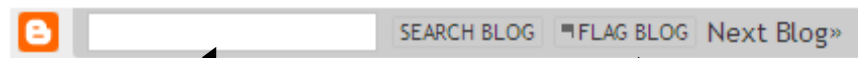
Blogger for Word is a plug-in for Microsoft Word that lets users save a Word document as a post to their Blogger Blog with a few clicks without opening up a browser. Simply install the plug-in, and four buttons will appear in your Word toolbar, giving you the options of editing your last 15 Blogger posts in Word, publishing your document to the web, or saving it as a private draft, where it will appear in the Blogger Dashboard but not publicly on your blog. See Appendix A for more details on Blogger for Word. Find Blogger for Word at:

<http://buzz.blogger.com/bloggerforword.html>.



Flag as Objectionable

Available via the Blogger Navbar, the **Flag Blog** button allows the blogging community to note questionable content which in turn helps them take action when needed. When a person visiting a blog clicks the **Flag Blog** button in the Blogger Navbar, it means that they believe the content of the blog may be potentially offensive, illegal, or otherwise against Google's Blogger Code of Conduct. Google tracks the number of times a blog has been flagged as objectionable and uses this information to determine what action is needed.



You can also search for blogs from the Navbar.

Click here when you think the blog has inappropriate contents.

Blogging with Google Blogger

Notes:

Blogger Help

Blogger Help is a continually expanding repository of documentation about the Blogger application, featuring how-to guidance for both novices and experienced bloggers. Search for help three ways: browse the categories, conduct a keyword search, or send e-mail to the full-time team of Blogger support professionals, who respond to every query. You can find more about Blogger Help at help.blogger.com.

Blogger Help

Welcome to the Blogger Help Center, a substantial collection of how-to and help documents to help you get more out of Blogger. Check out our Recommended Reading, search using keywords, or just browse through the categories below.

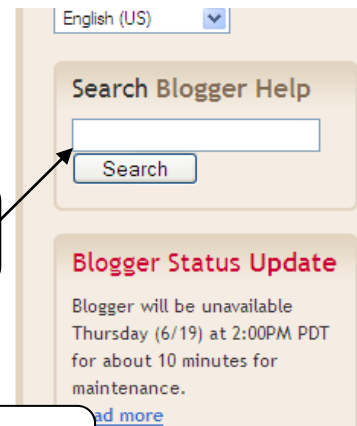
Browse:

[Manage Your Account](#)

- [Privacy and Security](#)
- [Settings](#)
- [Profiles](#)

Type the words you need help with in this field.

Blogger Help also contains links to help manage your account.

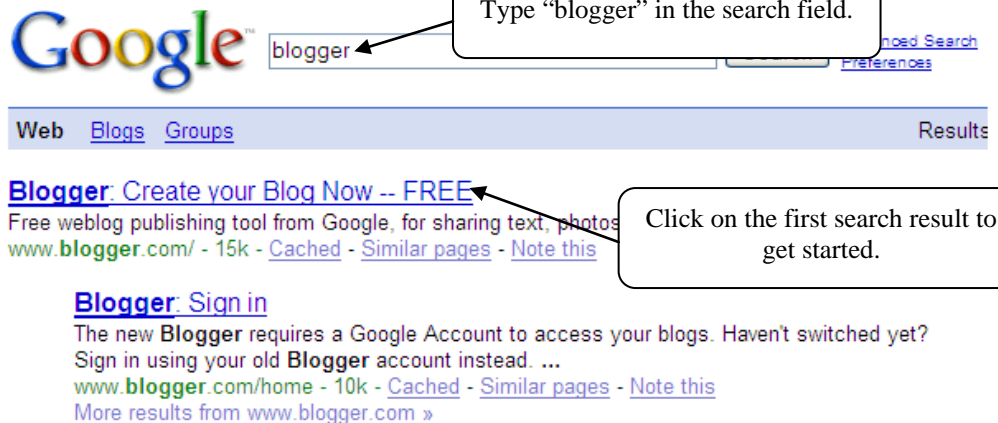


Creating Your Blog

Locating the Blogger Web Site

Notes:

To start the process of creating your blog, do a search for “Blogger.” The first result will be the website where you can start creating your blog. When you select the link, you will be directed to the **Blogger Homepage**.

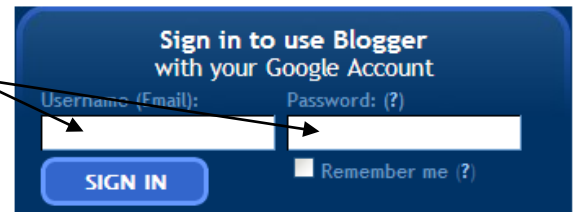


Notes:

Creating an Account

To begin using Google Blogger, you'll first need to create a Blogger account. If you already have a Google Account, perhaps from Gmail, Google Calendar, or Picassa, sign in to your Google Account first. On the Blogger homepage, click the **Create Your Blog Now** button. You will then be required to fill out information in three different steps. The Blogger web site will take you through the process of creating a Blogger account.

Fill in your Google Account information in these fields.



Sign in to use Blogger with your Google Account

Username (Email): Password: (?)

☐ Remember me (?)

SIGN IN

Once you have signed in, click here to start Blogger account.



Blogger

Sign in to use Blogger with your Google Account

Username (Email): Password: (?)

☐ Remember me (?)

SIGN IN

BLOGS UPDATED AT 1:23 PM
[Футбол в СНГ - все ленты новостей](#)

BLOGS OF NOTE
[Crunchy Chicken](#) [more »](#)

What's a blog? **TAKE A QUICK TOUR**

Publish thoughts **Get** feedback **Post** photos **Go** mobile

A **blog** is your easy-to-use web site, where you can quickly post thoughts, interact with people, and more. All for **FREE**.

Create a blog in 3 easy steps:

- 1 Create an account
- 2 Name your blog
- 3 Choose a template

CREATE YOUR BLOG NOW

Blogging with Google Blogger

Notes:

Step 1 – Signing Up

On this first web page, you will see your Gmail address and the name that is registered to that Gmail account. If you want to use a different account, you can change the account you use from here. Also on this page, you will be given the opportunity to select the display name for your blog. The display name is what appears at the end of your blog post as the person who wrote the entry. You will also need to accept the “Terms of Service” to use the blog. Click the **check box** to agree to the “Terms of Service,” then select the orange **Continue** arrow at the bottom of the web page.

The screenshot shows the 'Sign up for Blogger' page. It includes a form with fields for 'Email address', 'Your name', and 'Display name'. There is a checkbox for 'Acceptance of Terms' and a large orange 'CONTINUE' button. Annotations with arrows point to specific elements: 'Type the name you want displayed at the end of each post here.' points to the 'Display name' input field; 'Click here to change the e-mail account used with the blog.' points to the 'Use a different account' link; 'Accept Blogger's Terms of Service.' points to the checkbox; and 'Click here to continue to next step.' points to the 'CONTINUE' button.

1 Sign up for Blogger

Once you complete this process, you'll be able to log in to Blogger using your Google account email and password.

Email address	mrseufertsclass@gmail.com	Use a different account
Your name	Mr. Seufert's Class	
Display name	<input type="text"/>	The name used to sign your blog posts.

Acceptance of Terms ☐ I accept the [Terms of Service](#)

Indicate that you have read and understand Blogger's Terms of Service

CONTINUE

Notes:

Step 2 – Naming Your Blog

You can now enter the title of your blog. The title is what will appear at the top of the homepage of your blog. This should be a descriptive title that means something. You will also get to select the first part of your blog's URL. It should be something that will be easily remembered so that your blog will not be hard to find. All Blogger blogs have an address that looks like <http://whatyouwanthere.blogspot.com>. If somebody has already used your address, you'll have to think of another (Google will inform you if the name is unavailable). If you are having students use Blogger, picking a URL is often the hardest part of the registration process for them to complete. There are a number of techniques you can use to help them create a unique address. One that simplifies the process is to combine their first name, their teacher's name, and the period, e. g., John in Mr. Smith's Period 2 class might try a URL of "johnsmithp2." You could also add the school year onto that if you're going to be doing this year after year, so that the address would read "johnsmithp206-07," or something similar.

The screenshot shows the 'Name your blog' step of the Blogger setup process. It includes a large blue circle with the number '2' and the heading 'Name your blog'. Below this are two main input sections: 'Blog title' and 'Blog address (URL)'. The 'Blog title' section has a text input field and a note: 'Your blog's title will appear on your published blog, on your dashboard and in your profile.' The 'Blog address (URL)' section has a text input field with the placeholder 'http://[] .blogspot.com', a 'Check Availability' link, and a note: 'The URL you select will be used by visitors to access your blog. [Learn more](#)'. Below these sections is an 'OR' separator and an 'Advanced Setup' section with a note: 'Want to host your blog somewhere else? Try [Advanced Blog Setup](#). This will allow you to host your blog somewhere other than Blogspot.' At the bottom right is a large orange arrow button labeled 'CONTINUE'. Annotations with arrows point to the input fields and the 'CONTINUE' button.

Type the name of your blog into this field.

Create a new URL for the location of your blog.

2 Name your blog

Blog title

Your blog's title will appear on your published blog, on your dashboard and in your profile.

Blog address (URL)

[http://](#) [.blogspot.com](#)

[Check Availability](#)

The URL you select will be used by visitors to access your blog. [Learn more](#)

OR

Advanced Setup

Want to host your blog somewhere else? Try [Advanced Blog Setup](#). This will allow you to host your blog somewhere other than Blogspot.

Click here to advance to the next step.

CONTINUE

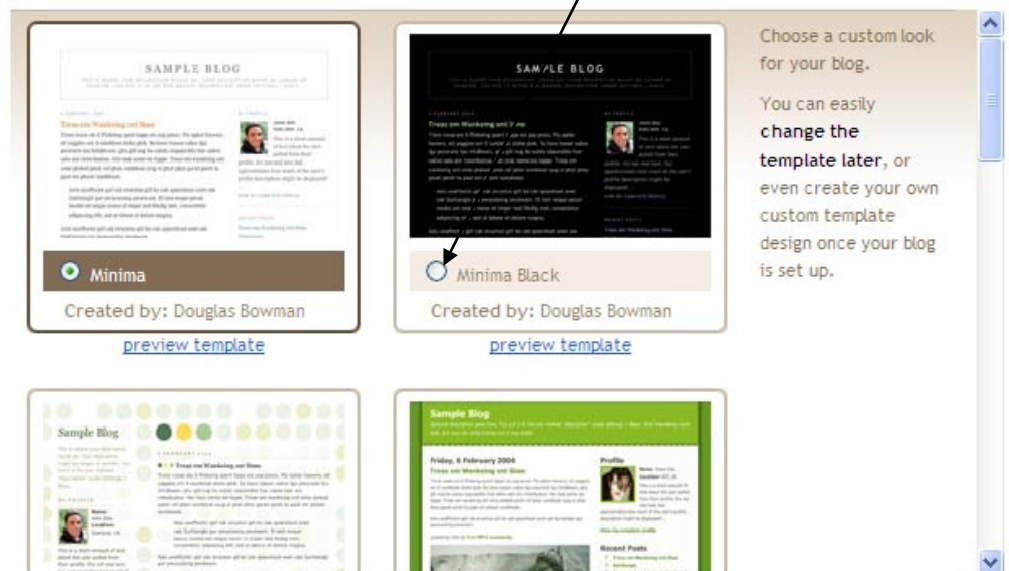
Notes:

Step 3 – Selecting a Template

The final step in creating your Blogger account is to select a Template. Google has a good selection of templates to choose for your blog. You are not limited by the template that is chosen. Once you choose the basic template, the color scheme, font size, and type can be adjusted. This leaves you with options to create a page that reflects what you want your blog to represent and communicate to others. After the template is chosen, you will be prompted to select **Start Blogging**. From here, you can begin your blogging experience.

Chose from the available templates for your blog design.

2 Choose a template



Click here to finish the account creation process.

CONTINUE

! Your blog has been created!

We've just created a blog for you. You can now add your posts to it, create your personal profile, or customize how your blog looks.

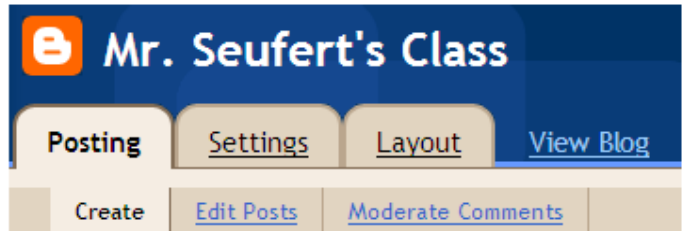
Click here to go to your blog post tab and begin blogging.

START BLOGGING

Getting Started with Blogger

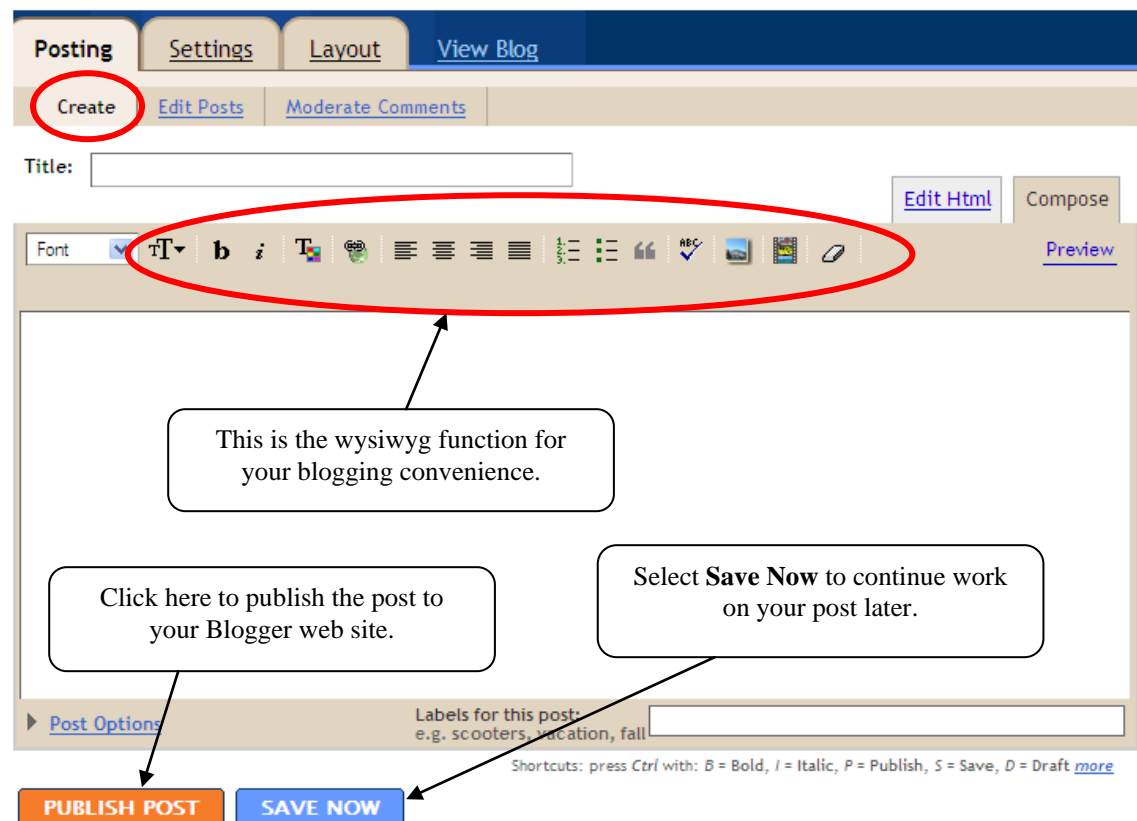
There are three tabs from which to choose when you edit your blog page. Through these tabs you will be able to create and edit posts, change your blog settings, and edit your blog layout.

Posting Tab



Creating a Post

When creating a new post using Blogger, you will have to enter a title for the post you are writing. Below the title entry field, there is a place to enter the text for the body of your post. There is also a wysiwyg to help add and modify the text of your blog post. There is also an option to allow or block comments to this blog post. You can also publish the post or save it for further work.

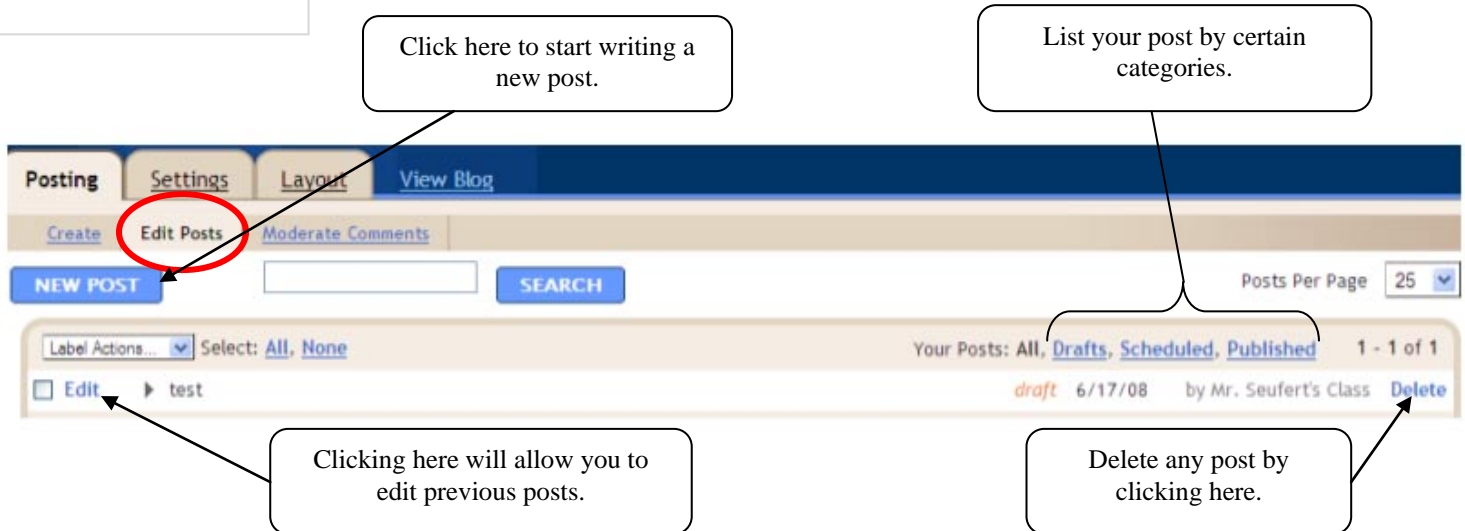


Blogging with Google Blogger

Notes:

Editing Posts

When you click on **Edit Posts**, you'll land on the Edit Posts page, which displays a list of your latest posts. From there you can scan your blog titles, view individual posts, and decide if you want to edit, view, delete, save internally (draft), or create a new post.



Settings Tab

There are many options under the **Settings** tab. Not all of them will be covered in this class. The features that are most crucial to getting started with your blogging will be discussed.

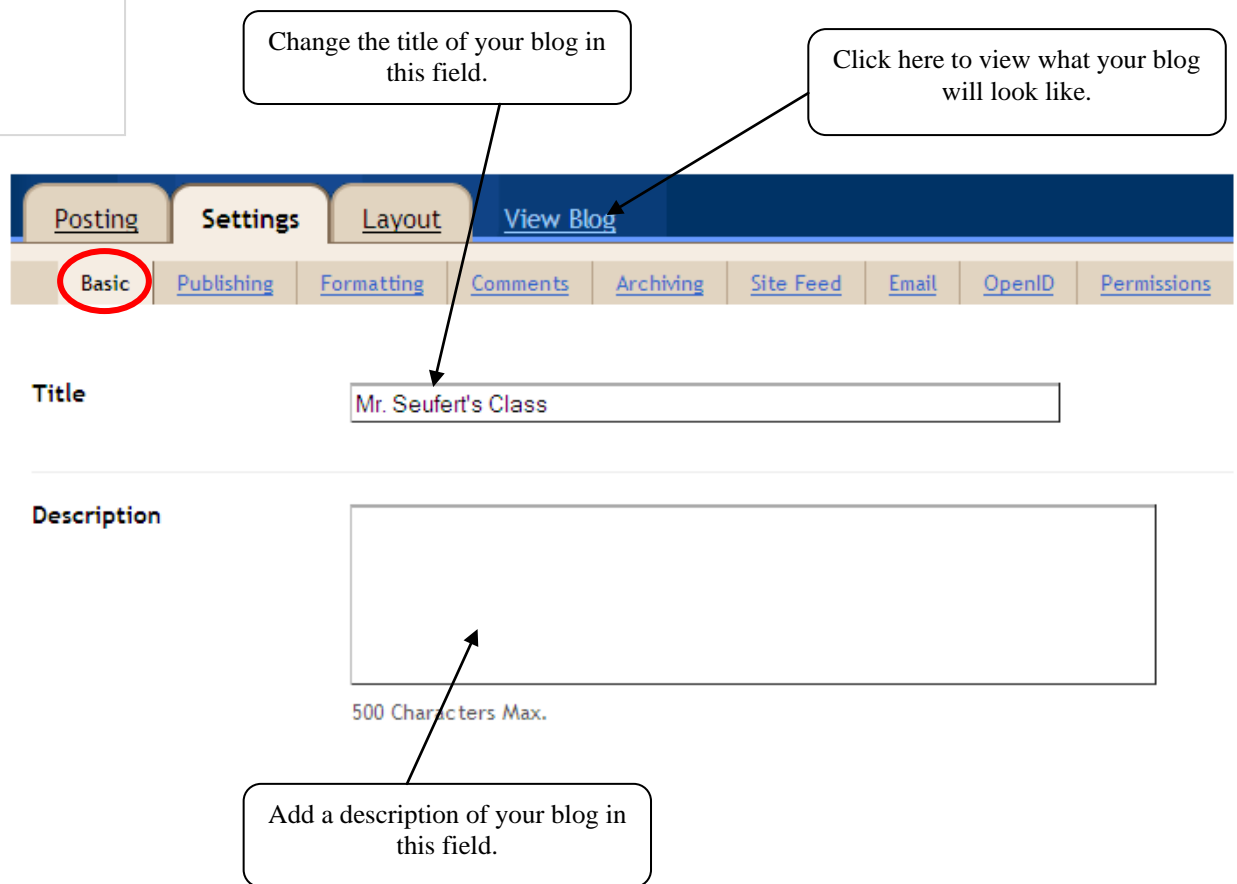


Blogging with Google Blogger

Notes:

Basic

Several different aspects of your blog that can be changed when you browse the **Basic** section of the **Settings** tab. Some of the many things you can change or set include changing the name of the blog, adding a description of you or your blog, and enable transliteration (the action of rendering the letters or characters of one alphabet into those of another). You also have the option of deleting your entire Blogger account. The settings tab can also be accessed from the Blogger Dashboard.



Notes:

Formatting

You have several choices for formatting your blog. You can choose the number of posts to show on your blog and how you want the date to appear on each of your blog posts. Each item allows you to format what all your blog posts will look like. There is a field to enter a post template that you have created on your own. Other features can be formatted under this particular **Settings** tab.

Click on the drop-down arrow to get formatting options.

The screenshot shows the Blogger Settings interface with the following elements:

- Navigation Bar:** Includes tabs for Posting, Settings, Layout, and View Blog. Below this is a sub-menu with Basic, Publishing, Formatting (circled in red), Comments, Archiving, Site Feed, and Email.
- Show:** A text input with '7' and a dropdown menu set to 'posts'. Below it, text reads: 'on the main page. If Days is selected, a limit of up to 500 posts will be enforced.'
- Date Header Format:** A dropdown menu showing 'Monday, June 23, 2008'. Below it, text reads: 'This is how the date will appear above your posts.'
- Archive Index Date Format:** A dropdown menu showing 'June 2008'. Below it, text reads: 'This is how the archive links in your sidebar will display.'
- Timestamp Format:** A dropdown menu showing '8:06 AM'.

Notes:

Comments

Comments enable readers worldwide to connect with you as well as each other and to offer feedback. Using this feature gives you managing ability over all the comments that are sent to your blog post. You can control the level of commenting, or who has permission to leave comments on your blog. Comments can be turned on or off at the individual post level and you can decide when to encourage or end discussion on any particular thread. Blogger comments also enable you to specify who can add their comments, and how the sender should be identified. Click **Save Settings** before exiting the web page.

The screenshot shows the Blogger 'Comments' settings page. At the top, there is a navigation bar with tabs: Posting, Settings, Layout, and View Blog. Below this, there is a sub-navigation bar with links: Basic, Publishing, Formatting, Comments (highlighted with a red circle), Archiving, Site Feed, Email, and OpenID. A callout box points to the 'Comments' link with the text: 'Choosing this option will prevent blog comments from being seen.'

Under the 'Comments' heading, there are two radio buttons: 'Show' (selected) and 'Hide'. A note below them states: 'Note: Selecting "Hide" does not delete existing comments - You can show them at any time by re-selecting "Show".'

Below this, under the heading 'Who Can Comment?', there are four radio button options: 'Anyone - includes Anonymous Users', 'Registered Users - includes OpenID' (selected), 'Users with Google Accounts', and 'Only members of this blog'. A callout box points to the 'Only members of this blog' option with the text: 'This option is the most restrictive choice for limiting comments.'

At the bottom, under the heading 'Comments Default for Posts', there is a dropdown menu currently set to 'New Posts Have Comments'.

Notes:

Permissions

By default, your blog is completely public and can be read by anyone on the Internet. If you want to keep it private, you can do that, too. The setting for this is found at **Settings** and the **Permissions** tab.

Click here to get the window for adding more authors.

Posting Settings Layout View Blog

Basic Publishing Formatting Comments Archiving Site Feed Email OpenID **Permissions**

Blog Authors Your blog can have up to 100 authors.

1 Author can post to this blog

[Mr. Seufert's Class](#) [mrseufertsclass@gmail.com](#) admin

ADD AUTHORS

Blog Readers Your blog can have up to 100 readers.

Who can view this blog?

☒ Anybody ☐ Only people I choose ☐ Only blog authors

Your blog is open to all readers by default.

You can restrict your blog to only readers you choose.

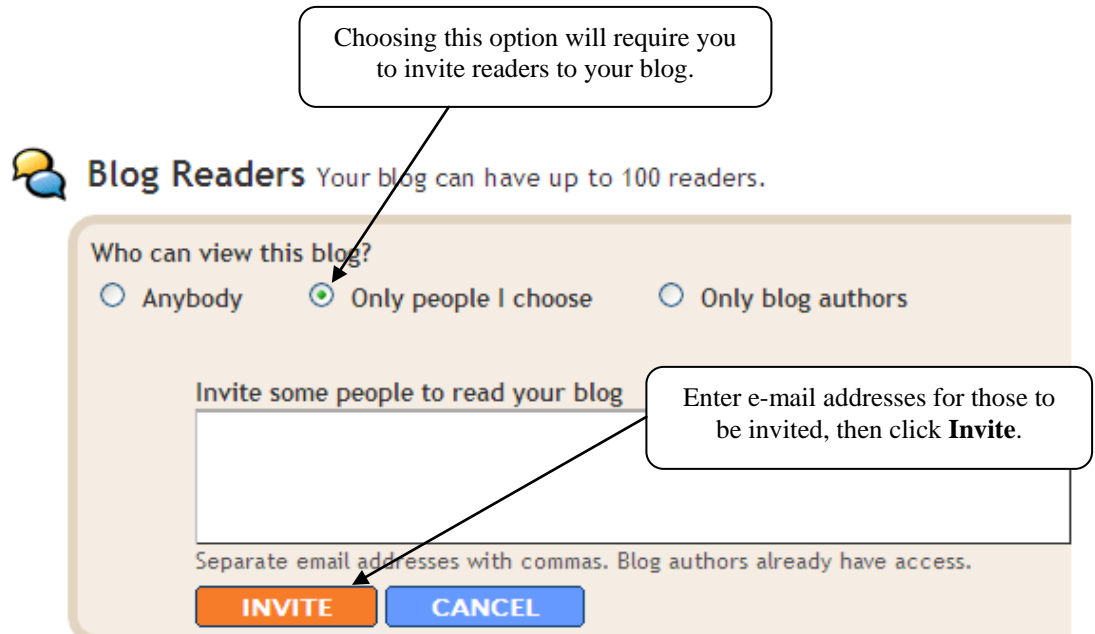
However, these readers will need to log in before reading your blog, adding an extra step.

These options will restrict who can view your blog.

Notes:

Adding Blog Readers

Under the Blog Readers heading, "Anybody" will be selected as the default. When you change this to "Only readers I choose," you'll get an "Add Readers" button. Click the **Add Readers** button and enter the e-mail address of person(s) to whom you want to grant access to your blog. To add multiple people, separate their addresses with commas.



For each address entered, the Google Account associated with that address will be given access to view your blog. If an address is not associated with an account, that person will be sent an invitation e-mail with a link allowing them to do one of three things:

- Sign in to an existing account.
- Create a new account.
- View your blog as a guest (no account required).

In the first two cases, the reader will be given permission to view your blog whenever they are logged in to their Google Account. As a guest, they'll be able to continue viewing your blog through the link in the invitation e-mail, but this will expire after two weeks. After that, they'll need a new invitation. If you want to revoke someone's access to your blog, simply click the **remove link** next to his or her name in the **Blog Readers** list. You can also toggle back to the "Anybody" option any time you decide to make the blog completely public again.

Notes:

Adding Blog Authors

You also have the ability to add more than one author to the blog. After clicking the **Add Authors** button, you will see a window to add the email addresses of the multiple authors you want included. By doing this, you are giving access to more than one person to write and post articles to your blog. However, when the articles are posted they will appear as if it was written by the original owner. There is no option to have the multiple authors post articles under their own names.

The screenshot shows the 'Blog Authors' dialog box in Google Blogger. At the top, it says 'Blog Authors Your blog can have up to 100 authors.' Below this, it states '1 Author can post to this blog' and lists the current author: 'Mr. Seufert's Class' with the email 'mrseufertsc@gmail.com' and the role 'admin'. There is a section titled 'Invite more people to write to your blog' which contains a large text input field. Below the input field, it says 'Enter the email addresses of people you want to write to your blog (separated by commas)'. At the bottom of the dialog are two buttons: 'INVITE' (orange) and 'CANCEL' (blue). Two callout boxes with arrows provide instructions: one points to the text input field saying 'Type e-mail addresses of authors you want added here.', and the other points to the 'INVITE' button saying 'Click here to add your chosen authors.'

Type e-mail addresses of authors you want added here.

Blog Authors Your blog can have up to 100 authors.

1 Author can post to this blog

[Mr. Seufert's Class](#) [mrseufertsc@gmail.com](#) admin

Invite more people to write to your blog

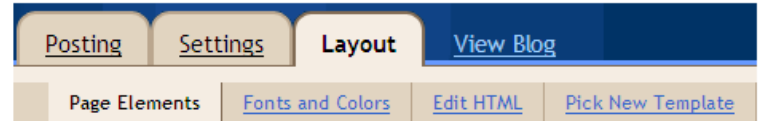
Enter the email addresses of people you want to write to your blog (separated by commas)

INVITE **CANCEL**

Click here to add your chosen authors.

Notes:

Layout Tab



Page Elements

Page Elements is a feature that allows you to edit the layout of your blog page. When you click the **Edit** link from each section, a pop-up window will appear with options for editing that portion of the blog. If you click the **Add a Page Element**, you will get a new window that will enable you to add features to your blog.

Click here to receive options on pages to add.

Preview your blog layout before saving changes.

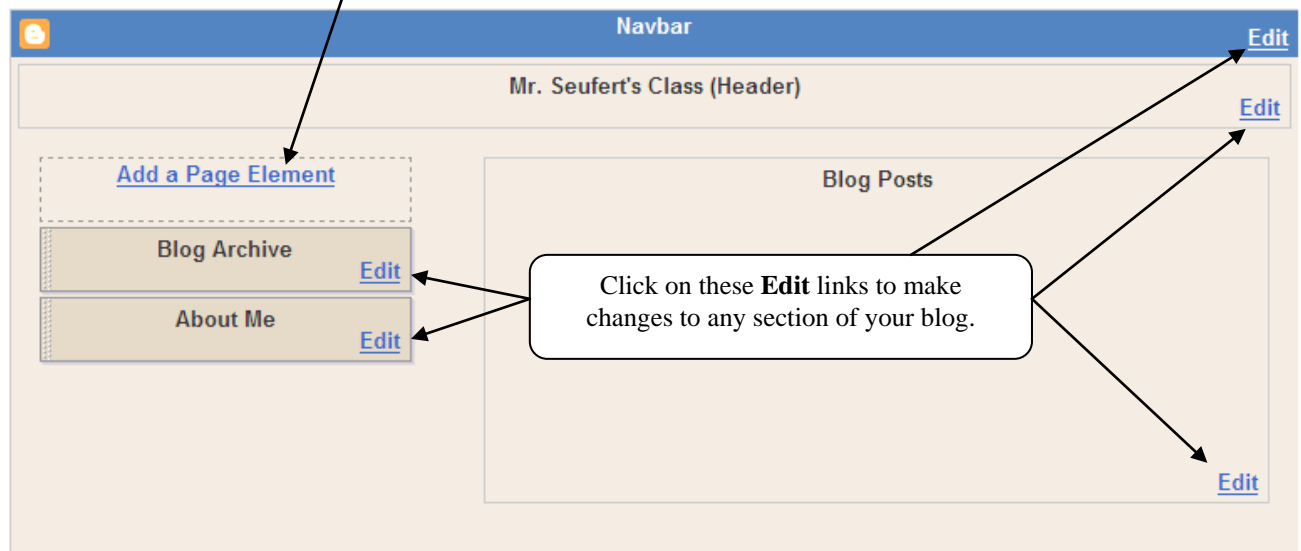
Add and Arrange Page Elements

Click and drag to rearrange page elements on your blog.

SAVE

CLEAR EDITS

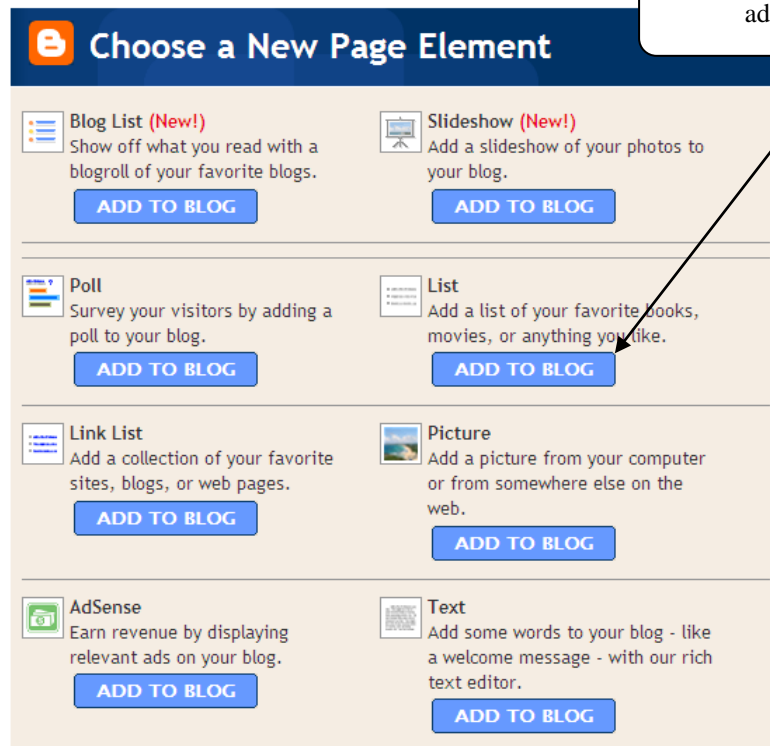
PREVIEW



Click on these **Edit** links to make changes to any section of your blog.

Blogging with Google Blogger

Notes:



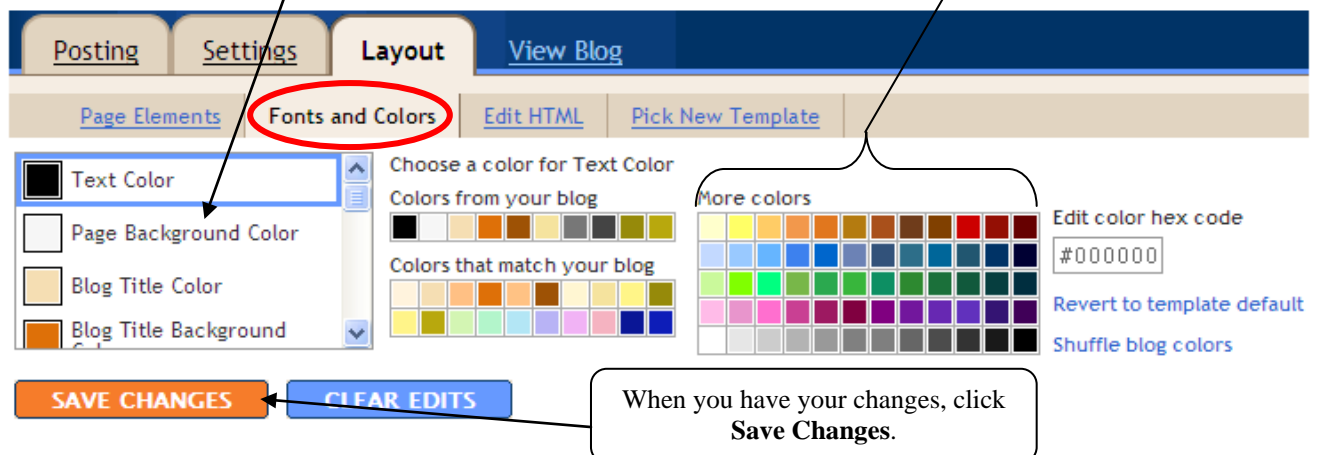
Click on the **Add to Blog** button to add the page element.

Fonts and Colors

Under the **Fonts and Colors** tab, you will be able to change any color or font on your blog. You can personalize your blog to look the way you want it to look.

You can choose here what colors you want to change.

This box of colors gives you more options.



Blogging with Google Blogger

Notes:

Pick New Template

Blogger includes 33 templates for blogs. All of the templates are compliant with web standards, machine readable, CSS-based, and tested for usability. You will see the new templates when you sign in. Click the **Template** tab and see **Pick New**.

Click here to choose the new template.

Select a new template for your blog.

Changing your template will discard any changes you made in Fonts & Colors. Your Page Elements will be retained.

SAVE TEMPLATE



Other Features of Google Blogger

Google Blogger has other features that can be used to help enhance your blogging experience.

Free Image Hosting

Blogger Images is a quick and easy way to post photos to your BlogSpot-hosted blog. To upload images, click on the **picture icon** on the **Create Post** page. You will see the option to browse for an image on your hard drive or enter the location of an image on the web. Images can be modified, and you can drag them around the text of your post. With Blogger Images, you don't have to use outside photo hosting services or know HTML to share pictures with your readers.

Notes:

Title:

Click here to get the pop-up window for adding images.



Click here to search your computer for an image.

You can paste the link location of the image you want here.

Add an image from your computer

[Add another image](#)

We accept jpg, gif, bmp and png images, 8 MB maximum size

Or add an image from the web

[Add another image](#)

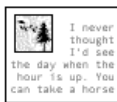
URL

[Learn more](#) about using web images

Choose a layout.



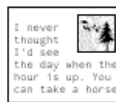
☐ None



☒ Left



☐ Center



☐ Right

Image size:

☐ Small

☒ Medium

☐ Large

☒ Use this layout every time?

☐ I accept the [Terms of Service](#) (Updated 12/13/06)

Make sure to choose your layout before you upload the image.

Blogging with Google Blogger

Notes:

Profiles

With Blogger, it's easy to create your own "about me" page. You may add a photo, link to your biography and resume, list your interests, and do other things on your Profile page. Additionally, you can discover people with similar interests based on their profiles. Click on an interest to see who else shares that particular activity or interest in music, film, and so on. The Profiles area also tallies stats about your blog(s), such as the number of times your profile has been viewed, how many posts you've written, the average number of posts per week, the links to your latest entries, across all your blogs (you can choose to show or hide specific blogs). You can access your Profile from the right column of the **Blogger Dashboard**.

Edit User Profile

Privacy

Share my profile	<input checked="" type="checkbox"/>	
Show my real name	<input type="checkbox"/>	If checked, your first and last name will appear on your profile.
Show my email address	<input type="checkbox"/>	Currently set to mrseufertsclass@gmail.com
Show my blog	<input type="checkbox"/>	This list of blogs will only be displayed on your user profile.

Click here to begin editing your profile.

Clicking here will allow you to connect with others who have similar profiles.

Mr. Seufert's Class

No photo available.

- [Edit Profile](#) (or [View](#))
- [My Account](#)
- Language:

English

Photograph

Photo URL

☒ From your computer: [Browse...](#)

☐ From the web

You have the option of adding a personal image to your profile.

Audio Clip

Audio Clip URL

You can add a short audio description to your profile.

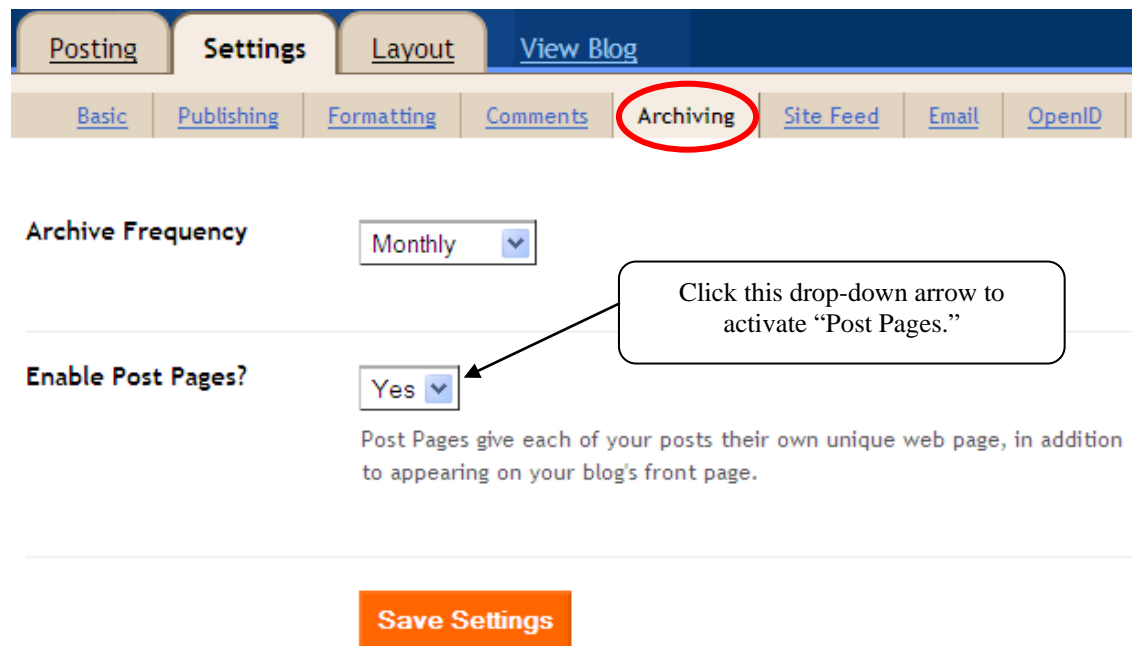
General

Gender:	<input type="radio"/> Female <input type="radio"/> Male <input checked="" type="radio"/> Not Specified
Birthday	<input type="text"/> / <input type="text"/> / <input type="text"/> <small>Ex: 9/17/1976 The year may be left blank.</small>
	<input checked="" type="checkbox"/> Show astrological signs
Homepage URL	<input type="text"/>
Wishlist URL	<input type="text"/> Create a wishlist

Notes:

Post Pages

Turn on Post Pages to enable every single post to have its own page, including comments associated with that post. Blogger tags make it possible to have Post Pages look different from your Main Page. To enable Post Pages, first go to **Archiving** under the **Settings** tab. Then, set **Enable Post Pages** to **Yes**. Make sure to click **Save Settings** at the bottom of the page to confirm the changes.



The screenshot shows the Blogger Settings interface. At the top, there are tabs for Posting, Settings, Layout, and View Blog. Below these, a row of sub-tabs includes Basic, Publishing, Formatting, Comments, Archiving (which is circled in red), Site Feed, Email, and OpenID. The main content area is titled 'Archive Frequency' and shows a dropdown menu set to 'Monthly'. Below this is the 'Enable Post Pages?' section, which has a dropdown menu set to 'Yes'. A callout box with an arrow points to the 'Yes' dropdown, containing the text: 'Click this drop-down arrow to activate "Post Pages."' Below the 'Enable Post Pages?' section, there is a descriptive text: 'Post Pages give each of your posts their own unique web page, in addition to appearing on your blog's front page.' At the bottom of the form is an orange 'Save Settings' button.

Archive Frequency: Monthly

Enable Post Pages?: Yes

Click this drop-down arrow to activate "Post Pages."

Post Pages give each of your posts their own unique web page, in addition to appearing on your blog's front page.

Save Settings

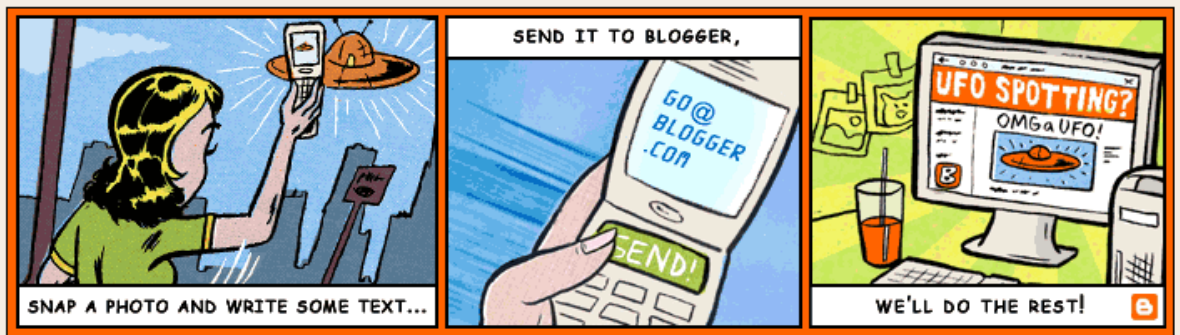
Notes:

Blog from Your Phone with Blogger Mobile

You can send photos and text straight to your blog with Blogger Mobile. Send a SMS or MMS message to **go@blogger.com** from your phone. Google will reply with the address of your new mobile blog plus a claim code. The message and any image you sent will be added as a new post to your blog. If you want to claim your mobile blog or switch your posts to another blog, sign in to go.blogger.com and use the claim code Blogger sent to your phone.

Blogger on the Go

▶ PLAY JINGLE! 00:00



Sign In

Claim token

This is the token you received on your phone

Verify your registration

chcayb



Type the code you see in the box above.

Type the code that was sent to your cellular phone in this field.

Type the verification code exactly as it appears here.

CONTINUE

Notes:

Using the Blog in the Classroom

As an educational tool, blogs may be integrated in a multi-faceted manner to accommodate all learners. Blogs can serve at least four basic functions.

Classroom Management

Class blogs can serve as a portal to foster a community of learners. As they are easy to create and update efficiently, they can be used to inform students of class requirements, post handouts, notices, and homework assignments, or act as a question-and-answer board.

Collaboration

Blogs provide a space where teachers and students can work to further develop writing or other skills with the advantage of an instant audience. Teachers can offer instructional tips, and students can practice and benefit from peer review. They also make online mentoring possible. For example, a class of older students can help a class of younger students develop more confidence in their writing skills. Students can also participate in cooperative learning activities that require them to relay research findings, ideas, or suggestions.

Discussions

A class blog opens the opportunity for students to discuss topics outside of the classroom. With a blog, every person has an equal opportunity to share their thoughts and opinions. Students have time to react to ideas and reflect on learning. Teachers can also bring together a group of knowledgeable individuals for a given unit of study for students to network and conference with on a blog.

Student Portfolios

Blogs present, organize, and protect student work as digital portfolios. As older entries are archived, developing skills and progress may be analyzed more conveniently. Additionally, as students realize their efforts will be published, they may be motivated to produce better writing. Teachers and peers may conference with a student individually on a developing work, and expert or peer mentoring advice can be kept for future reference.

Notes:

Blog Risks to Consider

School districts have guidelines and acceptable use policies (AUP) regarding the use of school and division-wide computer networks and the Internet. These terms and conditions identify acceptable online behavior and access privileges. Policies regarding the displaying of any student work must be adhered to strictly. Take the necessary steps to secure parental permission before using the blog in a participatory manner.

Blogs may be viewed publicly as any other website is. Students must be trained on issues regarding access, privacy, security, and free expression. Because blogs have no publisher, producer, or editor, students must carefully consider the content of postings to avoid anything defamatory, libelous, or that infringes upon the rights of others.

Blogs are created by individuals for various and assorted purposes. Content should be recognized as the opinion of the blogger, and, therefore, may not necessarily be factual.

Preparing Students for Blogging

- Determine that all students' AUPs are in place and up to date.
- Inform parents of procedures and secure parental permission.
- Teach students safe, acceptable, and sensible behavior as online authors and readers.
- Review policies and guidelines pertaining to student access.
- Teach the non-posting rules of no complete names, e-mail accounts, or references to reveal location.
- Set clear expectations regarding tone, respect, and consequences.

Glossary

A

API. Abbreviation of *Application Program Interface*; a set of routines, protocols, and tools for building software applications. A good API makes it easier to develop a program by providing all the building blocks. A programmer then puts the blocks together.

Application. A program, such as a word processing program or a spreadsheet program, that helps the user accomplish a specific task. Application programs are distinguished from system programs, which control the computer and run the application programs, and utilities which are small helper programs.

AUP. Short for *Acceptable Use Policy*. Also known as TOS (Terms of Service). A contract specifying what a subscriber can and cannot do while using an ISP's (*Internet Service Provider*) service. Contains things like liability disclaimers, lists of actions or behavior that will result in the termination of a customer's account, definition of terms such as "unlimited use," billing policies, SPAM clauses, and so on.

B

Blog. Short for *Web log*, a blog is a Web page that serves as a publicly accessible personal journal for an individual. Typically updated daily, blogs often reflect the personality of the author.

Blogroll. Found on blogs it is a list of links to other blogs and Web sites that the blog author commonly references or is affiliated with. Blogrolls help blog authors to establish and build upon their blogger community. In Web 1.0 terminology, a blogroll would be the equivalent of a list of hyperlinks on a personal Web page.

Browser. Short for *Web browser*, a software application used to locate and display Web pages. The two most popular browsers are Microsoft Internet Explorer and Firefox. Both of these are graphical browsers, which mean that they can display graphics as well as text. In addition, most modern browsers can present multimedia information, including sound and video, though they require plug-ins for some formats.

C

CSS. Short for *Cascading Style Sheets*, a new feature being added to HTML that gives both Web site developers and users more control over how pages are displayed. With CSS, designers and users can create style sheets that define how different elements, such as headers and links, appear. These style sheets can then be applied to any Web page.

F

FTP. Short for *File Transfer Protocol*, a network protocol used to transfer data from one computer to another through a network, such as the Internet.

M

MMS. Short for *Multimedia Messaging Service*, is a standard for telephone messaging systems that allows sending messages that include multimedia objects (images, audio, video, rich text) and not just text, as in *Short Message Service* (SMS). It is mainly deployed in cellular networks along with other messaging systems like SMS.

N

Navbar. A common navigation feature; a row or column of buttons which, when clicked on, link to other pages. Designing navigation through a site needs to take into account the target user's perspective, but it is often based around an organization's internal thought processes, making it hard to use.

P

Plug-in. A computer program that interacts with a host application (a web browser or an email client, for example) to provide a certain, usually very specific, function "on demand." Applications support plug-ins for many reasons. Some of the main reasons include enabling third-party developers to create capabilities to extend an application; to support features yet unforeseen; to reduce the size of an application; and to separate source code from an application because of incompatible software licenses.

Post. To publish a message in an online forum or newsgroup or the actual message that is published in an online forum or newsgroup.

R

Repository. Generically refers to a central place where data is stored and maintained. A repository can be a place where multiple databases or files are located for distribution over a network. A repository can be a location that is directly accessible to the user without having to travel across a network.

S

SafeSearch. Many Google users prefer not to have adult sites included in their search results. Google's SafeSearch screens for sites that contain this type of information and eliminates them from search results. While no filter is 100% accurate, Google's filter uses advanced proprietary technology that checks keywords and phrases, URLs, and Open Directory categories. When SafeSearch is turned on, sites and web pages containing pornography and explicit sexual content are blocked from search results. Google strives to keep the filtering information as current and comprehensive as possible through continual crawling of the Web and by incorporating updates from user suggestions.

SMS. Short for *Short Message Service*. Similar to paging, SMS is a communications protocol allowing the interchange of short text messages between mobile telephone devices. The SMS technology has facilitated the development and growth of text messaging. The connection between the phenomenon of text messaging and the underlying technology is a close one, and in parts of the world the term "SMS" is used as a synonym for a text message or the act of sending a text message, even when a different protocol is being used. Most SMS messages are mobile-to-mobile text messages, though the standard supports other types of broadcast messaging as well.

T

Thread. In online discussions, a series of messages that have been posted as replies to each other. A single forum or conference typically contains many threads covering different subjects. By reading each message in a thread, one after the other, you can see how the discussion has evolved. You can start a new thread by posting a message that is not a reply to an earlier message.

Toolbar. A vertical or horizontal bar containing icons that represent the commands that can be used in an application. Sometimes the toolbar can be moved around or made to disappear.

U

URL. Abbreviation for *Uniform Resource Locator* (formerly Universal Resource Locator). An Internet address which tells a browser where to find an Internet resource. For example, the URL for Blogger is <http://www.blogger.com/home>.

W

Wysiwyg. Pronounced *WIZ-zee-wig*. Short for *what you see is what you get*. A WYSIWYG application is one that enables you to see on the display screen exactly what will appear when the document is printed. This differs, for example, from word processors that are incapable of displaying different fonts and graphics on the display screen even though the formatting codes have been inserted into the file. WYSIWYG is especially popular for desktop publishing.

X

XML. Short for *Extensible Markup Language*, a specification developed by the W3C (*World Wide Web Consortium*). XML is a pared-down version of SGML (*Standard Generalized Markup Language*), designed especially for Web documents. With XML, people can make up their own tags. This capability expands the amount and kinds of information that can be provided about the data held in documents. Some of the advantages are: that search engines will be able to zoom in on one particular meaning of a word, and new languages can be employed that will allow musical notation and mathematical and chemical symbols to be used as easily as text

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Appendix A

How to Download Blogger for Word

Check out Blogger for Word at:

<http://buzz.blogger.com/bloggerforword.html>.

Here is where you click to download Blogger for Word.

Click here to find out more about Blogger for Word.



The screenshot shows the 'Blogger for Word' download page. The top navigation bar includes the Blogger logo and the text 'Push-Button Publishing'. The main heading is 'Blogger for Word'. Below it, a paragraph states: 'Now you can use Blogger right within Microsoft® Word. Just download and install the Blogger for Word add-in and a Blogger toolbar will be added to Word allowing you to:'. A list of features follows: 'Publish to your blog', 'Save drafts', and 'Edit posts'. Below the list is a link: 'Check out, [About Blogger for Word](#)'. To the right, there is a section for terms and conditions: 'By downloading, you agree to our [Terms of Service](#) and [Privacy Policy](#)'. Below this is a large blue button labeled 'AGREE AND DOWNLOAD'. Underneath the button, it says 'FREE and takes seconds to install'. At the bottom right, there are four bullet points: 'Fast download - about 5 minutes on a modem (2MB)', 'Requires Windows XP or 2000', 'Requires Word 2000 or higher', and 'Requires a Blogger account ([free sign-up](#))'. An icon of a document with a pencil is also present. Two callout boxes with arrows point to the 'AGREE AND DOWNLOAD' button and the 'About Blogger for Word' link.

- Publish to your blog
- Save drafts
- Edit posts

Check out, [About Blogger for Word](#).


By downloading, you agree to our [Terms of Service](#) and [Privacy Policy](#)

AGREE AND DOWNLOAD

FREE and takes seconds to install

- Fast download - about 5 minutes on a modem (2MB)
- Requires Windows XP or 2000
- Requires Word 2000 or higher
- Requires a Blogger account ([free sign-up](#))

You need to download the Blogger for Word application.



The screenshot shows a Windows file opening dialog box titled 'Opening BloggerForWordSetup.exe'. The text inside the dialog box reads: 'You have chosen to open', followed by a file icon and the name 'BloggerForWordSetup.exe', then 'which is a: Application' and 'from: <http://dl.google.com>'. Below this, it asks 'Would you like to save this file?'. At the bottom of the dialog box are two buttons: 'Save File' and 'Cancel'. A callout box with an arrow points to the 'Save File' button. In the background, a portion of the 'AGREE AND DOWNLOAD' button from the previous screenshot is visible.

You have chosen to open

BloggerForWordSetup.exe

which is a: Application

from: <http://dl.google.com>

Would you like to save this file?

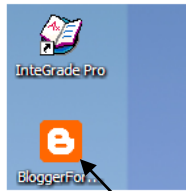
Save File **Cancel**

you agree to our [Terms of Service](#) and [Privacy Policy](#)

DOWNLOAD

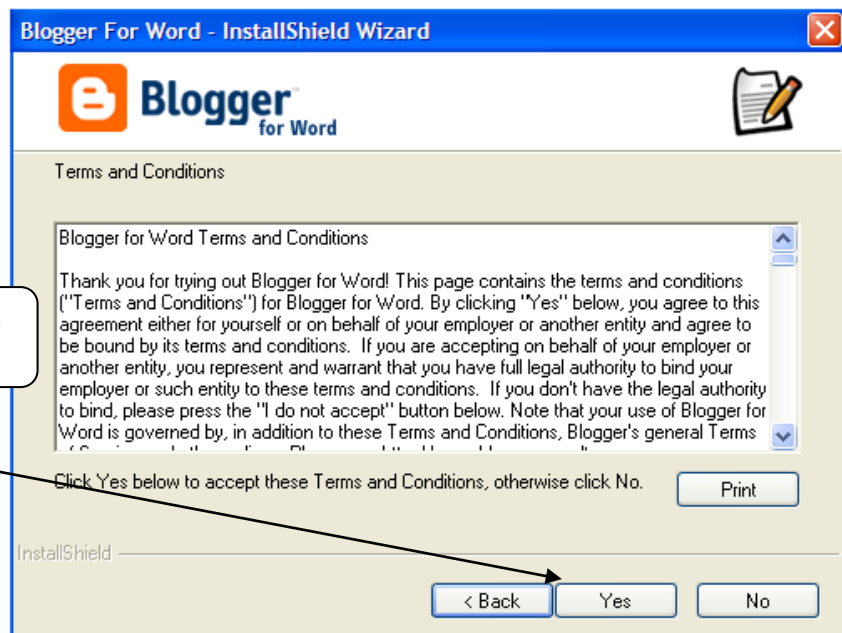
seconds to install

Blogging with Google Blogger

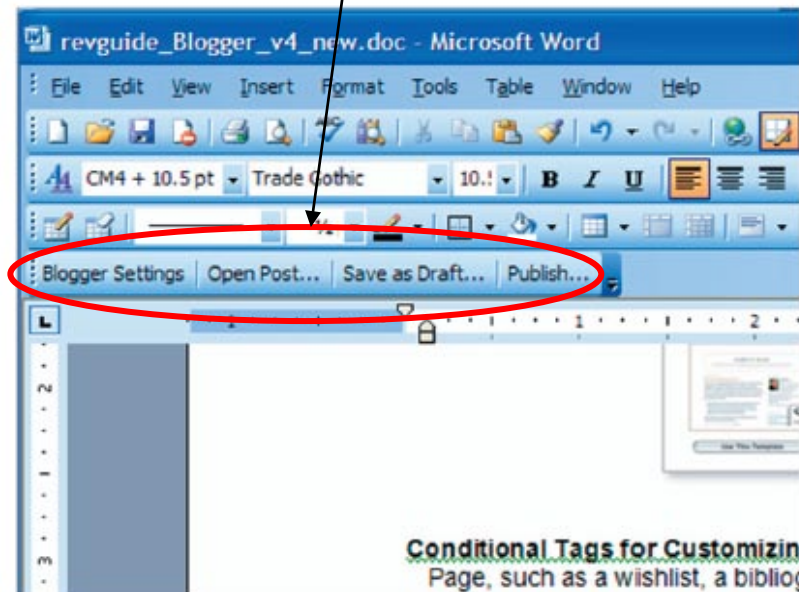


After Blogger for Word downloads, you will see this icon on your desktop.

Click **Yes** to agree to the terms of use.



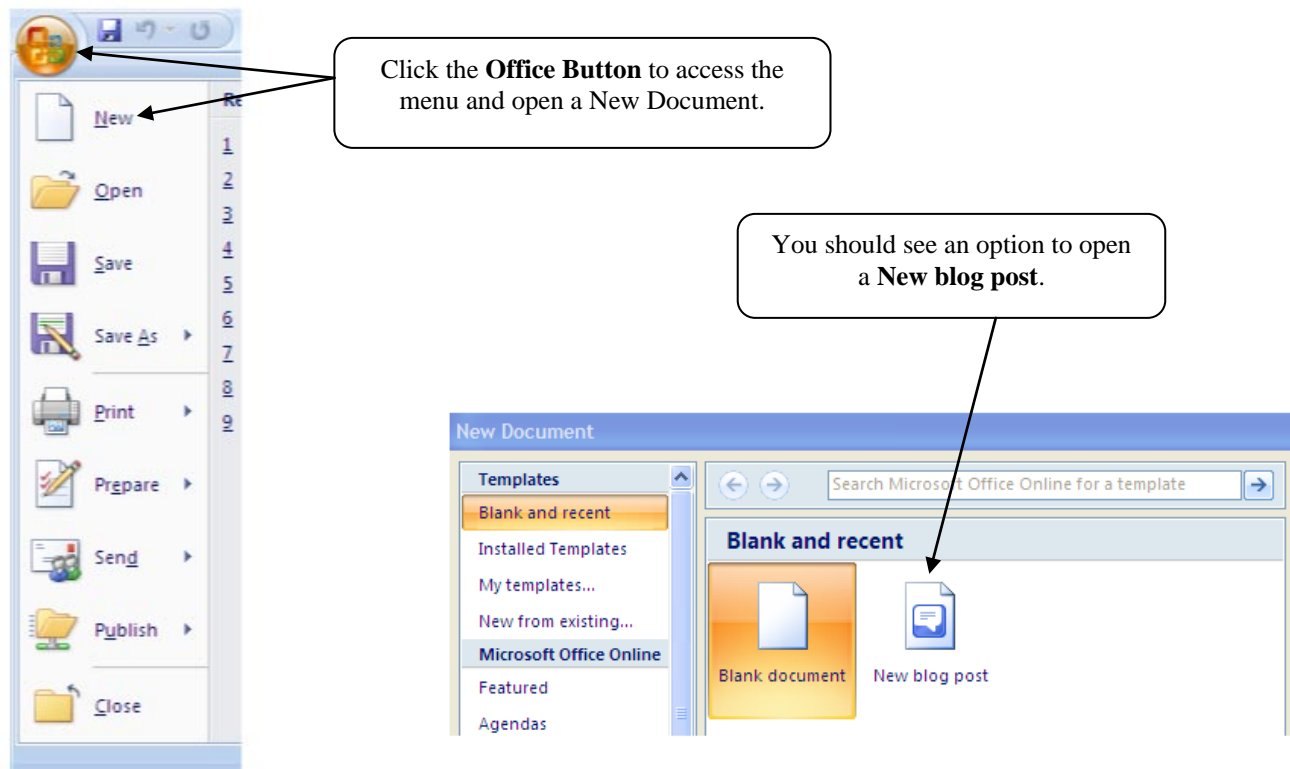
This is what you will see when you open Word after you've downloaded the application.



Appendix B

Blogging Microsoft Tool for Word 2007

Microsoft Word 2007 has a built-in blogging feature. It allows you to use a “New Blog Post” template when starting a new document. After you chose your blog provider and enter your Blogger account information, you will have the ability to type a post in your Word document and publish it to your blog without having to open an Internet browser.



Blogging with Google Blogger

Selecting Blogging Template and Registering

Below are the steps to get started with the built-in features.

Click on the **New blog post** option.

You will get an option to register for a blog account.

Register a Blog Account

To start blogging, register your blog account. If you skip this step now, you will be prompted for this information the first time you post.

If you don't have a blog yet, visit Microsoft Office Online to learn about blog providers that work with Microsoft Office Word.

[Office Online](#)

Register Now Register Later

New Blog Account

Welcome to the blog registration wizard. This wizard will help you configure Microsoft Office Word to post to your blog. To get started, choose your blog provider:

Blog Choose your blog provider Refresh List

My pr Choose your blog provider

I don't Windows Live Spaces

Blogger

SharePoint blog

Community Server

TypePad

WordPress

Other

Next Cancel

Click the **drop-down arrow** to pick your blog provider.

Type your account information into these two fields.

Click here to activate the built-in blogging feature.

New Blogger Account

Enter the information below to register your Blogger account. Click OK to contact your provider and configure your account settings.

Enter account information

User Name

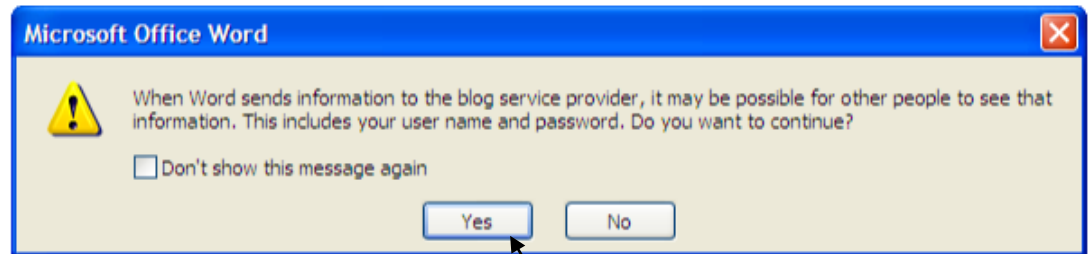
Password

☐ Remember Password

Picture Options OK Cancel

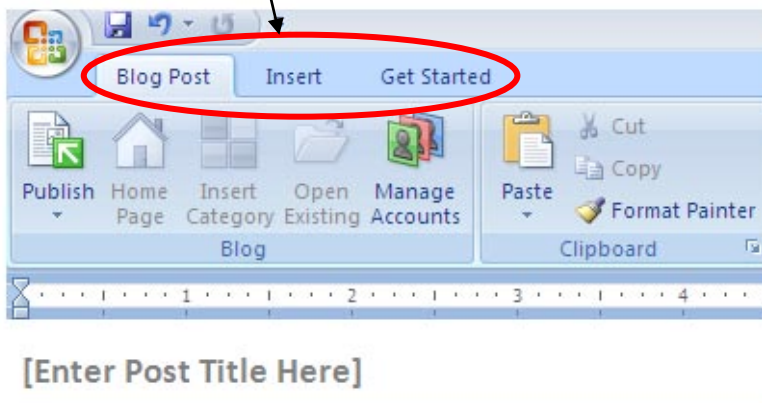
Accept the Privacy Policy and Get Started

After you chose to click **Yes**, you will see a new Word Document that has different Tabs at the top. You will now be able to publish directly to your blog from this Word Document.



The **Blog Post** tab will help make it easier to work with your blog account.

You must choose **Yes** to complete the activation.



Bloggning with Google Blogger

Notes:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.