

## Directions for setting up a class on Kidblog.org

- 1) Go to website (<http://www.kidblog.org>)
- 2) Click on “Teachers” button
- 3) Fill in form:
  - a. For display name, put in teacher’s name. Example “Mrs. Karpoff”
  - b. Create your own password and enter your e-mail address
  - c. Under class name, create a class name. Example “First Grade, 2014-15.” If you have multiple classes, make sure to specify which class the kidblog is for.
- 4) Click the “Create Class” button. You will be taken to your dashboard.
- 5) Go to settings to make basic changes.

The screenshot shows the 'Settings' page for a class named 'Mrs. Karpoff's Class'. The page has a blue header with navigation links: Dashboard, New Post, Review Posts, Comments, Users, Settings (highlighted), and Help. Below the header are tabs for General Settings (highlighted), Themes, Widgets, Posts, Comments, and Users. The 'General Settings' section includes:

- Class Title:** Mrs. Karpoff's Class
- Class URL:** <http://kidblog.org/ExampleClassroom> OK
- Class Signup Codes:** Users can join class using code?  Yes  No
- Student:** chnyz7   
Show for Projector / Screen
- Theme:** Kidblog Blue. A preview of the theme is shown, featuring a header for 'Mrs. Wilson's Class' and a list of recent posts. Below the preview is a link: [View Other Themes](#) (Save changes first)

- 6) To change your avatar, click on “users” then “Your Profile” and “change avatar.” You can upload an image from your computer, or choose from Kidblog’s collection.

- 7) You can change privacy settings for posts and comments by going to “settings” and clicking on “posts” or “comments.” It allows you to decide who can post, comment, or see others’ posts and comments. You can also select to require approval for each post (which is especially important for older grades).

The screenshot shows the 'Post Settings' page in a class blog interface. The page has a blue header with the class name 'Mrs. Karpoff's Class' and navigation links like 'Dashboard', 'New Post', 'Review Posts', 'Comments', 'Users', and 'Settings'. The 'Settings' page has tabs for 'General', 'Themes', 'Widgets', 'Posts', 'Comments', and 'Users'. The 'Posts' tab is selected. Under 'Who may read posts?', there are radio buttons for 'All visitors (no password required)', 'Users in the following class(es)', and 'Admin/Teacher only'. The 'Users in the following class(es)' option is selected, and 'Mrs. Karpoff's Class (kidblog.org/Exampleclass)' is checked. There is an 'Add' button and a text input field for 'another Kidblog class URL'. Under 'Post Approval', there is a checkbox for 'Admin/Teacher/Moderator must approve posts before they appear'. Under 'Notify these users whenever a post is awaiting approval or published:', there is a checkbox for 'Mrs. Karpoff (example@email.com)'. Under 'Tags', there is a link for 'Manage Tags'. Under 'Class Activity Feed (Front Page)', there is a 'Show:' label and a radio button for 'Full Text'.

- 8) Click “save changes” to save the changes. Be sure to click “update profile” when you are done.

Directions for adding student names:

- 1) Click on the “Users tab” and then click “add new users”
- 2) Type in the student’s name
- 3) You can choose the same starting password for all your students, or give each student their own password. The students can change their passwords later.
- 4) Click the “add new user” button for each new student, and continue until the entire class is added.