



Account Information: BLOG – Version 8

All Users

This tutorial will review the BLOG.

Each user on Edvance360 has a Blog, unless the administration has turned this feature off from the Admin>Config & Settings>General Settings>Student/Learner Modules. Blog stands for web-log. It is the client's personal journal or where they may share opportunities, thoughts, articles they are writing, get immediate feedback from peers or students, and more. Blogs may be accessed by clicking Account>Blog on the left-hand tool bar.

The left-hand panel will reveal the following tabs: BLOGS, BLOG ROLL, and LATEST BLOG POSTS.

BLOGS:

The Blogs tab will reveal each blog the user has created. To add/create a new blog select ADD NEW, add a Title, Upload a Picture, add Details in the Rich Text Editor, add Tags/Keywords separated by commas (for other users to search and find the blog), Visibility (Publish or Draft), and SAVE.

Once the blog has been created it will appear ready for any comments below. The user also may Edit or Delete the blog with the tabs at the top.

The user's additional posts will be listed below.

How to Comment on a Blog Post

Users may make comments on posts. To create a comment, the user may click on the "Comment" button and write a comment. The user may also choose to Edit or Delete their post/comments from the top of the individual blog page.

How to Report Abuse in a Blog

Users may click the "Report Abuse" link in each individual blog and comment to report any abuses of the system. The user should create a message stating the reason for the report and clicking the "Submit" hyperlink. This will create an abuse report for

administrators to review in the Administrative Tab. They will receive a Report Submitted number to let them know the order in which their report will be viewed by administration. Once a blog or comment has been reported it will no longer be visible to users until an administrative review has taken place. If the administrator approves the report the material will be visible again to users, but administrators may also choose to delete offending items.

BLOG ROLL:

By selecting BLOG ROLL the user may view the Bloggers in the network from the left-hand navigation panel. The panel will reveal each blogger's first name, last name, and user ID. Select any blogger's profile picture to view their profile. Select the blogger's user ID to open and view that specific blogger's blog posts. The selected blogger's most recent blog post will appear allowing comments to the blog. Any additional blogs created by that user will be listed below.

LATEST BLOG POSTS:

The Latest Blog Posts may be accessed by selecting Latest Blog Posts on the left-hand navigation panel. A list will appear revealing the latest blog title, user name and the date/time it was created. The user may select any blog post to view and/or comment.

This concludes the BLOG tutorial.