How To Blog Using Blogger

Introduction

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This handout will discuss how to create and access your own blogs using Blogger. It will also demonstrate how to host a blog, manage a blog, and submit comments to a blog. It will also explain various educational purposes of blogs.

Blogging is being used in classrooms around the country as a way to get students to think critically, write with a purpose, and organize their ideas. Blogs are more than an online journal. They are becoming a powerful collaborative learning tool.

What is a blog?

A blog is a collaborative space where anyone can enter information on an ongoing basis. It is a free Web-based journal in which people can publish their thoughts and opinions on the Internet. Anyone can start a blog. There are millions of blogs with no real rules.

It is up to the user how often they blog. There are lots of services available that make it easy to blog without any technical knowledge. Visitors can read what's new and, if you allow them to, they can comment on the blog, link to it or email you.

While there are many blogging programs, for the CFF Coaches Training, we will be using Blogger. Included in this handout are step-by-step directions for anyone new to blogging to get started with Blogger. Blogs can be private, in which you only allow certain users (members) to access and submit comments, or they can be designed for non-member users who are visiting and want to post a comment.

"Since Blogger was launched in 1999, blogs have reshaped the web, impacted politics, shaken up journalism, and enabled millions of people to have a voice and connect with others. And we're pretty sure the whole deal is just getting started." Source: Blogger http://www.blogger.com/

Setting up a Blog for the First Time

1. In order to create a free blog on Google's blogging hosting service; you will need to have an account on blogger.com. **Note:** If you have a Gmail or Google account, skip to step 6.

2. To create a new Google account, go to www.blogger.com.

3. Click the CREATE YOUR BLOG NOW button:

4. On the following page, create a Google account. After you've done that, you'll need to enter a display name and accept Blogger's Terms of Service.
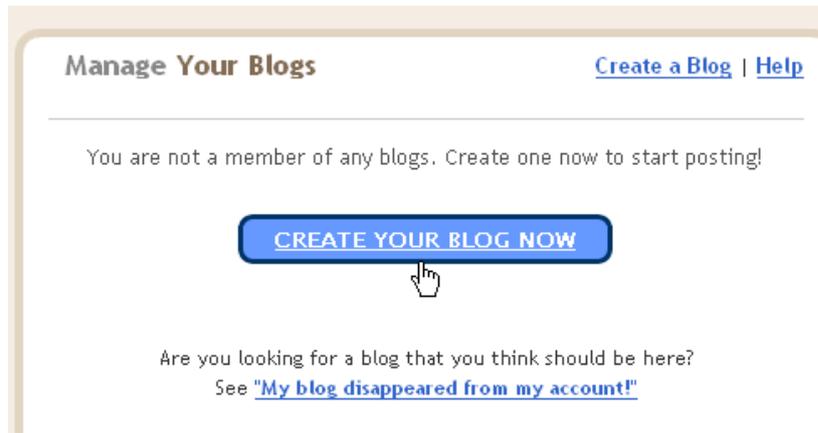

5. Once you're done with the account set-up, select CONTINUE. You'll be prompted to **Create a Blog** and get started. Skip to Step 7.

6. If you already have a Google Account from Gmail, Google Groups, or Orkut, please sign in first. Go to www.blogger.com and sign in at the top right corner.

7. Once you've logged into blogger.com, select the CREATE A BLOG link beneath your list of blogs:

8. In step 2 **Name your Blog,** enter a blog title and blog address (URL). When you're done, select CONTINUE. **Note:** If you want to Web host your own blog, you can access the advanced set-up

9. In the next step, you can choose a template for your blog; this is how it will appear when you publish it. There is a gallery of ready-made templates to choose from.

10. You can easily change the template later, or even create your own custom template design. Once your blog is set up, you can add your name, interests, images, etc. Then select CONTINUE.

11. Next, Blogger will create your new blog and reserve your spot on BlogSpot. As soon as you make your first post, your page will appear at the address you chose.

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.

START POSTING

You're ready to blog!

Creating a New Blog Post

1. Once you've logged into Blogger, you'll see your Dashboard. The Dashboard shows your list of blogs. Click the NEW POST (green plus sign) icon to create a new post:

2. Next, you'll see the **Create New Post** page. Give your post a title (optional), and enter the post itself. The Compose window provides a WYSIWYG editor or you can use html to create your post.
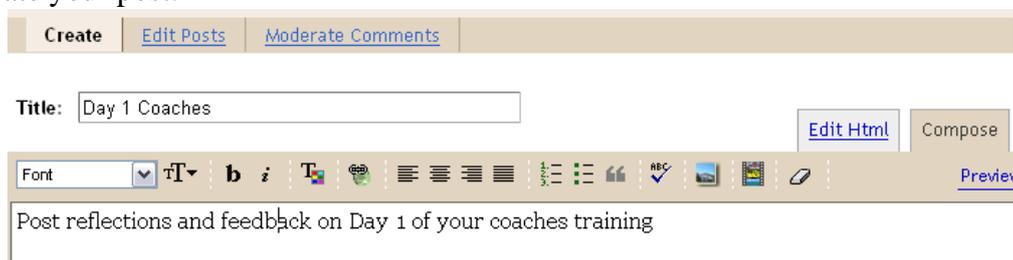
3. When you're done, click the PREVIEW link to make sure your blog post is ready to go:

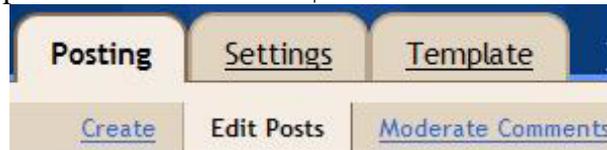4. Once you're satisfied with your post, click the PUBLISH POST button. This will publish your new post:

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How to Edit a Post

1. To access an existing post, you can select CUSTOMIZE or select MANAGE POSTS from the dashboard home.

Or

2. You can edit your posts from the POSTING | EDIT POSTS tab.

3. From there, click the EDIT link next to the post you'd like to edit.

4. You will be at the posting form, where you can make any changes you like. When you finish editing, be sure to publish your post again by clicking on the PUBLISH POST button. Your edits will overwrite your original post.

Entering Comments to a Post

The COMMENTS feature provides visitors the ability to attach instant feedback to a specific blog post. If you choose to enable comments on your posts, then people who read your blog will have the option of submitting their own text in response to what you have published. Blogger will publish these comments right underneath the post that inspired the feedback.

Note: New posts have comments enabled by default. You can turn off or delete comments if you wish.

1. Select the COMMENTS hyperlink under the post to which you would like to respond, and you will be taken to the comment posting page.

Day 1 Coaches

Post reflections and feedback on Day 1 of CFF coaches training

Posted by bklineman at 11:49 AM 0 comments ✎

2. On the right hand side of the page there is space for you to enter your comment. Once you add your text, you can select PREVIEW and then click PUBLISH YOUR COMMENT.

Congratulations! You are now a blogger!

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