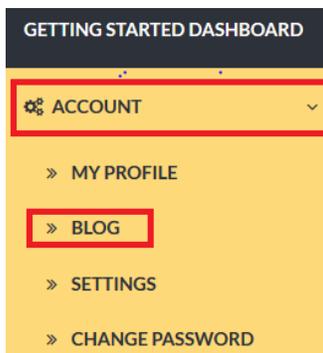# How to Blog

How to Access Blog

The blog is part of the internal secure social network. Only individuals within your network have access to your blog. Users may only edit and delete information they added. The blog must be enabled by the site administrator. Blogs are a great tool for sharing and dissemintating information with your network within the system. It provides the opportunity to showcase your expertise or simply socialize online with your network.

1 **Login** to Edvance360

2 From the homepage navigate to **Account** > **Blog**

GETTING STARTED DASHBOARD

⚙ ACCOUNT ⌄

» MY PROFILE

» BLOG

» SETTINGS

» CHANGE PASSWORD

Below is an example of a blog homepage. Continue reading to learn more about the features within the blogging tool.

Blog

BLOG	Home » Blog » Blog Details
BLOG ROLL	
LATEST BLOG POSTS	

Add New   Edit   Delete

Write Feed [   ]   Search

Introduction

09/15/2015 12:10 PM

Here is an example of a BLOG. My name is Ashley...

Comments:(0)   Report Abuse

Please Comment

[   ]

Save

Latest Posts

|	Title		Created		Action
B	Introduction		1/15/2017 1:13PM		

How to Create a New Blog Post

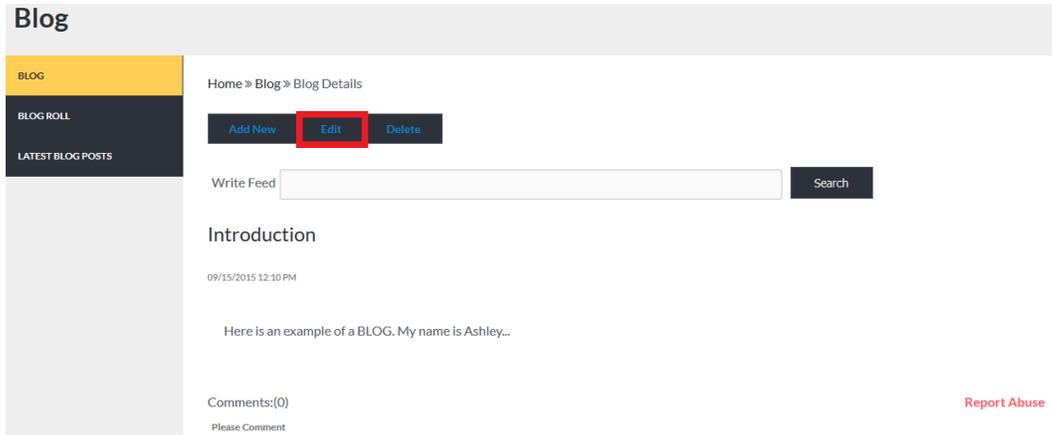**1** From the Blog page, users may start a new post. To create a new post, select the **Add New** button.
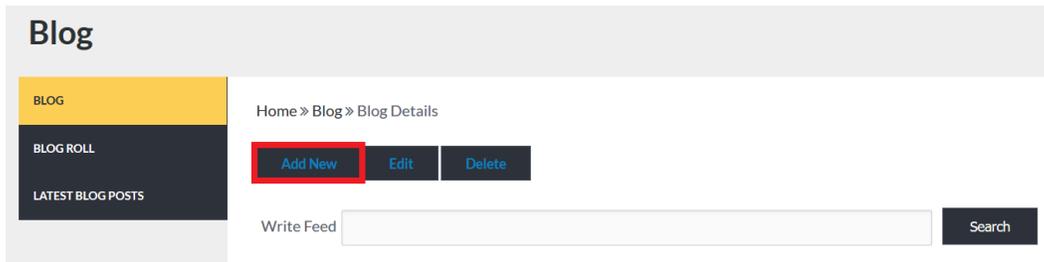
2 Enter in a title, information, pictures, hyperlinks, etc. into the body, and add tags or keywords for the blog post. Tags/keywords make it easier for people to find your blog. Make the visibility either in "Draft" mode where the blog is not visible, or in "Publish" mode making it visible to all on the network. Select Save when completed.
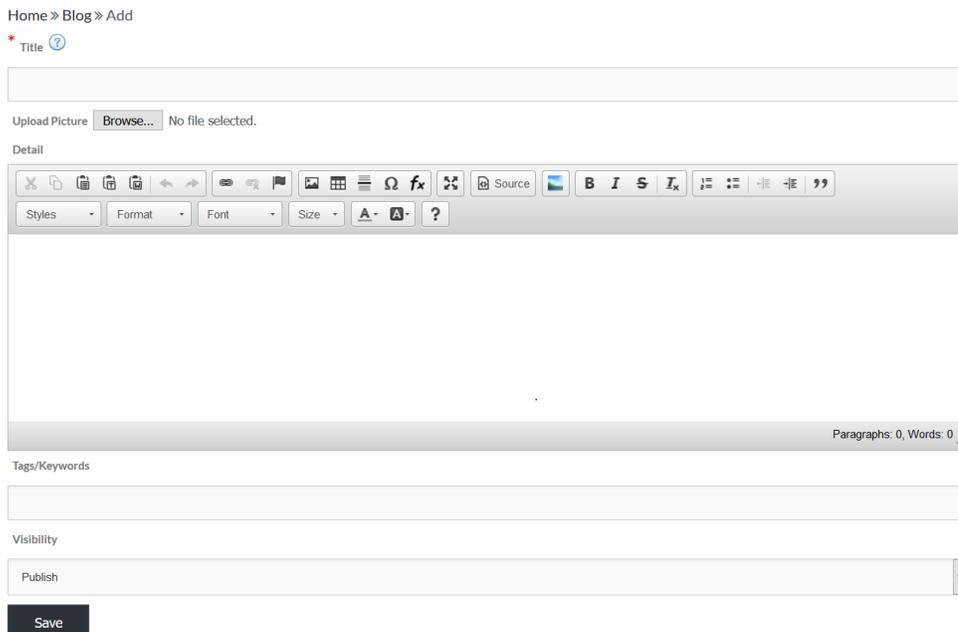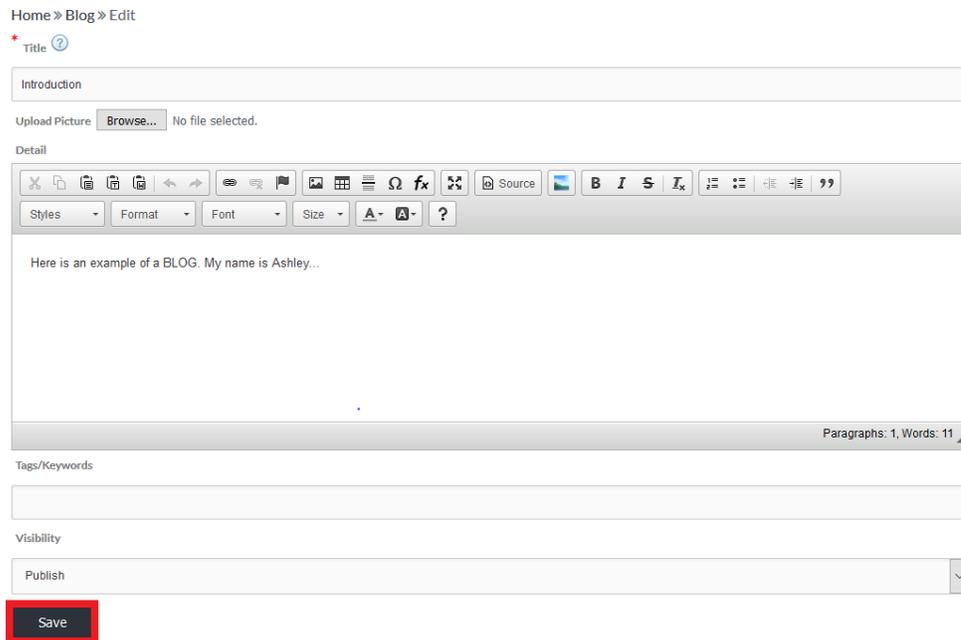
How to Edit a Blog Post

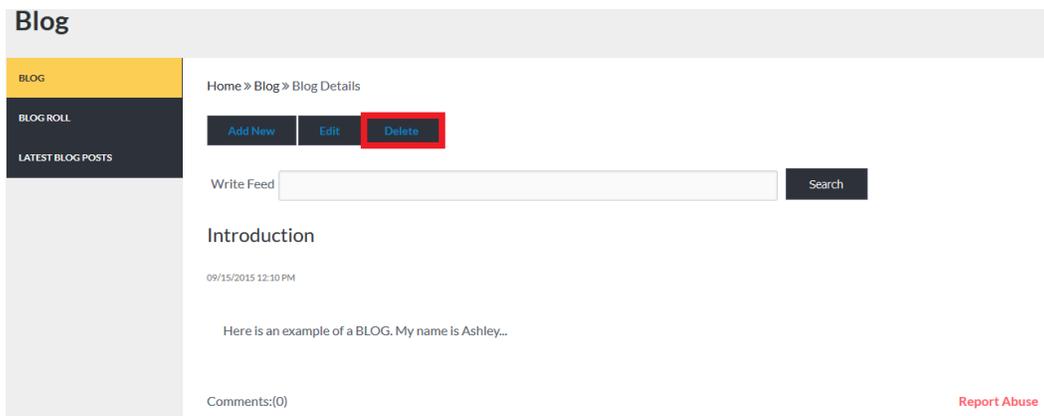**1** From the Blog page, users may edit a blog post. To edit a blog post, select the **Edit** button.

2 The blog post will open and allow you to edit. Make sure you select **Save** after entering your edits.
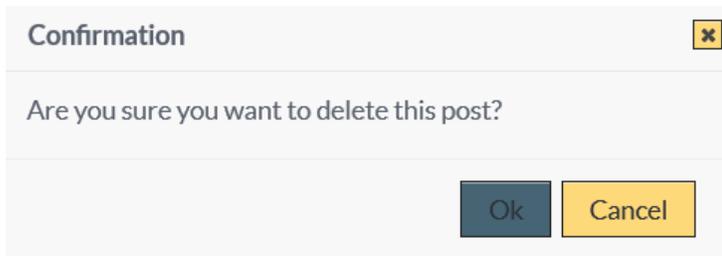
How to Delete a Blog Post

1 From the Blog page, users may delete a blog post. To delete a blog post, select the **Delete** button.

2 Once delete is selected a window will open requesting confirmation to delete the post. Select **OK** to delete the post or cancel if you do not want to delete the post.

How to Comment on a Blog Post

1 Navigate to the blog post where you want to comment. Enter comment into comments box and select **Save**.

How to Report Abuse in a Blog

1   Select **Report Abuse** to report inappropriate posts. Users may click the "Report Abuse" link in each individual blog and comment to report any abuses of the system.

2 The user should create a message stating the reason for the report and click the "OK" button. 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.
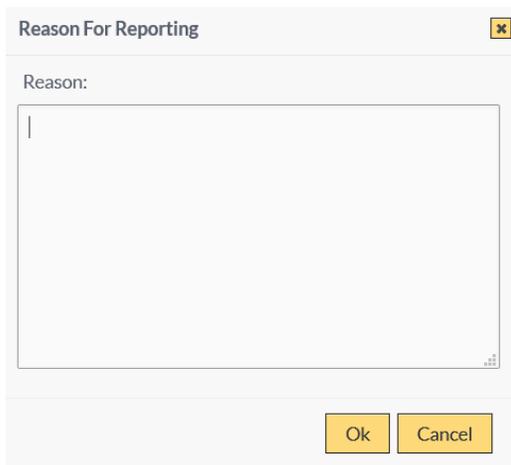
Reason For Reporting	✖
Reason:	

[Ok] [Cancel]

Access Latest Blog Posts

There are two places to view the latest blog posts.

- Immediately beneath their post (the start of the conversation or blog), users may see the most recent posts or comments.
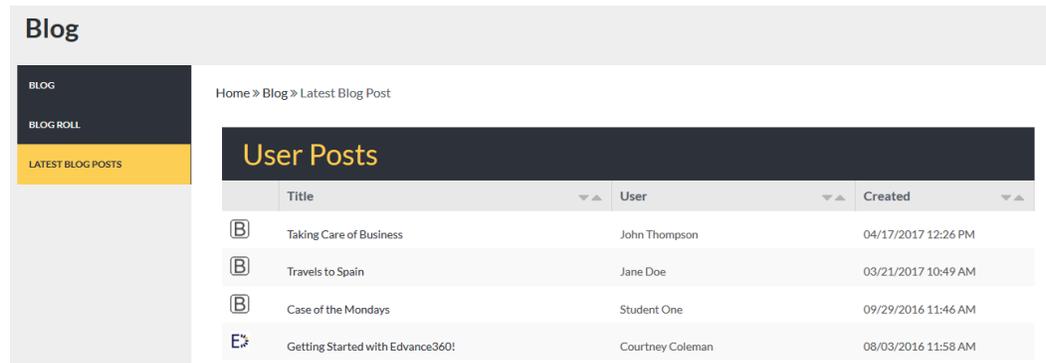
Latest Posts

	Title	▼▲	Created	▼▲	Action
B	Introduction		09/15/2015 12:10 PM		✐ ✖

- On the right-hand side of the page, the user may access a list of most recent posts on that blog.

How to Use the Blogroll

1 Select **Blogroll** from the left-hand menu to view all the available blogs.

2 A **blogger's picture** may be selected which will open their profile.

3 If they have a blog, "**View Blog**" will display under the picture.

Home » View Profile

Super Admin

Select Type

jsmith

John Smith is an instructor specializing in organizational leadership. He has over 10 years experience and posses an earned Ph.D. in Organizational Leadership.

Send Message
View Blog
Report Abuse
Log Engagement
Open Chat
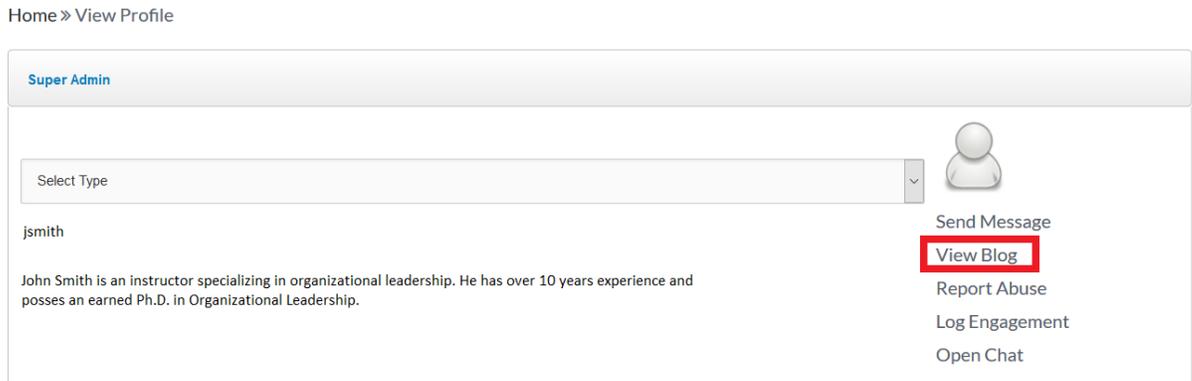
Note: Users can also access blogs by navigating to **Network** > Select **picture** and the user's profile will display > select **View Blog**

Additional Blog Ideas

Here are some additional ideas on how to use the blog:

- Journal for dissecting and applying information learned in the course/training
- Log daily activities applicable to information learned in course/training.
- Disseminate course/training information in one central location