

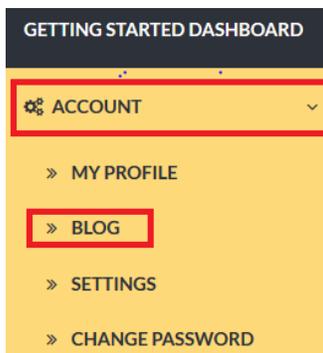
How to Blog

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 disseminating 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**



QuickStart Guide: How to Blog

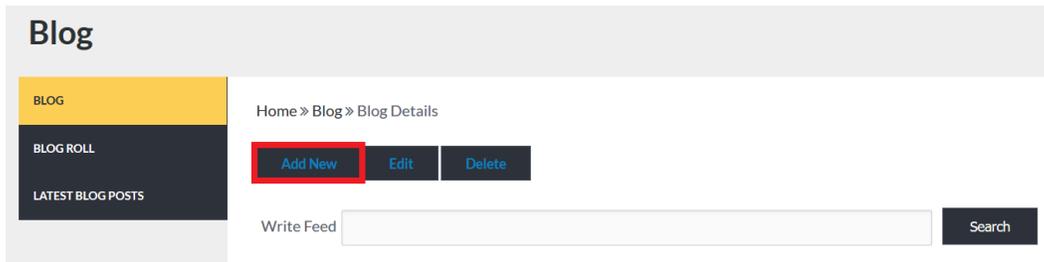
Below is an example of a blog homepage. Continue reading to learn more about the features within the blogging tool.

The screenshot displays a web interface for a blog. On the left is a sidebar with a yellow header 'BLOG' and two dark grey buttons: 'BLOG ROLL' and 'LATEST BLOG POSTS'. The main content area has a breadcrumb 'Home » Blog » Blog Details' and three buttons: 'Add New', 'Edit', and 'Delete'. Below these is a 'Write Feed' search bar with a 'Search' button. The main post is titled 'Introduction' and dated '09/15/2015 12:10 PM'. The post content reads 'Here is an example of a BLOG. My name is Ashley...'. Below the post is a 'Comments:(0)' section with a 'Please Comment' label and a large text input area. A 'Save' button is located below the comment area. To the right of the comment area is a 'Report Abuse' link. At the bottom, a 'Latest Posts' section features a table with the following data:

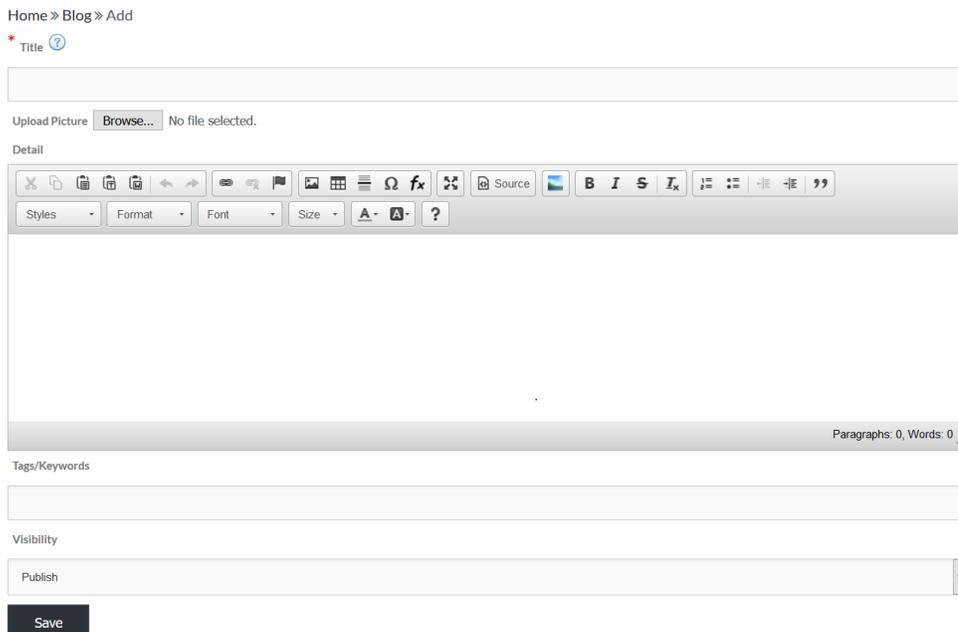
	Title	Created	Action
	Introduction	1/15/2017 1:13PM	

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.

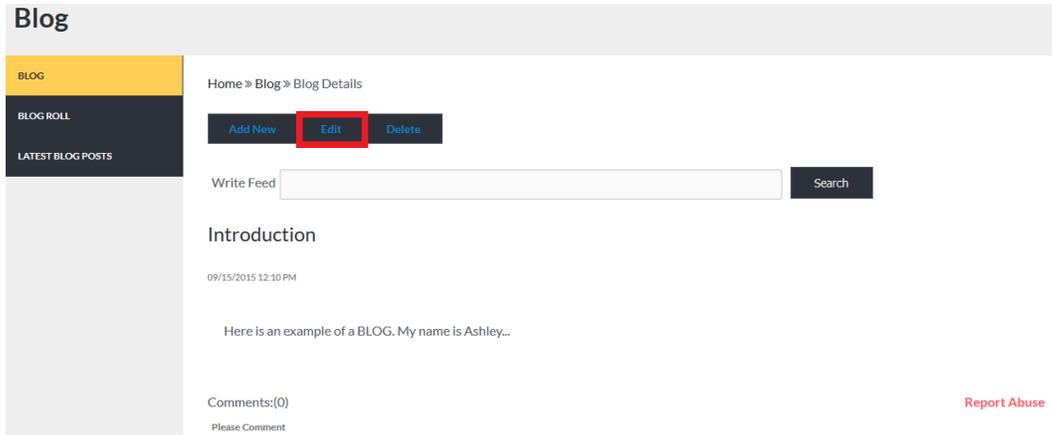


- 2 Enter in a title, information, pictures, hyperlinks, etc. into the body, and add tags or keywords for the blog post. Tags/keywords make it easier for people to find your blog. Make the visibility either in “Draft” mode where the blog is not visible, or in “Publish” mode making it visible to all on the network. Select Save when completed.

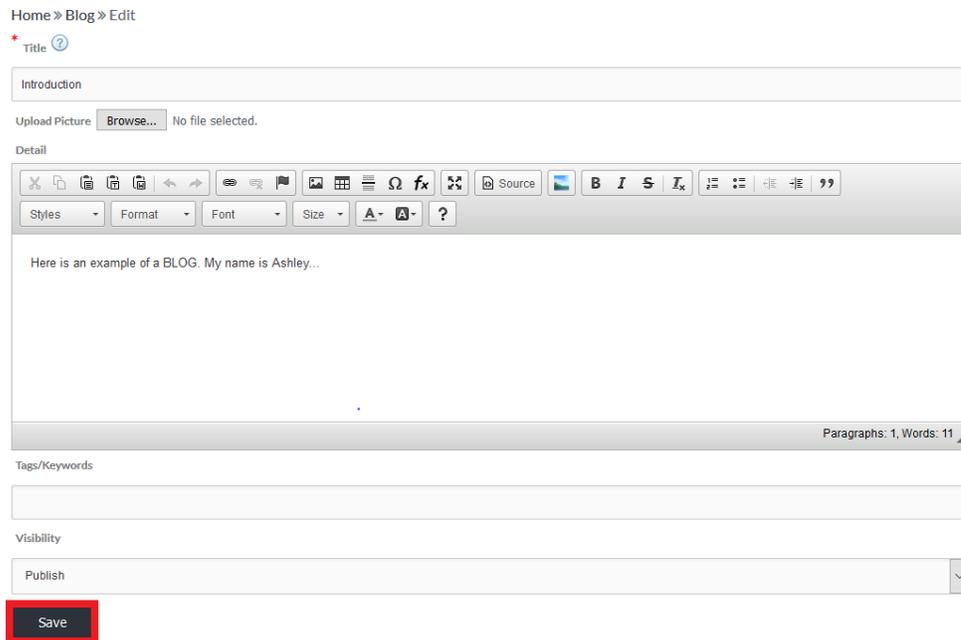


How to Edit a Blog Post

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

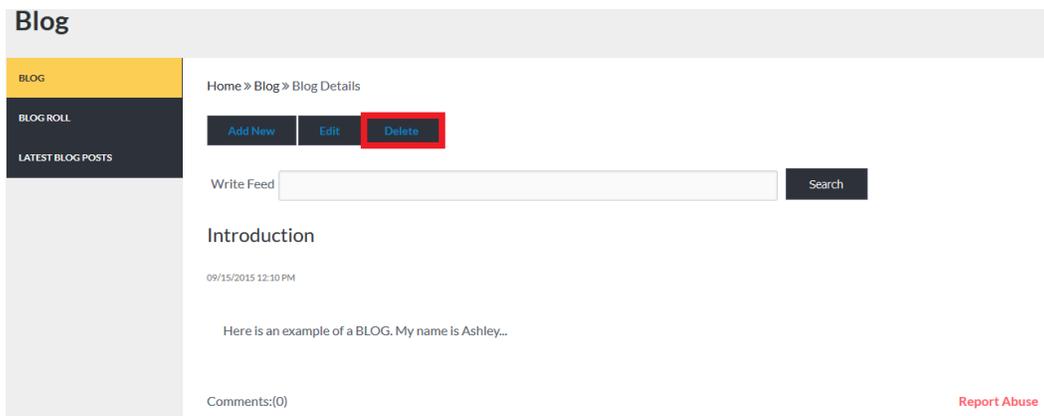


2 The blog post will open and allow you to edit. Make sure you select **Save** after entering your edits.

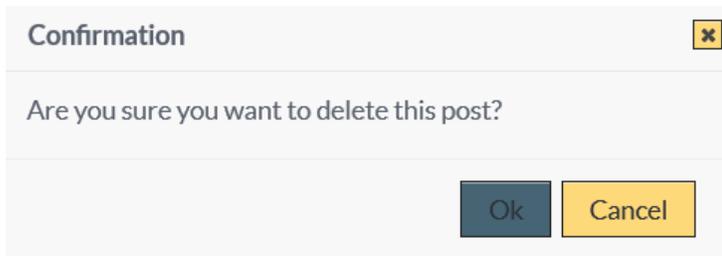


How to Delete a Blog Post

- 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**.

Home » Blog » Blog Details

[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](#)

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.

Home » Blog » Blog Details

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...

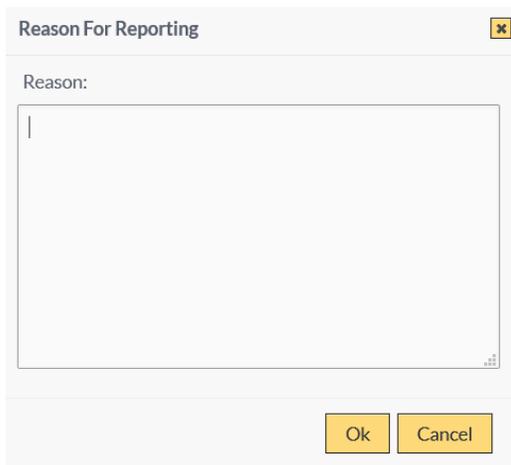
Comments:(0)

Please Comment

Report Abuse

Save

- 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.



A dialog box titled "Reason For Reporting" with a close button (X) in the top right corner. Below the title is a label "Reason:" followed by a large, empty text input area. At the bottom of the dialog are two buttons: "Ok" and "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.

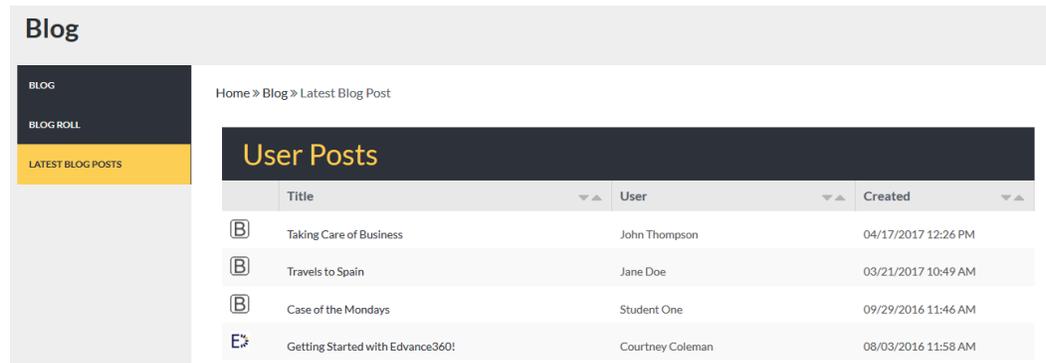


A table titled "Latest Posts" with a dark header. The table has three columns: "Title", "Created", and "Action". The first row contains the text "Introduction", the date "09/15/2015 12:10 PM", and an edit/delete icon.

Title	Created	Action
Introduction	09/15/2015 12:10 PM	 

QuickStart Guide: How to Blog

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



The screenshot shows a web interface for a blog. On the left is a navigation menu with three items: 'BLOG', 'BLOG ROLL', and 'LATEST BLOG POSTS'. The main content area has a breadcrumb trail 'Home » Blog » Latest Blog Post' and a section titled 'User Posts'. Below this is a table with columns for Title, User, and Created.

Title	User	Created
Taking Care of Business	John Thompson	04/17/2017 12:26 PM
Travels to Spain	Jane Doe	03/21/2017 10:49 AM
Case of the Mondays	Student One	09/29/2016 11:46 AM
Getting Started with Edvance360!	Courtney Coleman	08/03/2016 11:58 AM

How to Use the Blogroll

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

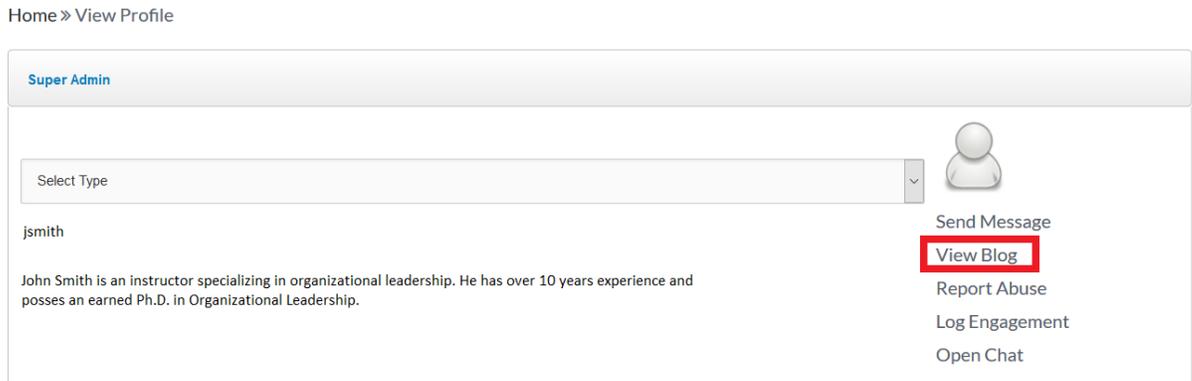


The screenshot shows the 'Blog Roll' page. The left navigation menu has 'BLOG ROLL' highlighted with a red box. The main content area has a breadcrumb trail 'Home » Blog » Blog Roll' and a section titled 'Users'. Below this is a table with columns for Last Name, First Name, and User Name. A vertical column of small profile pictures is on the left of the table, with the first one highlighted by a red box.

Last Name	First Name	User Name
Thompson	John	jthompson
Doe	Jane	janedoe
One	Student	student1
Coleman	Courtney	ccoleman

- 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.



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