

Summary: Add a new post to a blog

Prerequisites: An administrator must have created a blog for you and you must have access to the Blogs option on your school's Site Section Administration Options



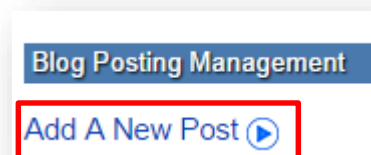
Steps:

1. When signed into eSchoolView, click on your school's **Site Section** name, then the **Blogs** option
2. Click on the **View** option to the right of the blog you wish to edit
3. General **Blog information** is posted at the top. This includes:
 - The owner's name (you). Cannot be changed
 - **Blog Title**
 - **Description**
 - **Posting Options**

A screenshot of a web form titled "Blog Information" in a blue header bar. The form contains several fields and checkboxes. A red rectangular box highlights the "Blog Owner", "Blog Title", and "Short Description" fields. The "Blog Owner" field is pre-filled with "Jobs, Steve". The "Blog Title" field contains "Jobs Blog". The "Short Description" field contains "Steve's other blog". Below these are three checkboxes, all of which are checked: "Is Postable?" (Can others post responses?), "Is Public?" (Can general public [anonymous people] view blog?), and "Notify When Post Occurs?" (Notify Blog Owner When Someone Posts A Reply? Mes...). At the bottom right of the form are three buttons: "Save" with a green checkmark icon, "Cancel" with a red circle and slash icon, and "Delete" with a red X icon.

If any of the general Blog Information is changed, be sure to **Save**

4. Click on Add A New Post under Blog Posting Management



5. To the right of the page, **Root Post** fields will display for you to add content. You can also attach documents and images. Once complete, be sure to **Save**.

Add A Root Post

Post Date:
09/10/2014 (mm/dd/yyyy format)

Title:
Welcome to my new blog!

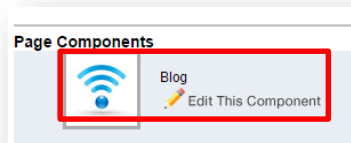
Content:

Post An Image:
Choose File blog_icon.jpg

Post A Document:
Choose File No file chosen

Save Save and New Cancel

6. Your blog posting will automatically appear (on the date specified) on the page where you have placed a blog component



Tips:

Be sure **Is Public?** is checked in the **Blog Information** option above or your blog will not be able to be viewed by the public

Posted images will appear **OVER** the Content Area (example to right)

