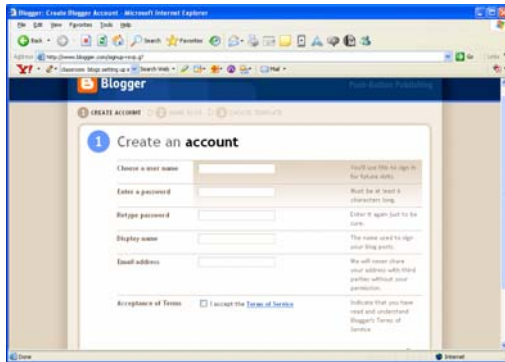


SETTING UP A CLASS BLOG AND INDIVIDUAL STUDENT BLOGS

STEP-BY-STEP-GUIDE : CLASS-BLOG

This Step-By-Step guide is for the teacher who wants to set up a class blog, as well as an individual blog for each of her students.

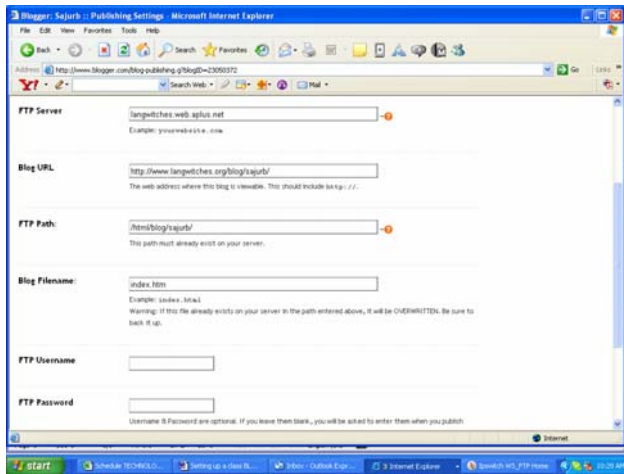
- The blogs will be hosted under the school domain and on the school's hosting server.
 - A password is required to read the class blog and individual blogs.
 - All students are able to read and comment in class blog and their classmates' blog.
 - Only teacher and student have write privilege in individual blogs
1. Set up blogging directory under domain name.
 2. Set up subdirectories for each individual blogger
 - a. Use a penname for each student (do not use their real name)
 3. Make /blogs/ directory password protected to limit access to blogs
 4. Create e-mails for each student under school domain.
 5. Create a Class Blog in Blogger
 6. Create Blogger account for each student using their penname



7. Use "Advanced Setup", since you will be hosting it on your server.
8. Choose unlisted
 - a. Enter FTP information
 - i. Protocol ftp
 - b. FTP Path
 - c. Blog filename
 - i. Ex.: index.htm
 - d. Blog URL
 - e. Word Verification

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9. Choose Template



10. Blog is being created, then go into "Settings"> Publishing
 - a. Enter FTP information for your site (you want to create a different ftp account for the blog subdirectory on your site, different from your main ftp. You will need to do that directly through your hosting company's control panel)
 - b. Once entered the password will be stored and not visible (except as several dots)
11. Go to Settings> Comments
 - a. Check "Only members of this blog" under "Who can comment" is checked
12. Go to Settings> Members
 - a. Add that one student as a Team member
 - b. Send invitation to student via e-mail
 - c. Student will need to retrieve e-mail (may take a while, sometimes even 10-20 minutes).
 - d. Student signs in with their username and passwords that were created under Step 6.
13. Student is now able to comment on the class blog and has write and edit privileges on his own blog. Teacher will retain administrative privileges under all blogs.
14. See your blog published under:
15. Under Class Blog create links to all student blogs

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Keep in mind:

- *All* blogs are created in the teacher dashboard.
- Each student is invited to join the class blog and their classmate's blog as a member (not administrator).
- Students are set as administrator, if teacher chooses to let them have control over the layout and template, of their own blog.