

# Creating Your Individual Blog

**Step 1:** Go to <http://www.blogger.com> and click on the orange arrow to “Create Your Blog.”



**Step 2:** Create Your **GOOGLE** Account

**1 Create a Google Account** Google Accounts

This process will create a Google account that you can use on other Google services. If you already have a Google account perhaps from Gmail, Google Groups, or Orkut, please [sign in first](#).


Email address (must already exist)

**VERY IMPORTANT!** Write this password down EXACTLY as you input it and keep it in a safe spot!

Enter a password  Must be at least 8 characters long.

Retype password

Display name

Word Verification 

Acceptance of Terms  I accept the [Terms of Service](#)

**CONTINUE**

**Callout boxes:**

- If you already have a Google account, click on the link to sign in. You will be returned to a screen that looks similar to this!
- Use any email that you prefer!
- IMPORTANT! You do not want to use your full name as a display! Think about this carefully—be professional but discrete! You can always change this later!
- Don't forget to check here!

**Step 3:** Name your blog.

**2 Name your blog**

Blog title  Enter a title for your blog.

Blog address (URL)  You and others will use this to read and link to your blog.  
[Check Availability](#)

**OR**

Advanced Setup Want to host your blog somewhere else? Try [Advanced Blog Setup](#). This will allow you to host your blog somewhere other than Blogspot.

**CONTINUE**

Choose a blog name and type it in!

Type that same information in for your URL—and click Check Availability—be prepared! Someone may have already taken your name!! You may see an error message that reads:

**Sorry, this blog address is not available**  
Please consider one of the following:

This means you will need to choose a different URL—your title will remain the same!

Click Continue to move to Step 4!!

**Step 4:** Choose a Template for your blog!

**2 Choose a template**

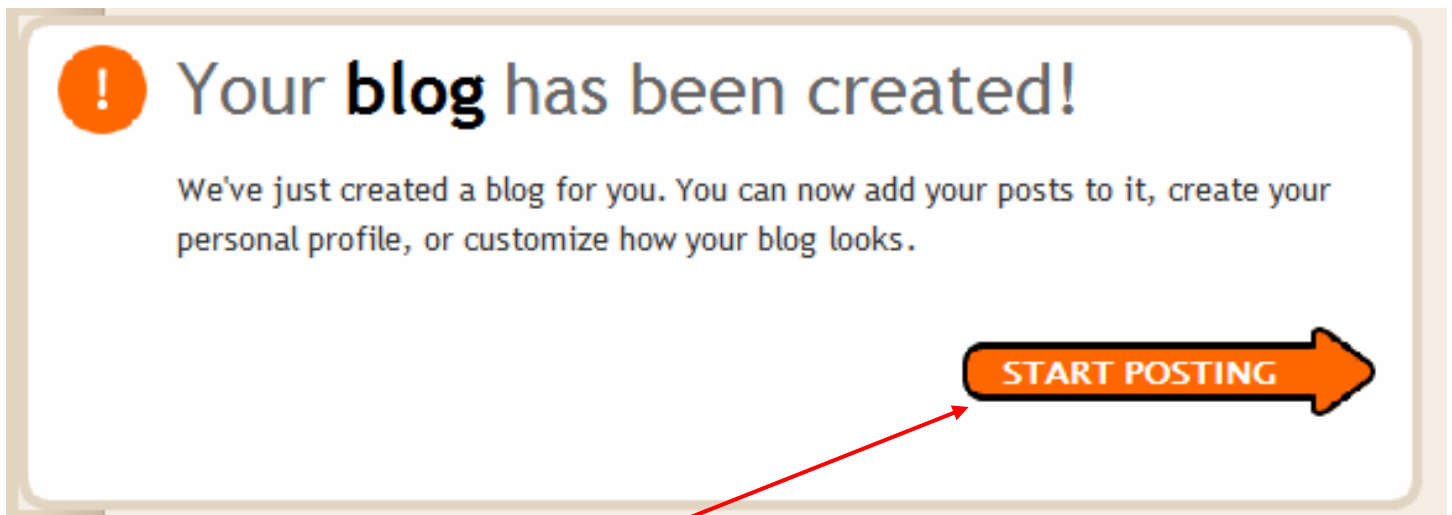
Choose a custom look for your blog.

You can easily **change the template later**, or even create your own custom template design once your blog is set up.

**CONTINUE**

Scroll to view the templates. Remember—you can change them later! So select one for now! Then, click Continue!

You will see a screen that says:

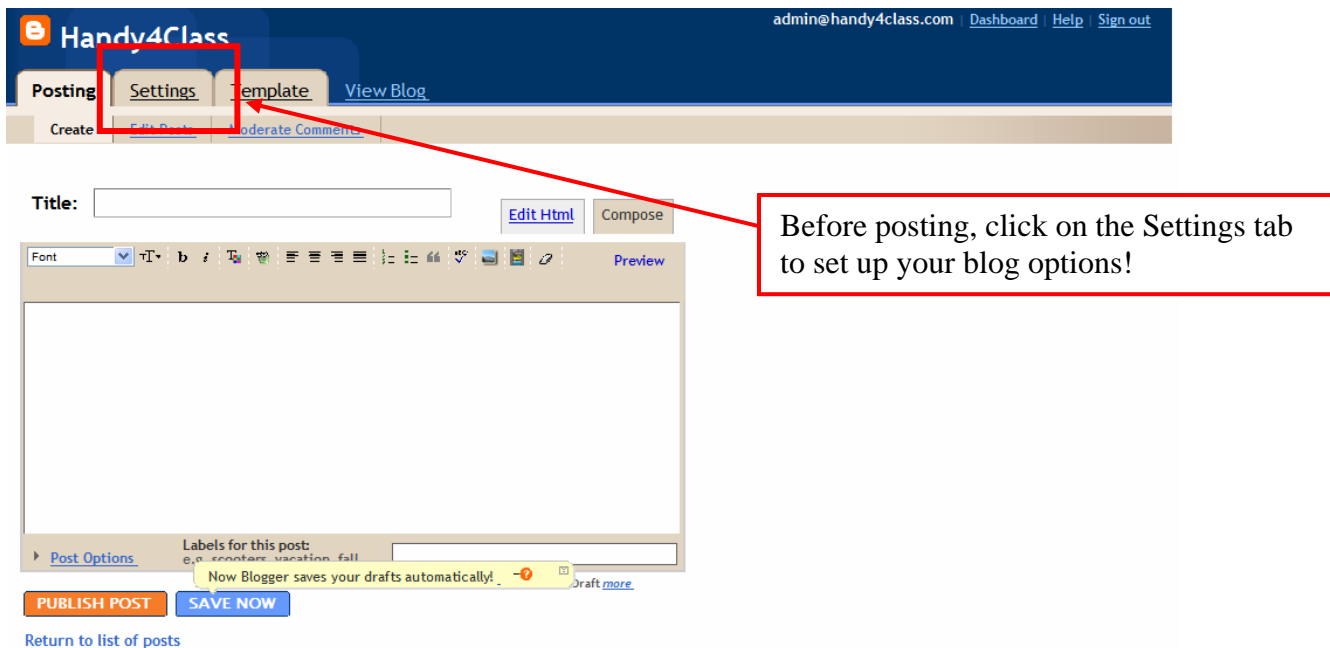


Your blog has now been CREATED! You can now create your first POST—or message that will be presented to the world! Click **Start Posting!**

**Step 5:** Setting display options for your first Welcome post!

The screen that opens next gives you the Create Post tool. However, before we begin posting messages, let's check out the settings so that our posts will display correctly!

You will want to click on the Settings Tab to pull up these options:



Under settings, you will have multiple tabs. There are THREE tabs you need to revise before posting your first message post: BASIC, FORMATTING, and COMMENTS.

Begin with the **BASICS** tab that opens when you click on **SETTINGS**. Here you can change the title of your blog and add a description for the blog. You can even use the “delete blog” feature at the bottom of the screen to eliminate the blog from your account! But, **PLEASE** make the following adjustments:



**Title**

**Description**

500 Characters Max.

**Add your Blog to our listings?**

A Public blog appears in your Blogger Profile. If you select "No" we will not show your blog anywhere on Blogger.com, but it will still be available on the Internet.

Change this setting to “NO.” This will give you and your students one added layer of security because your blog will not be available to the Blogger Public. Your blog can still be located, but it will make it more difficult!

**Show Quick Editing on your Blog?**

When you're logged in to Blogger, edit your posts from your blog with one click.

**Show Email Post links?**

Email Post links let your visitors easily email posts from your blog to their friends.

**Global Settings** (Applies to all of your blogs.)

**Show Compose Mode for all your blogs?**

Adds a Compose mode to your Post Editor. (Also sometimes known as a [wysiwyg](#) editor.)

**Show transliteration button for your posts?**

Adds a button to the Post Editor toolbar for converting words from English to Hindi script. Your changes will be saved to help Google improve this tool. See [Privacy Policy](#) for details.

Make any changes you wish and then click the “Save Settings” button BEFORE you leave the page.

**Delete Your Blog**

Delete Your Blog?

Now, click on the FORMATTING tab. Make the following changes:

Posting Settings Template View Blog

Basic Publishing **Formatting** Comments Archiving Site Feed Email Permissi

Show  posts  ain page.  
If Days is selected, a limit of up to 999 posts will be enforced.

Date Header Format

Archive Index Date Format

Timestamp Format

Time Zone

Language

Convert line breaks    
If Yes is selected, single hard-returns entered in the Post Editor will be replaced with single `<br />` tags in your blog, and two hard-returns will be replaced with two tags (`<br /><br />`).

Show Title field

Show Link fields    
Adds the option to include a related URL and podcasting enclosure links with each of your posts.

Enable float alignment    
Allows image and text alignment options using the `<div clear:both>` tag. (Choose "No" if you are having post layout problems.)

Post Template

Change the Time Zone to  
(GMT – 05:00) Eastern Time - Toronto

Save Settings

Click "Save Settings" after you change the  
time zone!

Now click on the COMMENTS tab. Make the adjustments shown below:

Handy4Class admin@handy4class.com [Dashboard](#) [Help](#) [Sign out](#)

Posting Settings **Template** [View Blog](#)

[Basic](#) [Publishing](#) [Formatting](#) **Comments** [Archiving](#) [Site Feed](#) [Email](#) [Permissions](#)

Comments  Show  Hide  
Note: Selecting "Hide" does not delete existing comments - You can show them at any time by re-selecting "Show".

Who Can Comment?

Comments Default for Posts

Backlinks  Show  Hide  -  
Note: Selecting "Hide" does not delete backlinks - You can show them at any time by re-selecting "Show".

Backlinks Default for Posts

Comments Timestamp Format

Comments Timestamp Format

Comment Form Message   
You can use some HTML tags, such as <b>, <i>, <a>

Show comments in a popup window?  Yes  No

Enable comment moderation?  Yes  No  -  
Note: Selecting "No" does not delete existing comments - You can show them at any time by re-selecting "Yes".

Show word verification for comments?  Yes  No  -  
Blog authors will not see word verification for comments.

Show profile images on comments?  Yes  No

Comment Notification Address   
We will email you at this address when someone leaves a comment on your blog.

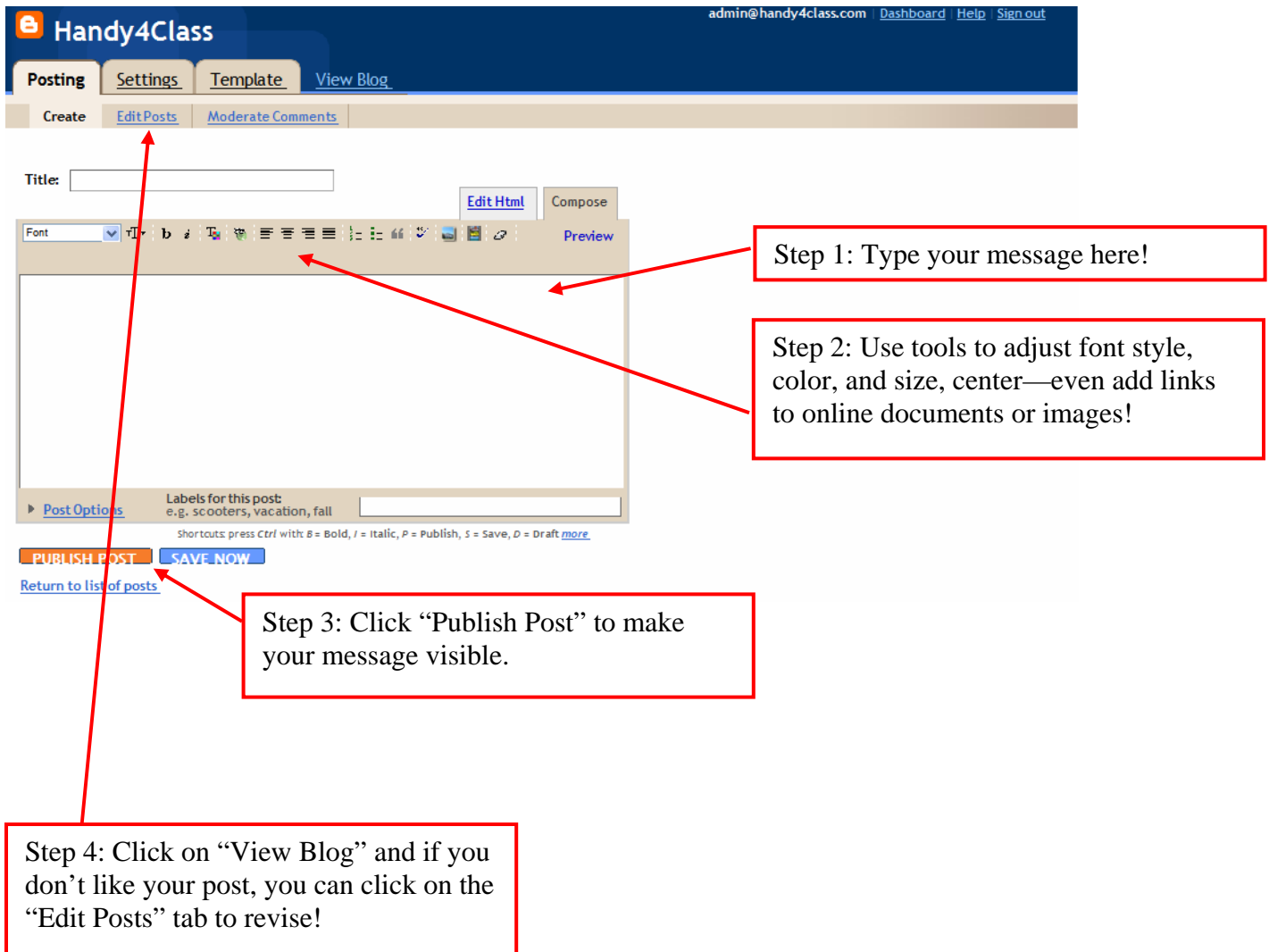
CHANGE this selection to: "Only Members of This Blog" and add the email addresses of your students so only you and they can post and comment. This protects the security of your blog and your students.

Select "YES" to show comments in a pop-up window rather than below your post. If you leave your comments on the front page, your readers will be scrolling to read new posts—not good "netiquette"!

Remember to click "Save Settings" when you have made the changes!

**Step 6:** Creating your first Welcome post!

That's it! You are now ready to create your first post. For our purposes, your first message should be a Welcome message that explains the purpose of your blog! Just click on the Posting tab and begin writing! Feel free to explore the tools to add “spice” to your posts—you can even add images if you have one!



The screenshot shows the Handy4Class blog management interface. At the top, there is a navigation bar with tabs for 'Posting', 'Settings', 'Template', and 'View Blog'. Below this, there are sub-tabs for 'Create', 'Edit Posts', and 'Moderate Comments'. The main content area is a text editor with a title field, a toolbar with various formatting options (bold, italic, underline, link, etc.), and a preview button. At the bottom, there are buttons for 'PUBLISH POST' and 'SAVE NOW', along with a link to 'Return to list of posts'. Four red callout boxes with arrows point to specific elements: Step 1 points to the text editor area; Step 2 points to the toolbar; Step 3 points to the 'PUBLISH POST' button; and Step 4 points to the 'View Blog' and 'Edit Posts' tabs.

**Step 1:** Type your message here!

**Step 2:** Use tools to adjust font style, color, and size, center—even add links to online documents or images!

**Step 3:** Click “Publish Post” to make your message visible.

**Step 4:** Click on “View Blog” and if you don’t like your post, you can click on the “Edit Posts” tab to revise!

Use the Edublog Criteria Sheet to make sure you have a total of three “welcoming” posts and four “content-oriented” posts. Your edublog will be marked using the Edublog Rubric!

*Happy Blogging!*