

QuickSteps: Creating Your Individual Blog

These directions were updated September 6, 2008. Blogger is constantly updating so the screen shots you see displayed here may be slightly different.

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



Step 2: Create Your **GOOGLE** Account

1 CREATE ACCOUNT 2 BLOG CHOOSE 3 LATE

1 Create a Google Account

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](#)

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!

Email address (must already exist)

You'll use this address to log in to Blogger and other Google services. We'll never share it with third parties without your permission.

Use any email that you prefer!

Retype email address

Type in your email address again to make sure there are no typos.

Enter a password

[Password strength](#)

Retype password

Display name

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!

Word Verification

to the left.

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

Indicate that you have read and understand Blogger's Terms of Service

Don't forget to check here!

CONTINUE →

VERY IMPORTANT!

Write this password down EXACTLY as you input it and keep it in a safe

Step 3: Name your blog.

1 CREATE ACCOUNT 2 NAME BLOG 3 CHOOSE TEMPLATE

2 Name your blog

Blog title

Your blog's title will appear on your published blog, on your dashboard and in your profile.

Blog address (URL) [Check Availability](#)

The URL you select will be used by visitors to access your blog. [Learn more](#)

Advanced Options (you can always set up advanced options later)

Host your blog 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

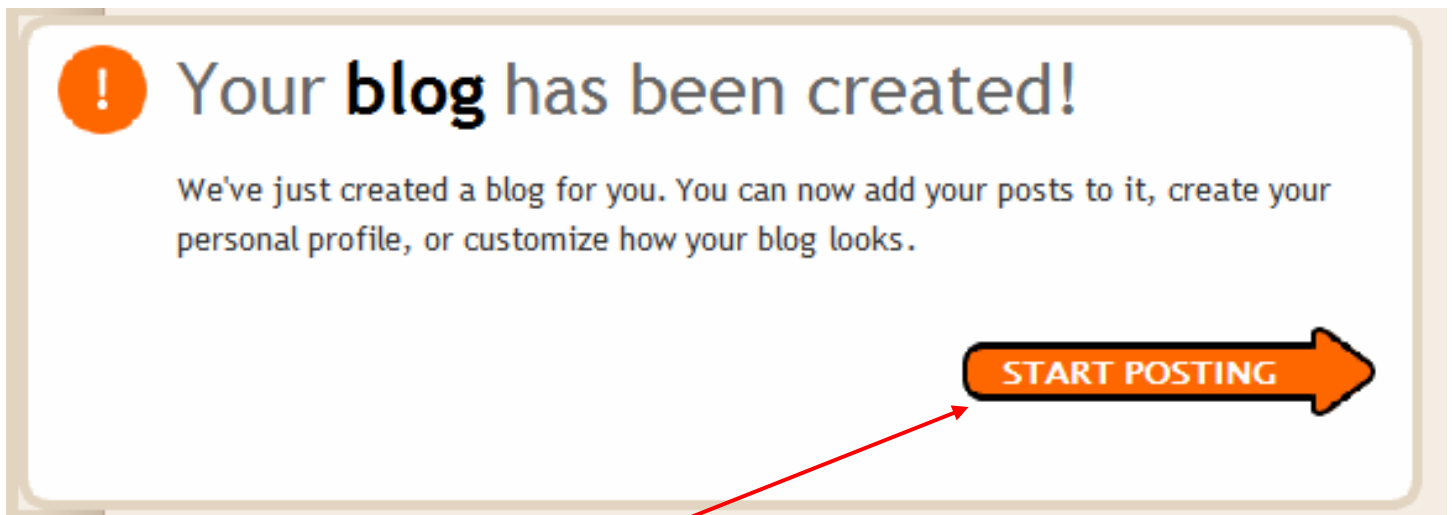
Choose a custom look for your blog.

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:

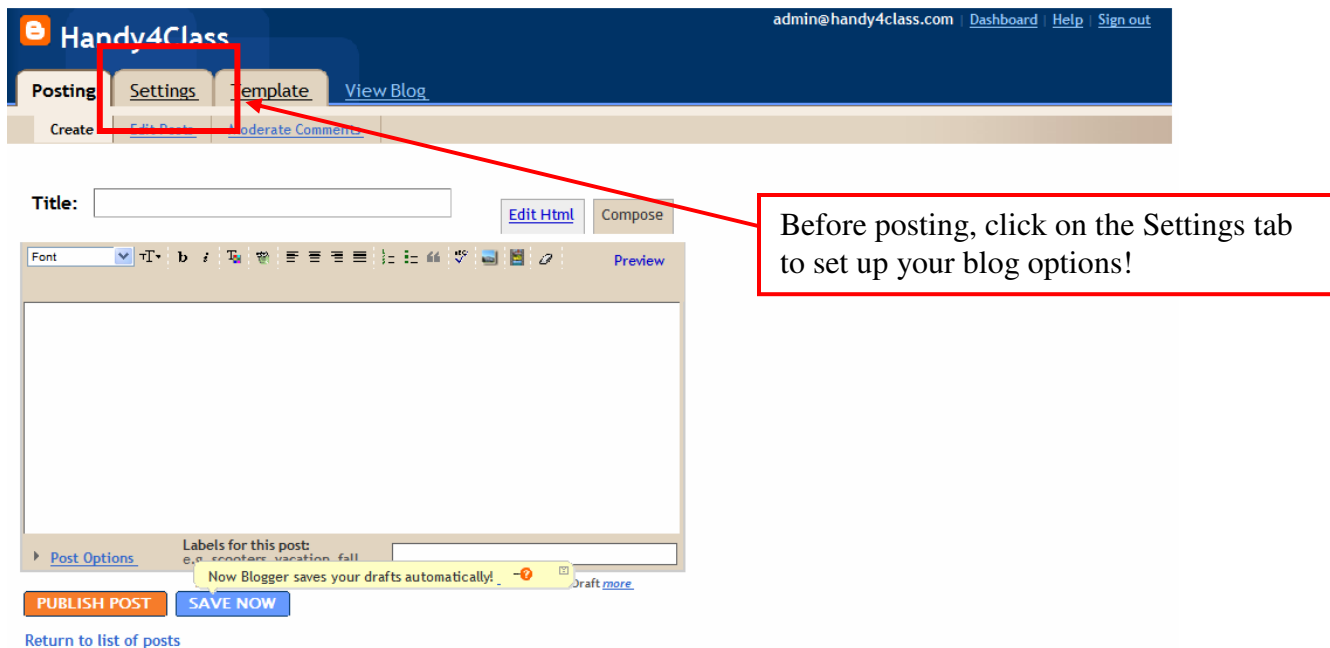


Your blog has now been CREATED! You can now create your first POST—or message that will be presented to the world! Click **Start Posting!**

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.)

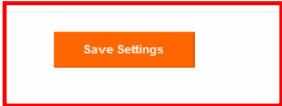
Show Compose Mode for all your blogs?

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.



This is also the place where you can return and delete this blog IF you so desire!!

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 Permissions

Show posts in 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 `
` tags in your blog, and two hard-returns will be replaced with two tags (`

`).

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 on the next page:

Posting Settings Layout View Blog

Basic Publishing Formatting Comments Archiving Site Feed Email OpenID Permissions

Comments Show 

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


Who Can Comment?

- Anyone - includes Anonymous Users
- Registered Users - includes OpenID
- Users with Google Accounts
- Only members of this blog

Comment Form Placement

- Full page
- Pop-up window

Comments Default for Posts

Backlinks Show 

Backlinks enable you to keep track of other pages on the web that link to your posts. [Learn more](#)

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


Comment Form Message

You can use some HTML tags, such as , <i>, <a>

Comment moderation


- Always
- Only on posts older than
- Never

Review comments before they are published. A link will appear on your dashboard when there are comments to review. [Learn more](#)

Show word verification for comments? Yes 

This will require people leaving comments on your blog to complete a word verification step, which will help reduce comment spam. [Learn more](#)

Blog authors will not see word verification for comments.

Show profile images on comments? Yes 

Comment Notification Email

You can enter up to ten email addresses, separated by commas. We will email these addresses when someone leaves a comment on your blog.

For our purposes, leave the selection as "Registered Users."

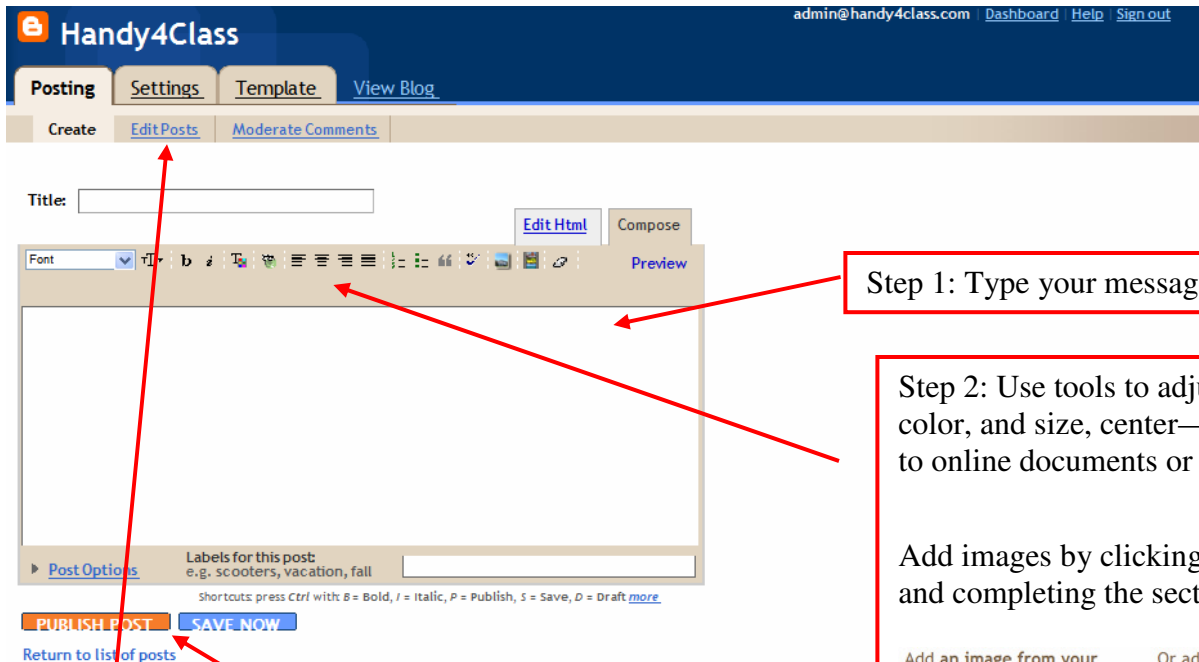
However, CHANGE this selection when you wish to limit who can add comments to your blog: CHANGE to "Only Members of This Blog" and add the email addresses of your students so only you and they can post and comment. This protects the security of your blog and your students.

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!

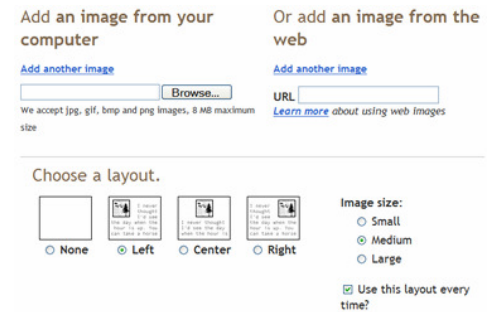
That's it! You are now ready to create your first post. For our purposes, your first message should be a Welcome message that explains the purpose of your blog! Just click on the Posting tab and begin writing! Feel free to explore the tools to add "spice" to your posts—you can even add images if you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



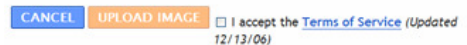
Step 1: Type your message here!

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

Add images by clicking on the  and completing the sections:



Complete the Upload by clicking Upload Image and the checkbox to accept Terms of Service:



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. For suggestions on how to create quality posts, view the Edublog Rubric!

Step 7: Sharing your blog with your classmates

In the classroom, your students may wish to create their own blogs. To stay current with the latest posts from these multiple blogs that you'd like to be reading, you need an RSS Feed Reader—a web page that reads all of the blogs for you and posts the most current messages to the page. No need to click on each blog and read them

one at a time. We will use a Feed Reader called NetVibes to collect your blog posts and those of your classmates.

Begin by logging in to the NetVibes page created by your professor. The URL and log in information will be provided to you by your professor but should look like:

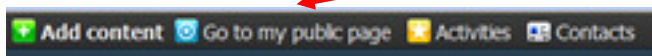
Go to: [http://www.netvibes.com/\[yourcoursename\]](http://www.netvibes.com/[yourcoursename]).

Username: YourCourseName

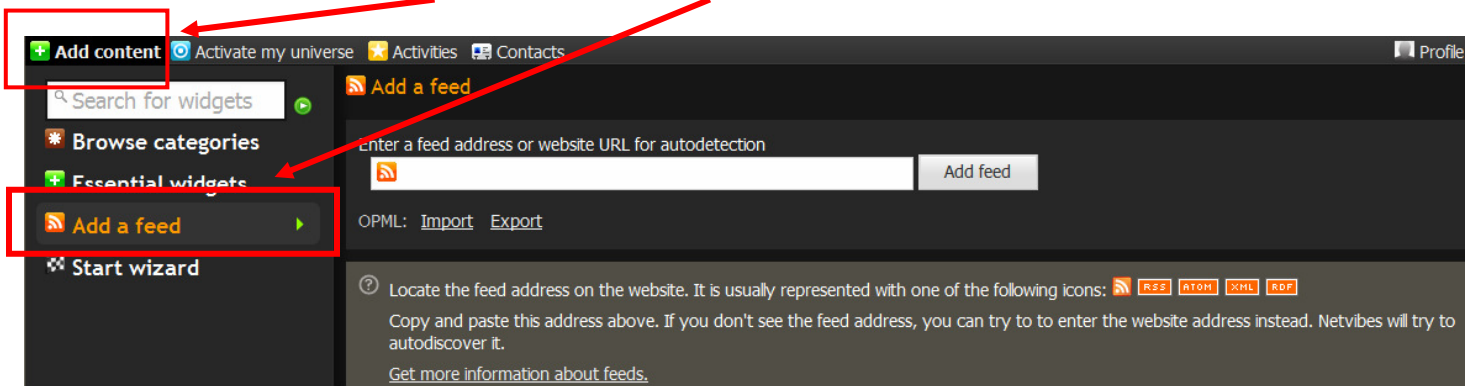
Password: 4Handy

Click: Sign in

Once logged in, click on Go to my Public page:



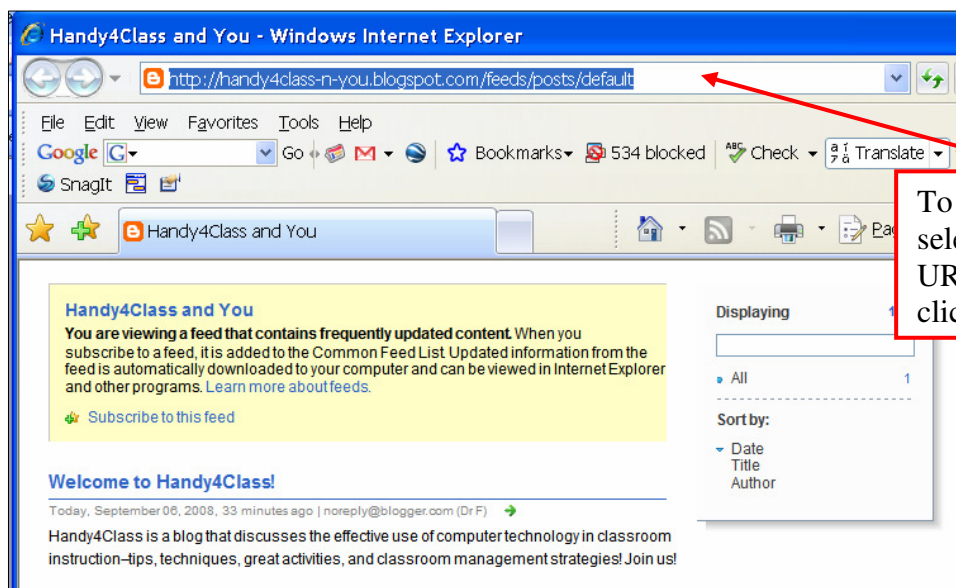
Click on Add Content, then click Add a Feed:



You need the RSS Feed Address from your blog. You will find that information at the very bottom of your blog homepage, so go to your blog page and scroll to the bottom of the page where you will see:

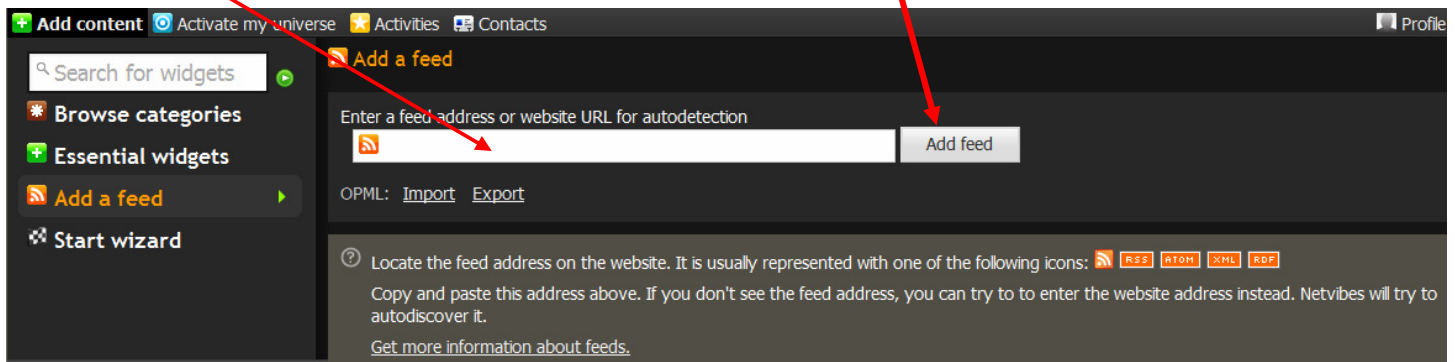


Click on the words: Posts (Atom) and the following page appears. Copy the URL that appears on the page that appears.

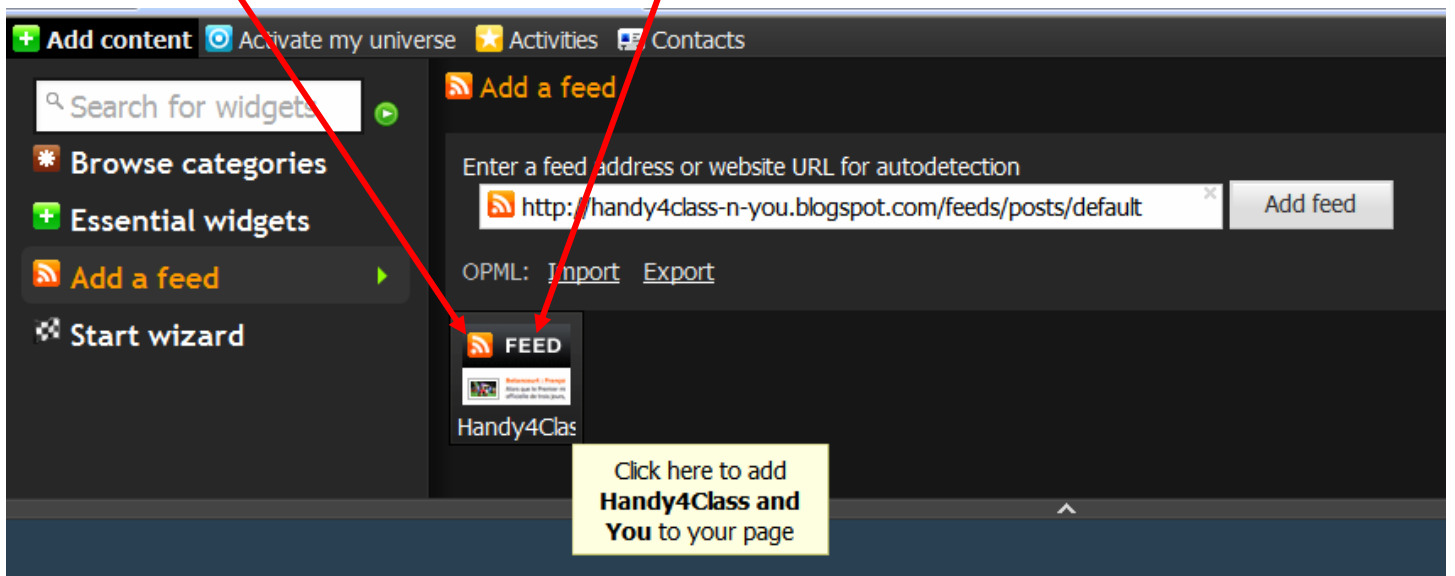


To copy the URL, select (highlight) the URL. Then, right-click and select Copy.

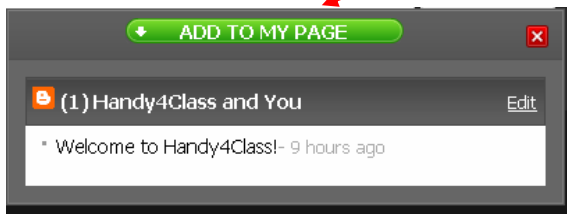
Paste the URL in the feed address on the NetVibes page and click Add feed:



The Feed appears in the area below the bar. Hold your cursor over the feed and the message to “Click here to add “YourPage” to your page appears. Click the feed box:



An additional box appears. Click on the green “Add to my Page” to complete the process!



You have now created your blog and shared the feed from your page so all of your classmates can read your latest!! Time to create those excellent blog posts now!

Happy Blogging!