



EDUBLOGS

A Guide to Creating Your Charles Best Online Portfolio

Table of Contents

About Edublog.....	1
Logging In.....	1
Visiting Blogs	2
Customizing your Blog	2
Site Title and Tagline	3
Theme	3
Menu.....	4
Widgets.....	7
Posting on your Blog.....	8
Add a Post	8
Edit/Delete a Post	10
Inserting Content.....	10
Images	10
Video	11
Searching for Posts	11
Commenting on Others' Blogs	12
Online Safety.....	13

What's an Edublog?

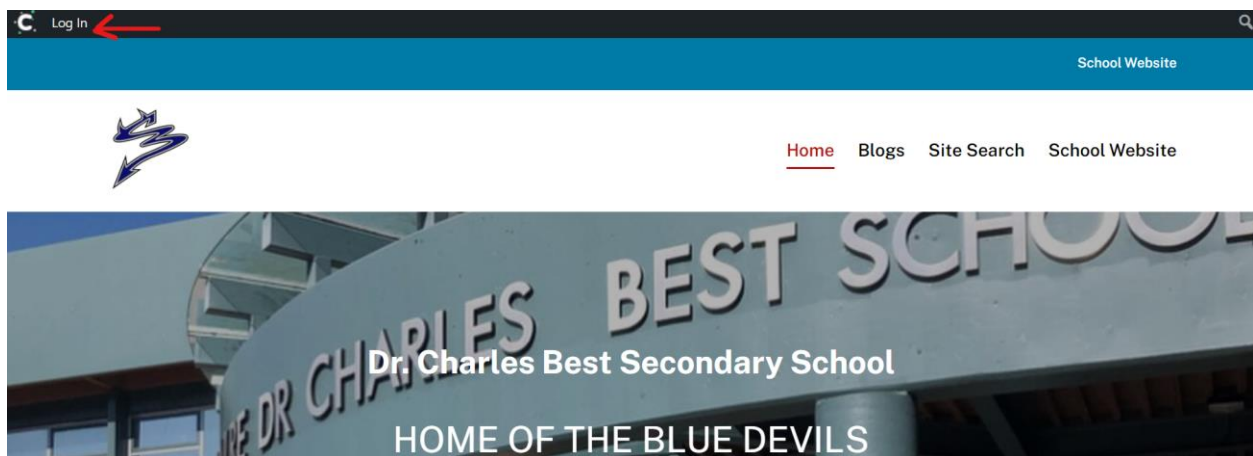
Edublogs are blogs (websites to post up-to-date information and reflections using different media) created for educational purposes. Through a blog, you can create a digital space to share your classroom experience, showcase your work, reflect on your learning, interact with your peers, and become more comfortable navigating your way consciously and safely through the digital world.

Edublogs can benefit your educational experience and allow you to take ownership of your learning. By the end of your high school career at Dr. Charles Best Secondary, you not only will have acquired important digital skills and an understanding of digital citizenship, you will have essentially created a digital portfolio to highlight your learning, achievements, and overall growth.

Logging In

How to Log In to your Edublog:

1. Type in the url: <https://mycharlesbest.sd43.bc.ca>
2. Click on *Login*



3. It will direct you to a page that asks you to use your username or email address. Please use the username and password sent to you by Edublogs (you can find this in your outlook email) to log in.

A screenshot of the WordPress login interface. It features the WordPress logo at the top center. Below it is a white login box with two input fields: 'Username or Email Address' and 'Password'. There is a 'Remember Me' checkbox and a blue 'Log In' button. At the bottom of the box, there is a link for 'Lost your password?' and a link to 'Back to Dr. Charles Best Secondary'.

Visiting Blogs

How to Visit a Teacher's Blog:

To visit a specific teacher's blog, add a backslash (/), followed by the teacher's first initial and full last name at the end of <https://mycharlesbest.sd43.bc.ca/>

For example, to visit Mr. Basso's blog, simply type in <https://mycharlesbest.sd43.bc.ca/cbasso>

*Note: This may vary depending on the teacher's blog, so it is always best to ask your teacher

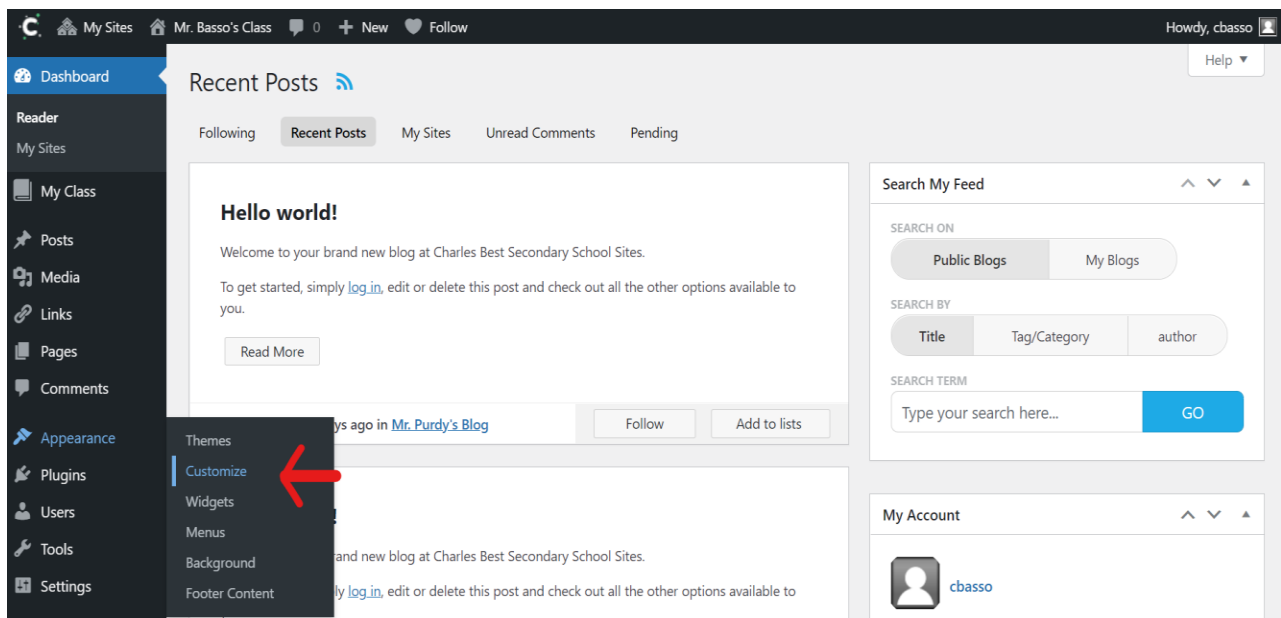
How to Visit Another Student's Blog:

To visit the blog of another student, add a backslash (/), followed by the student's full first name, their last initial and 2021 (or year of blog generated/year student started Grade 9).

For example, to visit Jane Doe's blog, simply type in mycentennial.sd43.bc.ca/janed2021

Customizing your Blog

How to Customize Your Blog





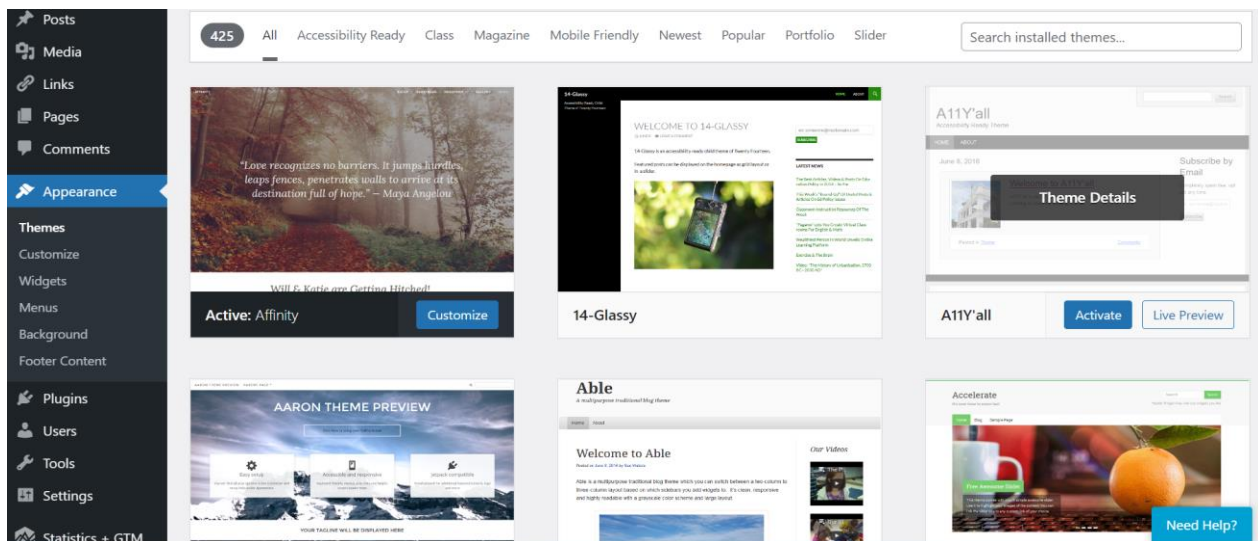
Here you can personalize your blog by changing the title, theme, background, colours, logos, images, menus, and widgets.

Site Title and Tagline

Select Site Identity and create a Site Title and a Tagline that represents you. Above you will see Mr. Basso's Class as a site title and "Learning is holistic, reflexive, reflective, experiential, and relational" as a tagline. You can make this unique to you. Another example of a Site Title can be Jane's Blog with the tagline Learn, Eat, Sleep, Repeat.

Theme

You can change the theme of your blog to represent you. You will be directed to a page full of over 400 different theme templates. Choose one that you like. You can hover over the theme and either click Live Preview to see what it would look like on your blog or click Activate, which would make that your blog's theme.

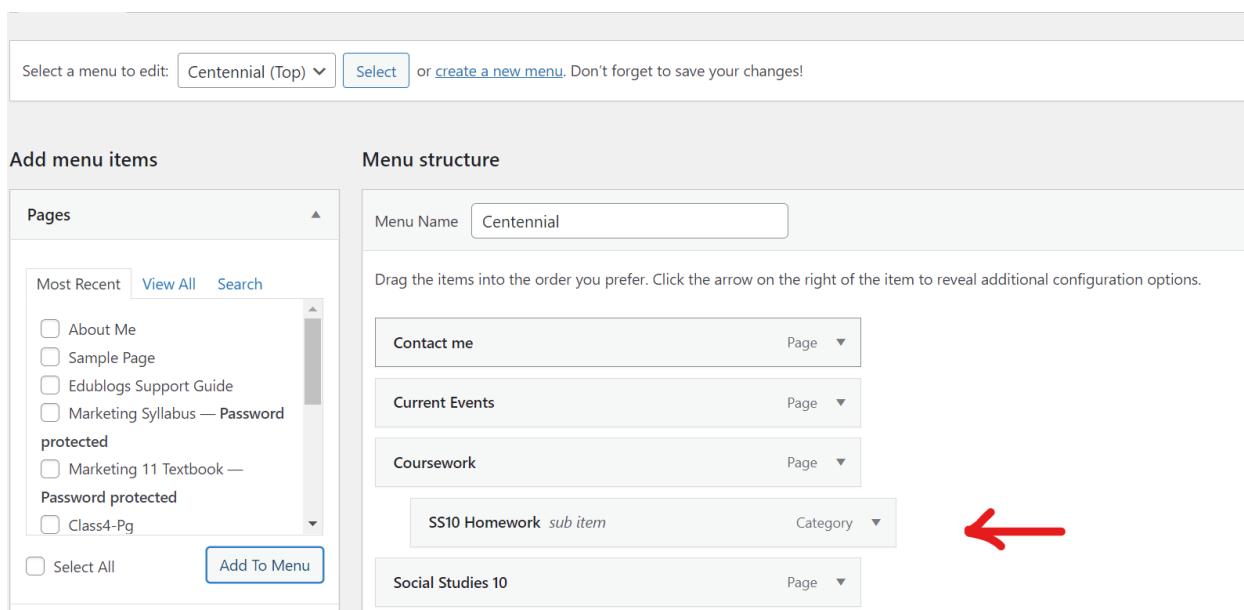


Menu

How to Create a New Menu:

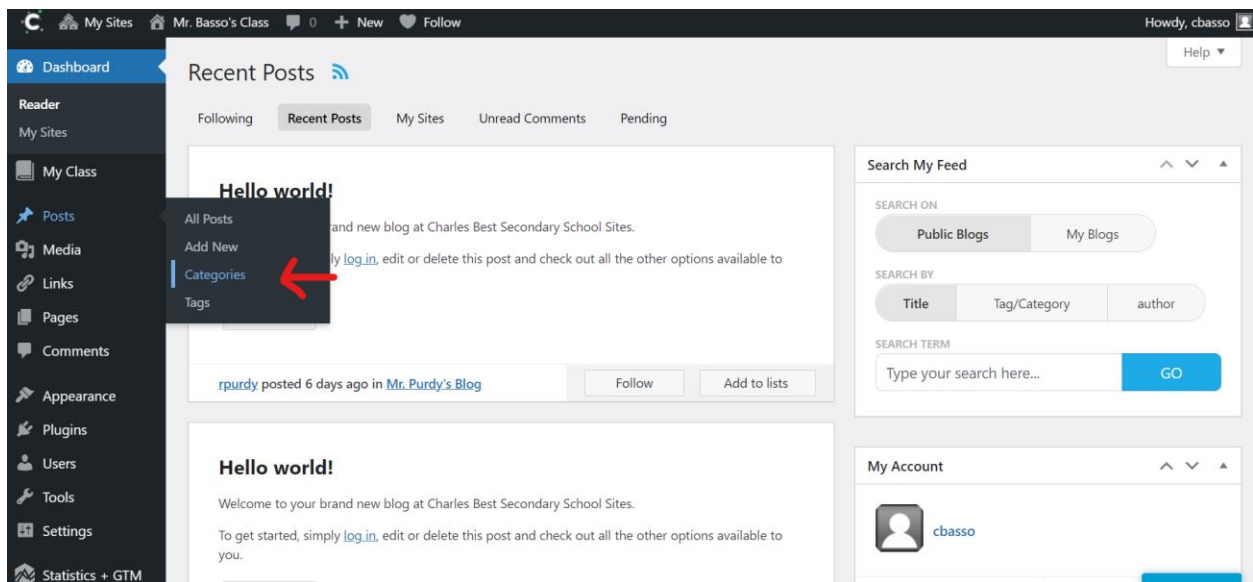


1. Select the Menu option under customize and create a new menu. You can title it as your Main Menu.
2. Select Add Items and begin adding Pages and Categories to help others navigate your blog.
3. Add in the Pages that will be shown in your menu bar. Pages are static and do not get updated.
4. Above you will see the Contact Me, Social Studies 10, ADL, Marketing and current events pages in Mr. Basso's menu bar.
5. Add sub items that will fall under your Menu Pages. These can be Pages or Categories. Unlike Pages, Categories will be updated by your Posts. Below you will see under the Coursework page, there is a sub item called Social Studies 10 Homework, which is a Category. When you make a post, you can file it under the appropriate Category and that is where it will be shown.

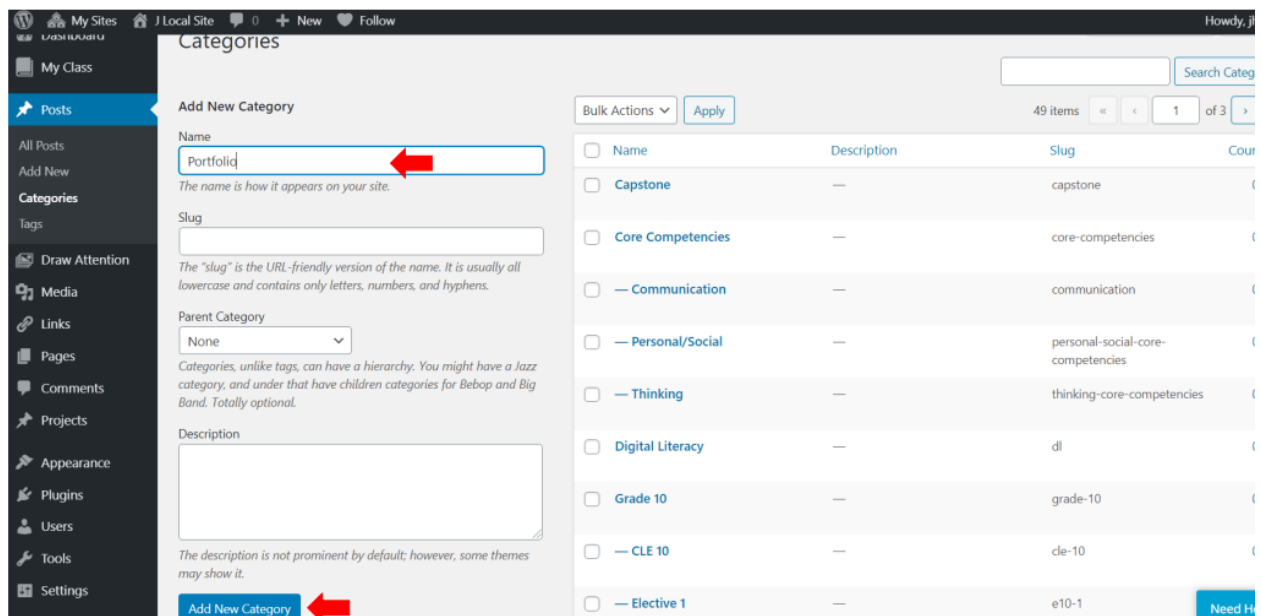


How to Add a New Category Tab to your Already Existing Menu:

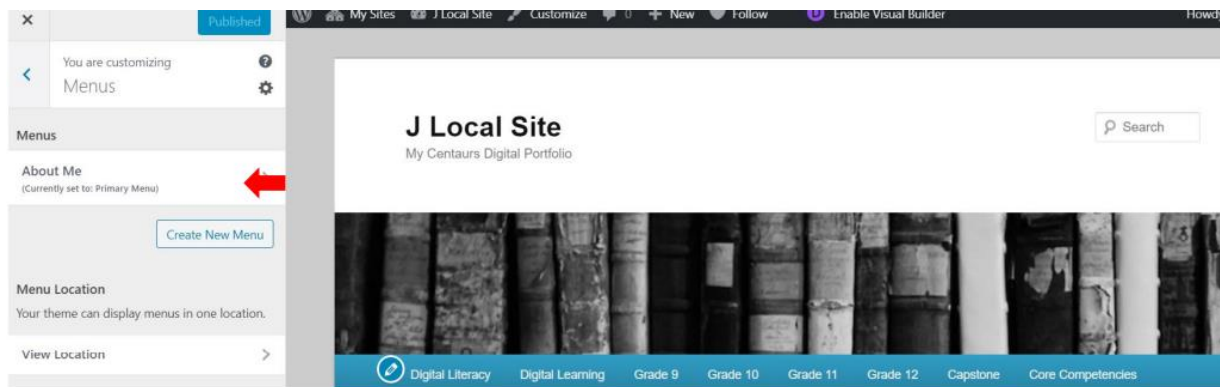
1. Go to your Dashboard under your site
2. Scroll down to Posts
3. Choose Categories



4. Type in a category name (e.g. Portfolio)
5. Scroll down and click on the “Add New Category” button
6. Repeat steps 4 and 5 for other categories (Core Competencies, Communication, Thinking, and Personal/Social)



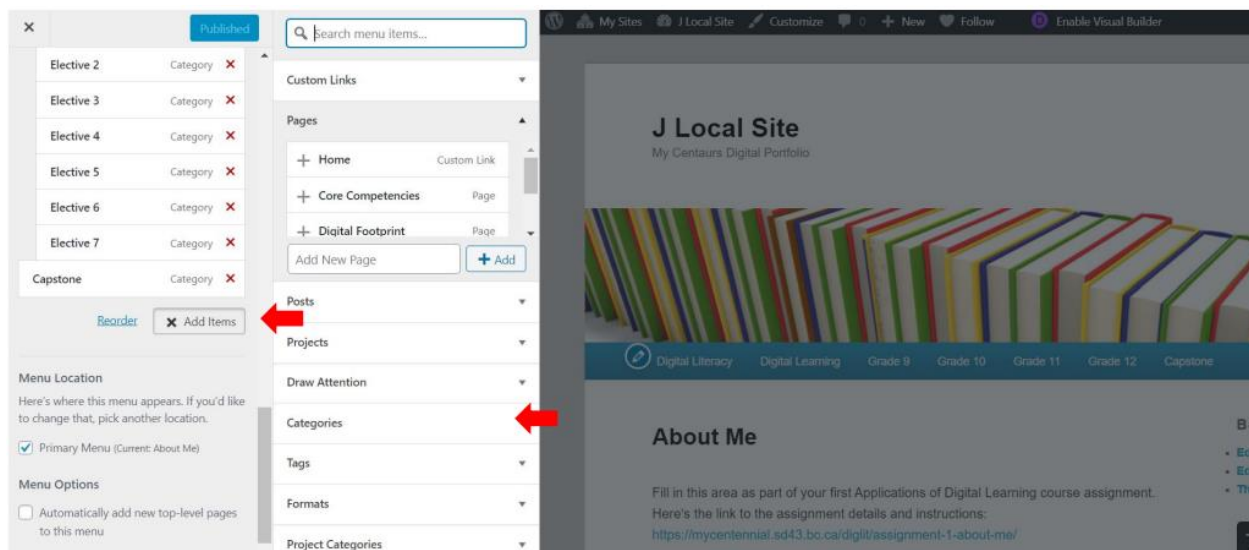
7. Go to your Dashboard again on the left of the screen
8. Hover over Appearance
9. Select Customize
10. Select Menus
11. Select the Menu you are currently working on



12. Scroll down to the bottom and click on the “+Add Items” button

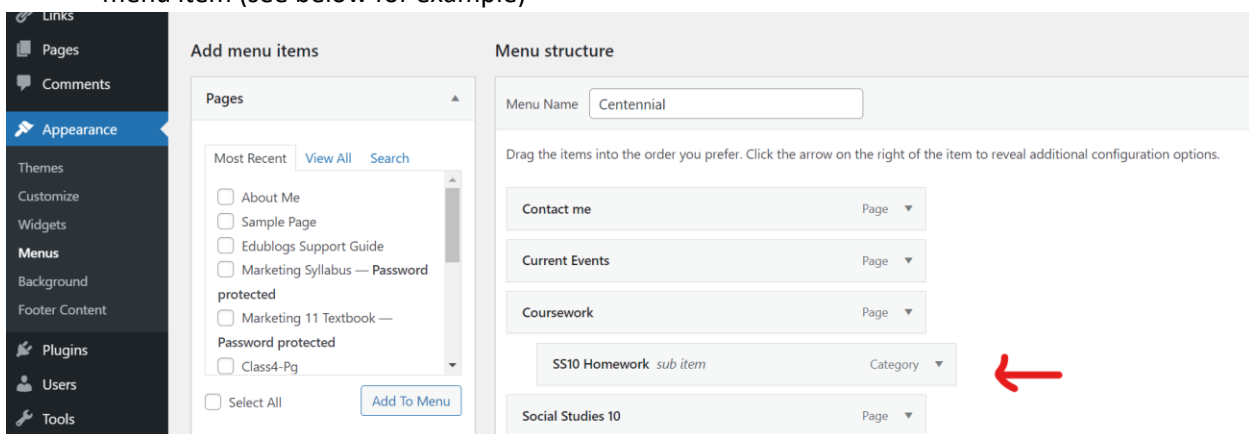
13. You will see different item options on the right

14. Select the Categories option



15. Now drag, one by one, the new categories and position them where you want them.

- Please Keep in mind that if you drag it underneath and to the right of the page, category, or custom link above, it becomes a sub-item and should appear as a drop down under the parent menu item (see below for example)

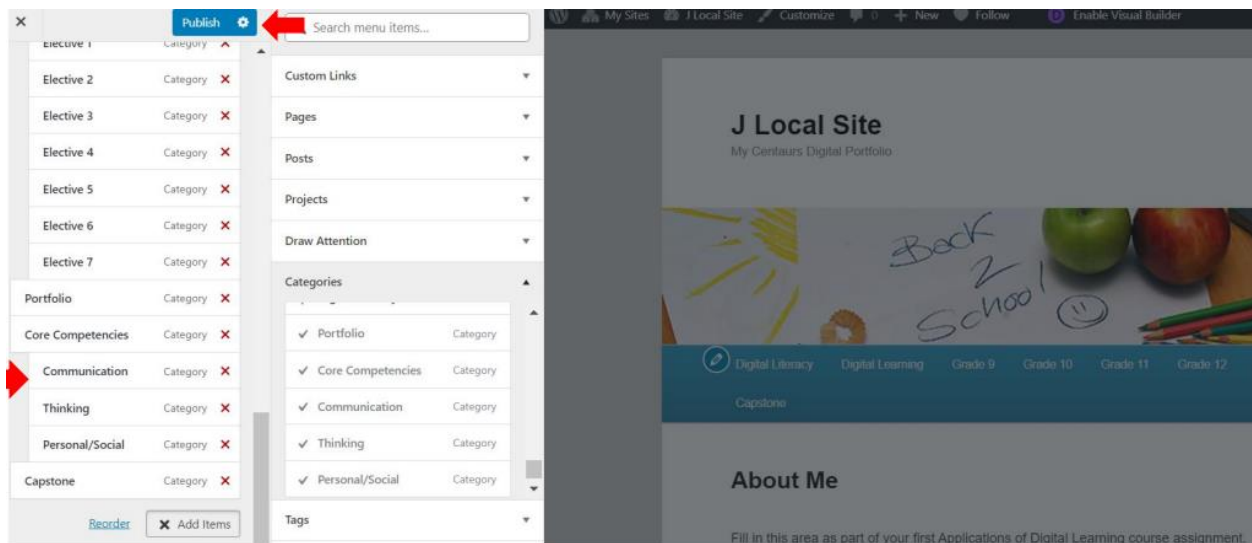


- SS 10 Homework has been dragged as a sub item for the page coursework. This is how it will look on your menu:



- SS10 Homework appears as a drop down option for coursework because it is a sub item in the menu.

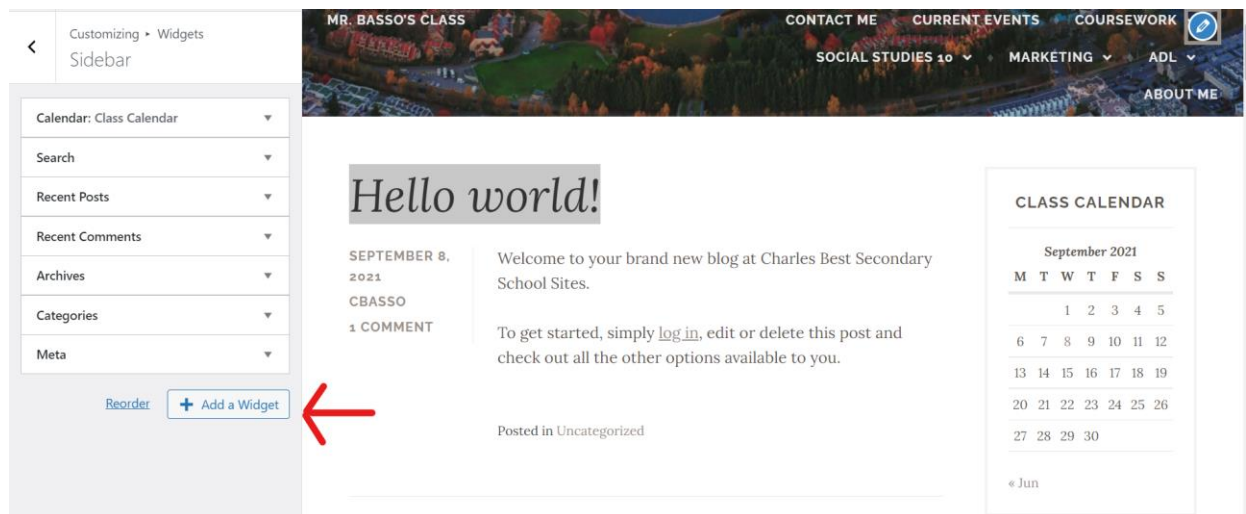
16. Click on the blue “Publish” button at the top to publish your changes.



17. Now go back to your site’s landing page (view site) to see the results!

Widgets

1. Once you have started creating posts, you can organize how you want others to find your posts or navigate your page through widgets. Widgets provide different functions for your blog and allow easy access to information in your blog.
2. Select Widgets and review the different widgets available and select which ones you want displayed. Commonly used widgets are Calendar, Recent Posts, Categories, and a Search bar.

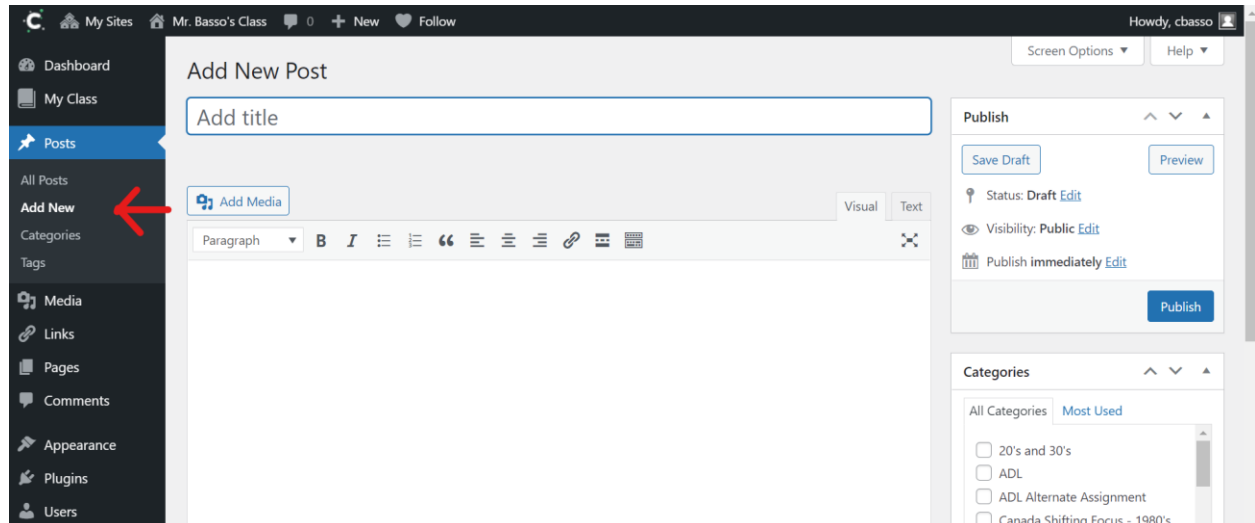


Posting on your Blog

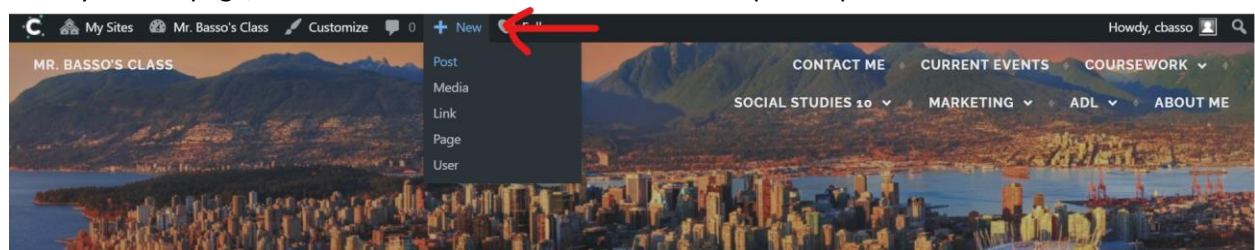
Add a Post

There are two options for adding a post to your blog. Please see the options below:

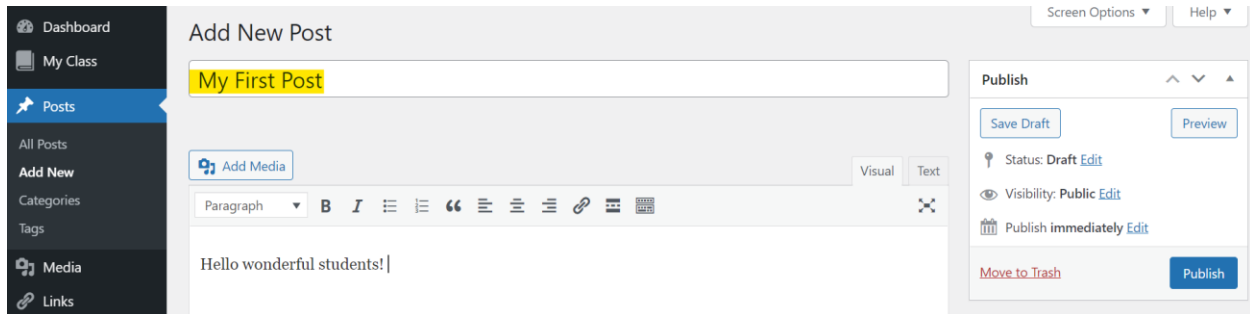
1. Go to your dashboard and under the tab posts, click “Add New”



2. On your site page, hover over the new tab and click on the “post” option.



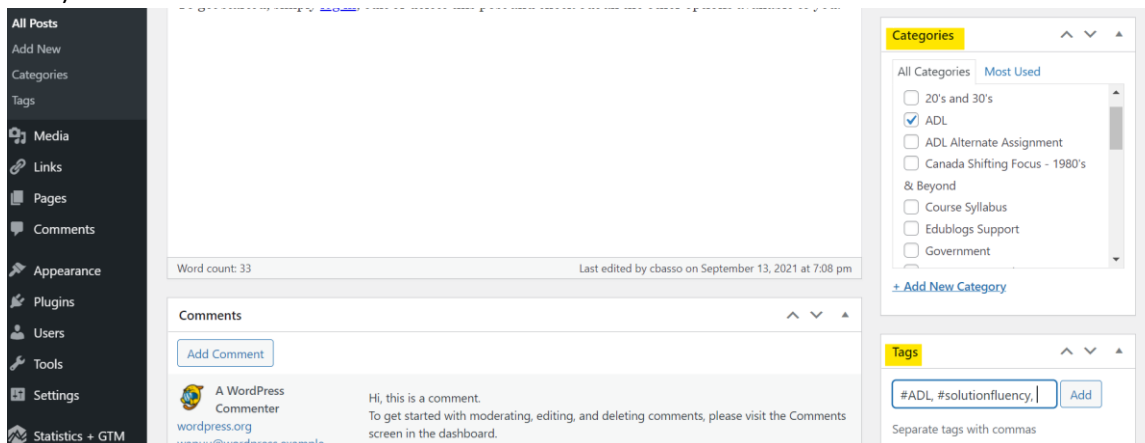
3. Give your post a Title



4. Add content to your post (This could be links to YouTube videos, embedded content such as PowerPoints / pdf presentations and much more!)

5. Adding a Tag to your post and placing it under a Category can be helpful for others, especially your teachers, to find your assignment posts.

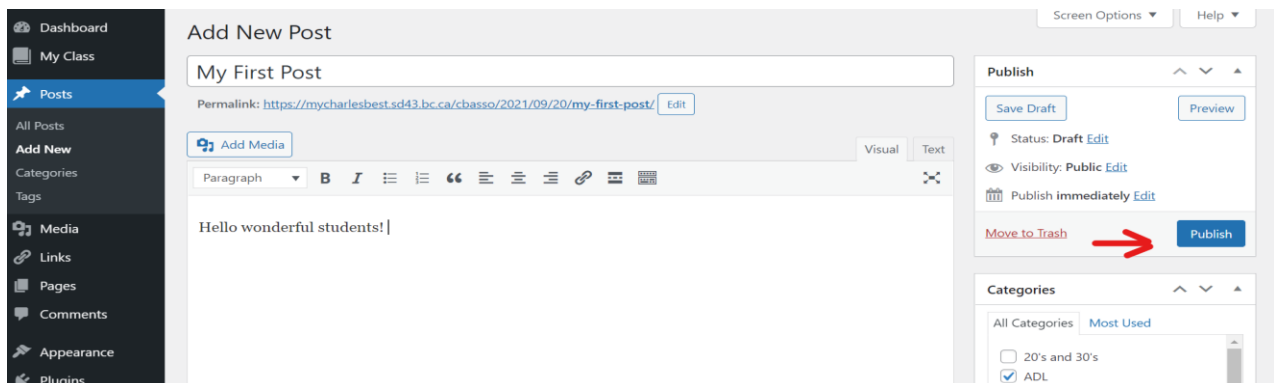
6. To the right of the post, scroll down to Categories and click on the category for your assignment (e.g. ADL)



7. Scroll down to Tags and add the assignment tags and press the “enter” key after each tag (e.g. #Solutionfluency). Usually, your DL teacher will assign a tag for the assignment. If this is the case, use the assigned tag.

8. Select Preview at the top to check what the post will look like

10. Once you are satisfied with your post, go back and select Publish at the top.



Edit/Delete a Post

The screenshot shows the WordPress 'Posts' list table. At the top, there's a 'Posts' header with an 'Add New' button. Below it, a message states '1 post moved to the Trash. [Undo](#)'. The table has columns for 'Title', 'Author', 'Categories', 'Tags', and 'Date'. Two posts are listed: 'My First Post — Draft' by 'cbasso' in the 'ADL' category, and 'Hello world!' by 'cbasso' in the 'ADL' category with tags '#ADL, #solutionfluency'. The 'My First Post' row has links for 'Edit', 'Quick Edit', 'Trash', and 'Preview'. The 'Hello world!' row has a comment count of '1'.

1. Select All Posts under Posts.
2. Find the post you wish to edit or delete.
3. Click on Edit or Trash.

Inserting Content

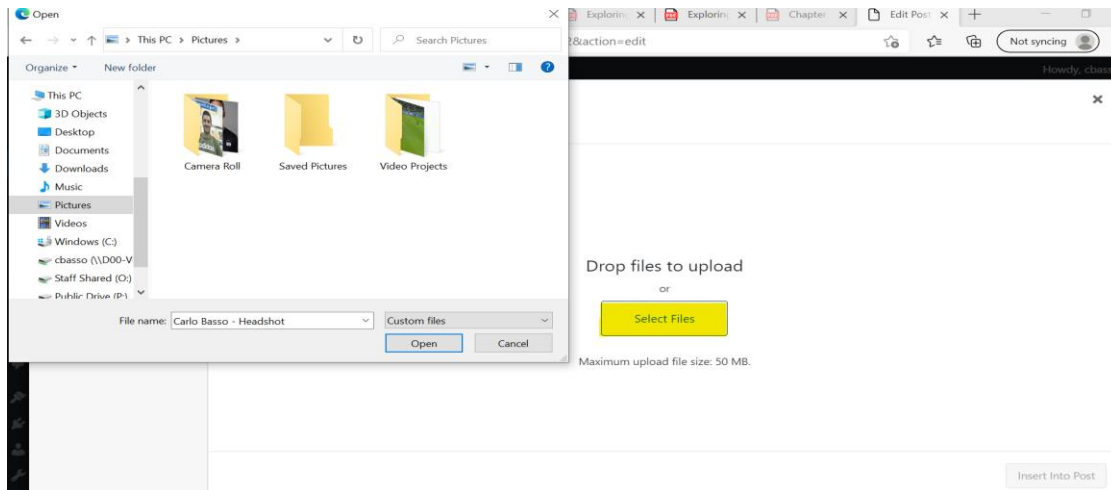
How to Insert Content:

1. Select Add New under Posts.
2. Select Add media to upload an image, embed media, add audio, a quotation, hyperlink, etc.

The screenshot shows the 'Edit Post' screen for 'My First Post'. The title 'My First Post' is in the top text area. Below it, the permalink is shown as 'https://mycharlesbest.sd43.bc.ca/cbasso/2021/09/20/my-first-post/'. The 'Add Media' button is highlighted in yellow. The right sidebar contains the 'Publish' section with buttons for 'Save Draft', 'Preview', 'Move to Trash', and 'Publish'. The status is 'Draft', visibility is 'Public', and it's set to 'Publish immediately'.

Images Upload

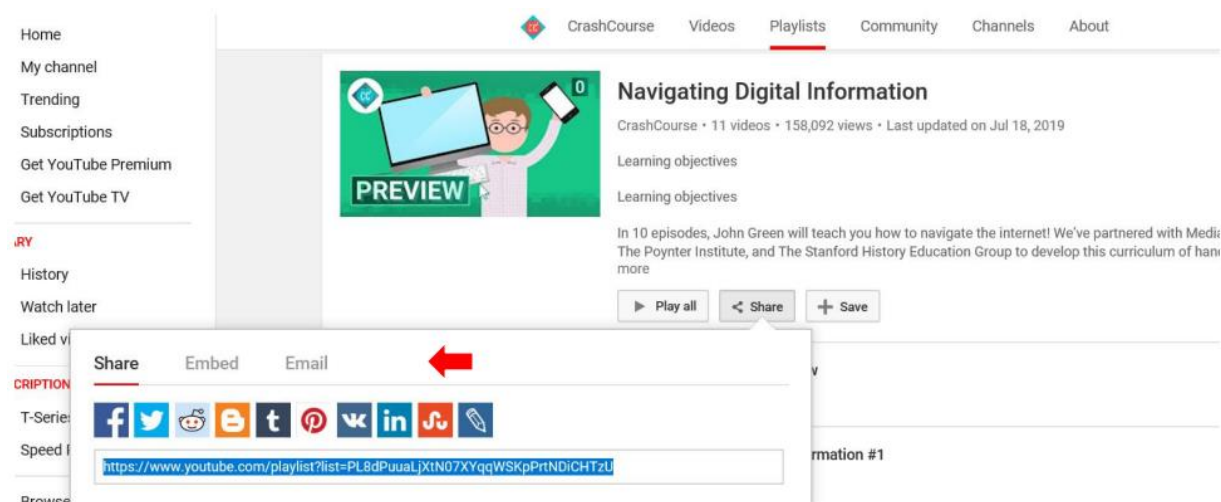
See next page...



images from your device that you own or are saved on your device with proper citation or insert an image from URL. The same can be done for Audio.

Video

You can copy the sharable link from your online video to the typing field and the video will display automatically, or you can use the embed code found on the sharable video's site.

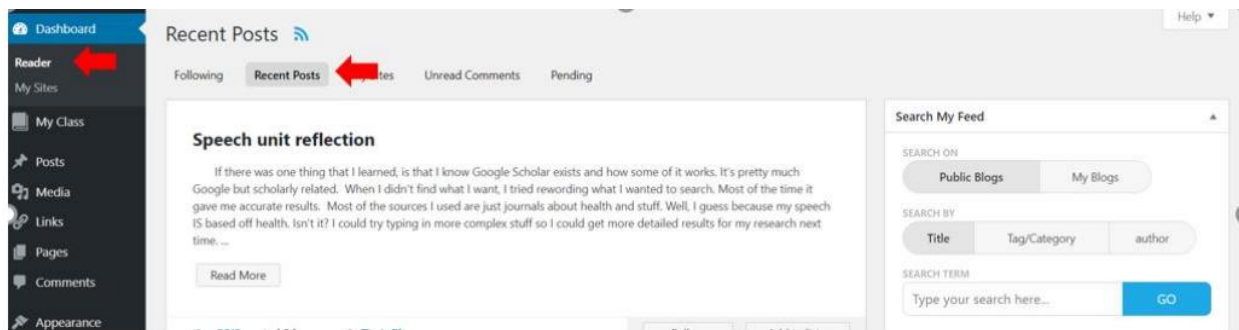


Searching for Posts

The Reader space allows for you to see recent posts that students and teachers have added to their blogs, and it also allows you to search for posts.

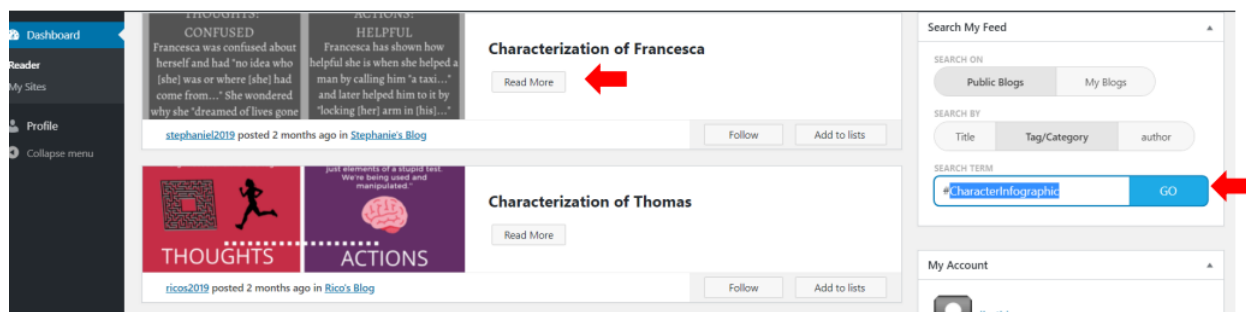
How to View Recent Posts:

1. When you log in, click on My Sites.
2. On the left of the page, under Dashboard, click on Reader.
3. You will then be directed to a page with recent blog posts.

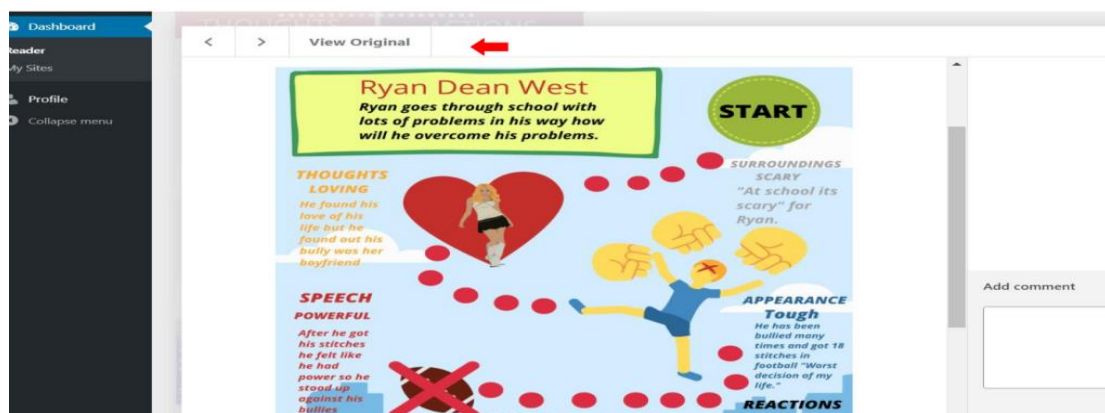


How to View Specific Posts:

On that same page you see Recent Posts, look to your right and you will find a section called Search My Feed.



1. In the "Search On" section, make sure "Public Blogs" is highlighted.
2. In the "Search By" section, choose what you will use to search for the post. If you know what the post is called, search by Title. If you know the post tag or which category it is in, click on Tag/Category. If you know the author of the post, search by Author (using their blog username, e.g. janed2021).
3. In the "Search Term" enter the appropriate title, tag, category, or username. For example, if you are searching by Tag/Category and you know the tag is #characterinfographic then enter that in.
4. Then choose one and click on "read more"
5. You can then use the arrows to view each one by one (it will move through each post) or if you would like to go to the post, click on view original



Commenting on Others' Blogs

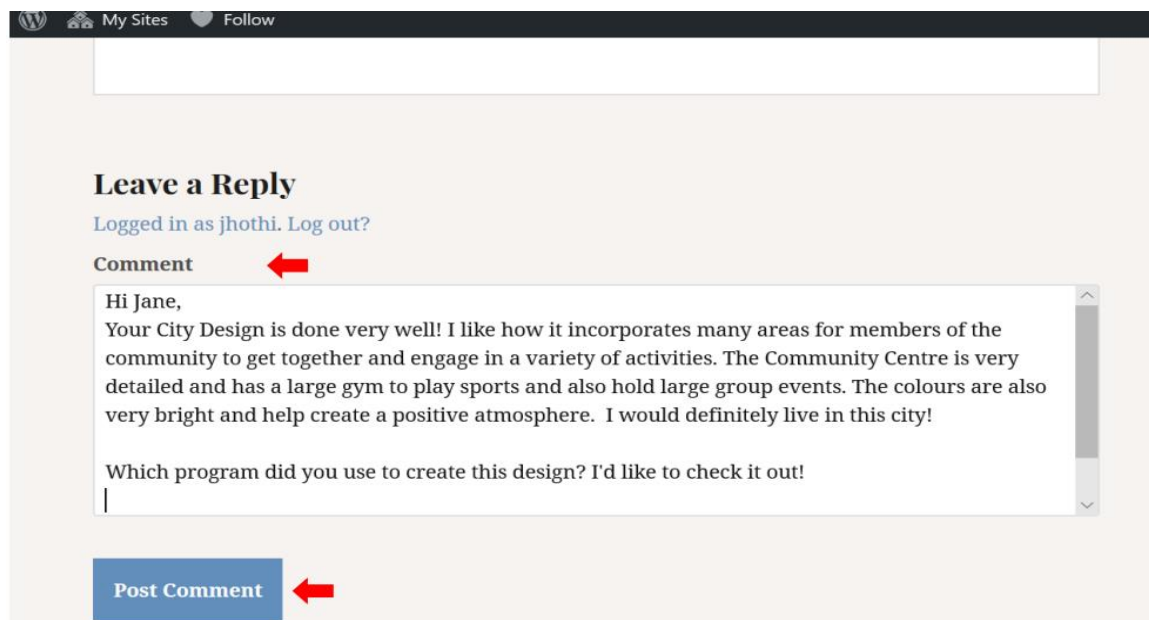
As part of being a digital citizen, it is a responsibility for you to engage in appropriate online behavior, which means thinking about what you are posting before you post. As you do this for posting your work on your blog, it is just as important to think before you post a comment on another individual's blog post.

Below are some helpful considerations and guidelines for commenting on posts:

- Be respectful to the blogger
- Be specific to the post and content presented overall
- Be positive by offering kind words about the post
- Be appropriate in your word choice and language conventions (grammar, punctuation, and spelling)
- Be the best representation of yourself online that you can be

How to Leave a Comment on a Post:

1. Scroll to the bottom of the post and under the Leave a Reply section, type your comment.
2. Click on the "Post Comment" button once complete.



The screenshot shows a WordPress 'Leave a Reply' section. At the top, it says 'Logged in as jhothi. Log out?'. Below this is the 'Comment' label, which has a red arrow pointing to it. The comment text area contains the following text: 'Hi Jane, Your City Design is done very well! I like how it incorporates many areas for members of the community to get together and engage in a variety of activities. The Community Centre is very detailed and has a large gym to play sports and also hold large group events. The colours are also very bright and help create a positive atmosphere. I would definitely live in this city! Which program did you use to create this design? I'd like to check it out!'. At the bottom of the form is a blue 'Post Comment' button, which also has a red arrow pointing to it.

Online Safety

Edublogs are publicly accessible. This means that your blog will be accessible to your family, peers, teachers, potential employers and the general public. Please ensure that your posts are considerate and meaningful as your digital footprint reflects your individual character.