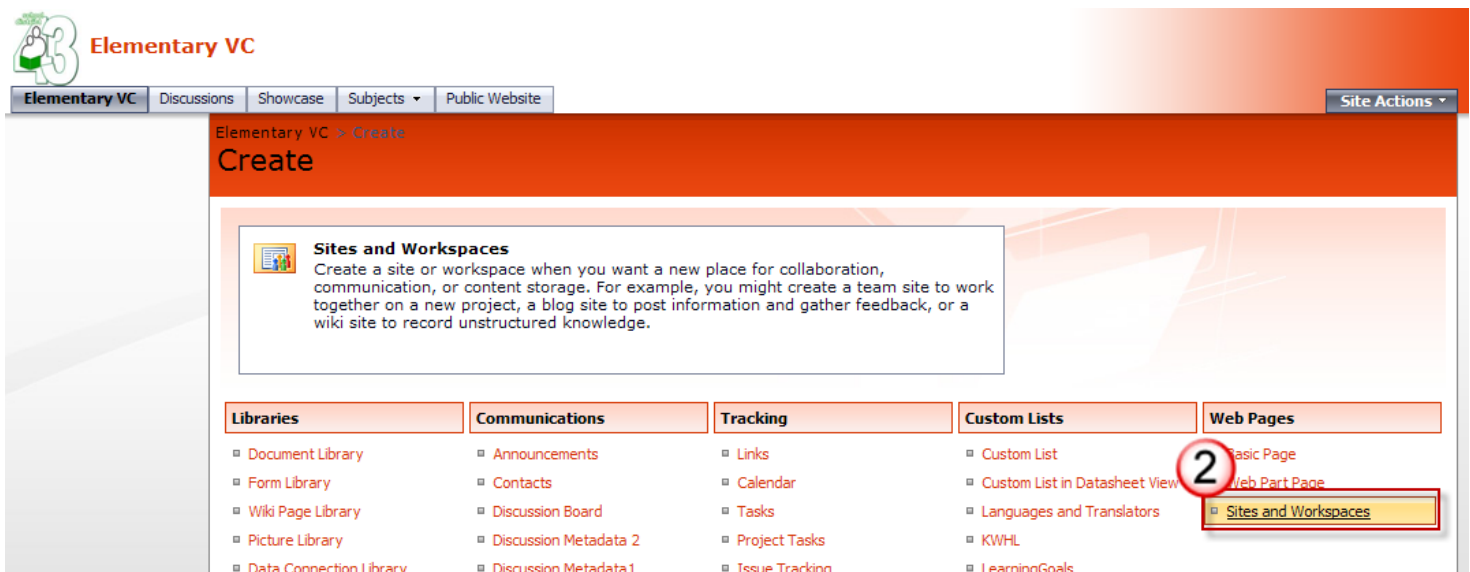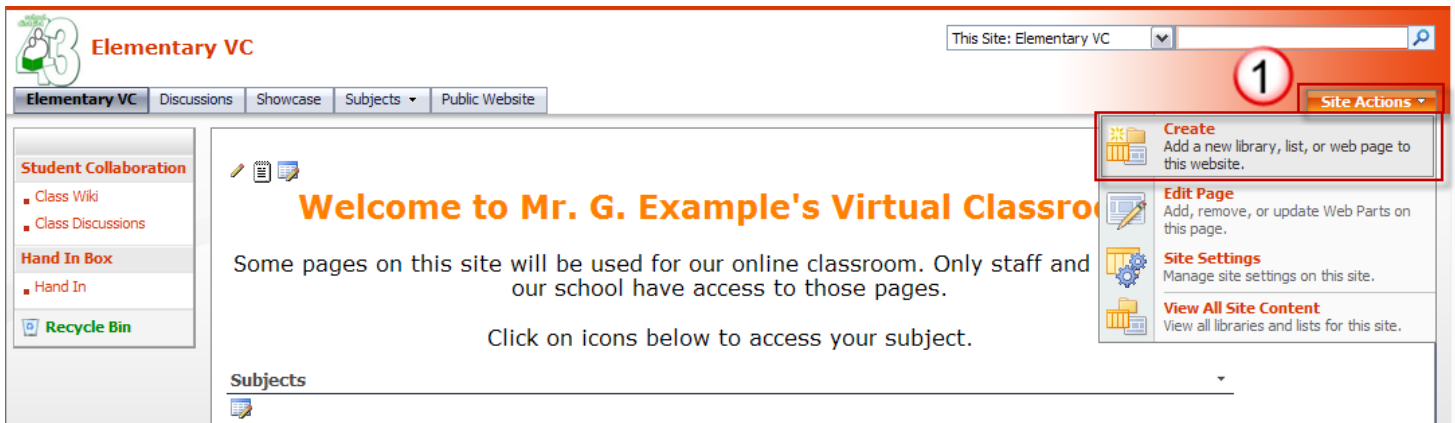This how–to guide will show you how to create a single classroom blog where all students post their writing. Students can comment on each other's posts. Monitoring of posts and comments is also demonstrated.

New SharePoint Site

Use this page to create a new site or workspace under this SharePoint site. You can specify a title, Web site address, and access permissions.

Create | Cancel

Title and Description
Type a title and description for your new site. The title will be displayed on each page in the site.

Title:
Classroom Blog

Description:

③ Fill in form and select the following options

Web Site Address
Users can navigate to your site by typing the Web site address (URL) into their browser. You can enter the last part of the address. You should keep it short and easy to remember.

For example, http://my43.sd43.bc.ca/schools/Training/templates/.../sitename

URL name:
http://my43.sd43.bc.ca/schools/Training/templates/.../ blog

Template Selection

A site for a person or team to post ideas, observations, and expertise that site visitors can comment on.

Select a template:

Custom

FRIM
Digital Immersion Blog
StudentBlog_Elementary_Middle
ePortfolio
Middle French Immersion
Secondary French Immersion
MySpace
SecondarySubsite
Secondary
Student Work Template
Middle
Elementary
Classroom Blog

Permissions
You can give permission to access your new site to the same users who have access to this parent site, or you can give permission to a unique set of users.

Note: If you select **Use same permissions as parent site**, one set of user permissions is shared by both sites. Consequently, you cannot change user permissions on your new site unless you are an administrator of this parent site.

User Permissions:
◉ Use same permissions as parent site
○ Use unique permissions

Navigation Inheritance
Specify whether this site shares the same top link bar as the parent. This setting may also determine the starting element of the breadcrumb.

Use the top link bar from the parent site?
○ Yes   ◉ No

④ Create | Cancel

Classroom Blog

This Site: Classroom Blog

Classroom Blog | Site Actions ▾

View All Site Content
Categories
- Category 1
- Category 2
- Category 3
- Add new category

Other Blogs
There are no items in this list.
- Add new link

Links
- Photos
- Archive
- Archive (Calendar)
- Add new link

1/21/2010

Welcome to your Blog!

To begin using your site, click **Create a Post** under Admin Links to the right.

What is a Blog?

A Blog is a site designed to help you share information. Blogs can be used as news sites, journals, diaries, team sites, and more. It is your place on the World Wide Web.

Blogs are typically displayed ... and consist of frequent short postings. With this Blog ... on your postings.

Your classroom blog is almost ready.

In business, Blogs can be us... ...ers in touch by providing a central place for links, relev...

Posted at 12:27 PM by Duby, Martine | Permalink | Email this Post | Comments (0)

Admin Links
- Create a post
- Manage posts
- Manage comments
- All content
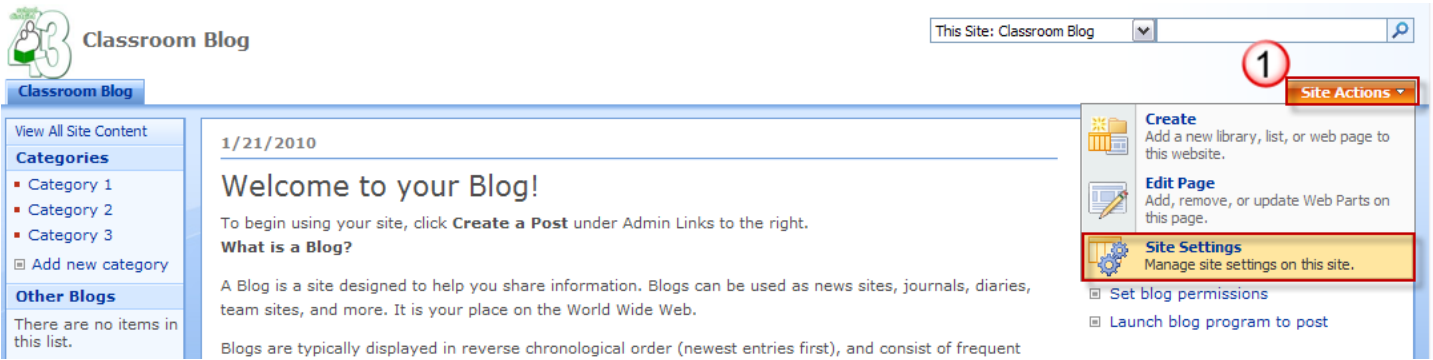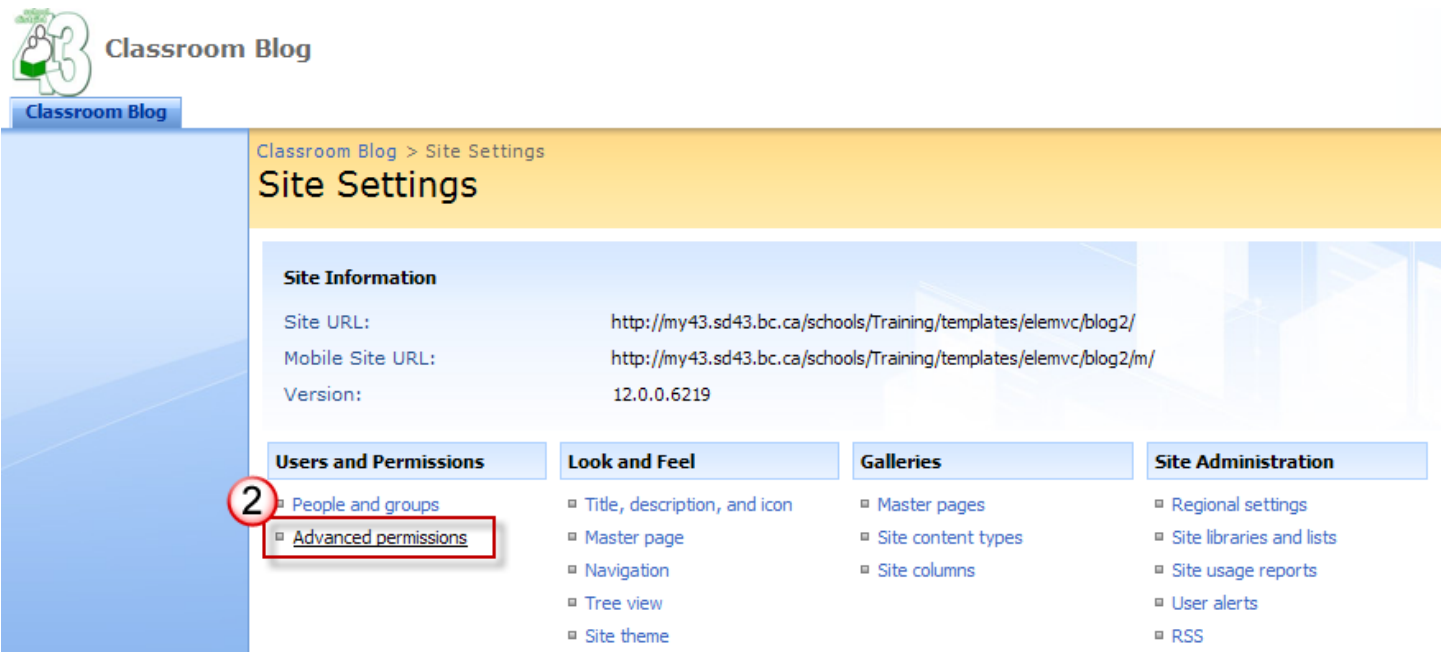- Set blog permissions
- Launch blog program to post

You need to give students contribute access to your classroom blog and, depending on your needs, you may want to setup the following:

- Ensuring students cannot edit each other's posts
- Monitoring Posts
- Monitoring Comments

See how-to guides below to complete these setups. Please note that you can reverse these settings at anytime.

Giving Student Contribute Access

Windows Internet Explorer

? You are about to create unique permissions for this Web site. Changes made to the parent Web site permissions will no longer affect this Web site.

④

[OK] [Cancel]

Classroom Blog

| Classroom Blog | | | Site Actions ▾ |

Classroom Blog > Site Settings > Permissions

Permissions: Classroom Blog

Groups
- Training Members
- Training Visitors
- Training Owners
- More...

All People
Site Permissions

View All Site Content
Documents
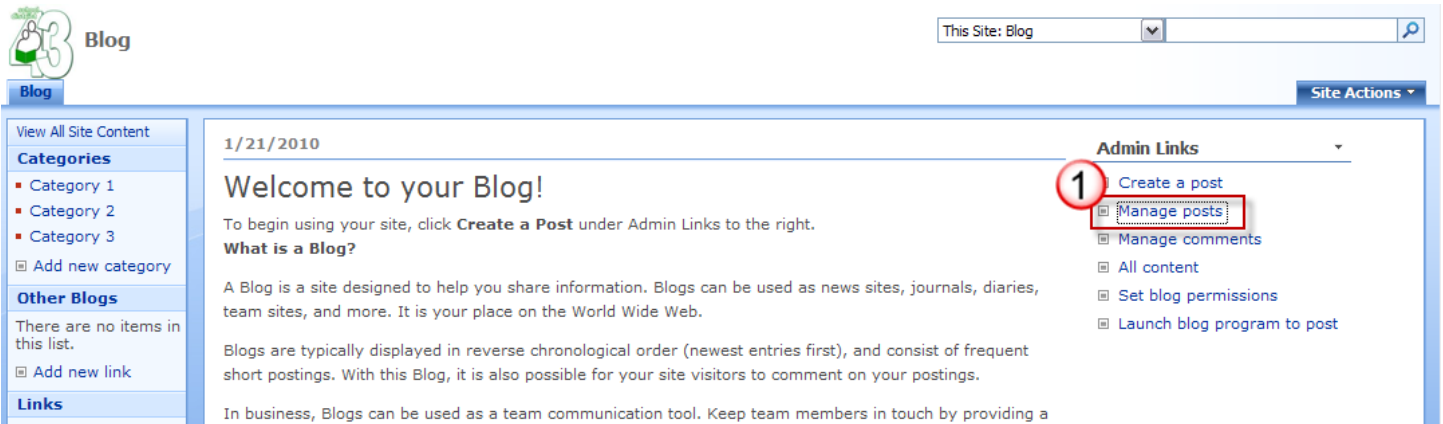**Pictures**
- Photos

Lists

Use this page to assign permission levels to users and groups. This Web site does not inherit permissions from its parent.
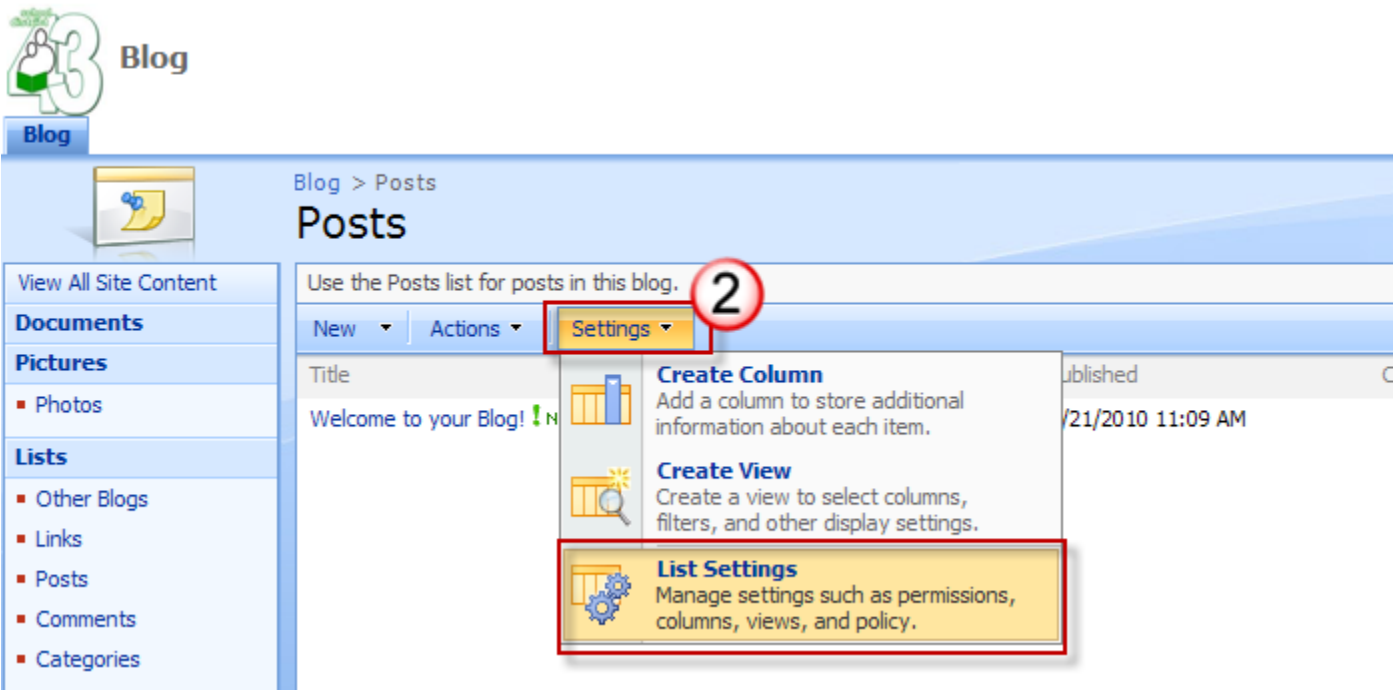
| New ▾ | Actions ▾ | Settings ▾ |

	⚪ Users/Groups	Type	User Name	Permissions
☐	Training Members	SharePoint Group	Training Members	Contribute
☐	Training Owners	SharePoint Group	Training Owners	Full Control
☑	Training Visitors	SharePoint Group	Training Visitors	Read

⑤

Students have been placed in your site's Visitors group. Please ignore the word "Training". It will be replaced with your username under your site.

Classroom Blog

| Classroom Blog |

Classroom Blog > Site Settings > Permissions

Permissions: Classroom Blog

Groups
- Training Members
- Training Visitors
- Training Owners
- More...

All People
Site Permissions

View All Site Content

Use this ⑥ to assign permission levels to users and groups. This Web site doe

| New ▾ | Actions ▾ | Settings ▾ |

		ser Name
☐	**Remove User Permissions** Remove selected user permissions.	aining Members
☐	**Edit User Permissions** Edit selected user permissions.	aining Owners
☑	**Inherit Permissions** Inherit permissions from parent. Group	aining Visitors
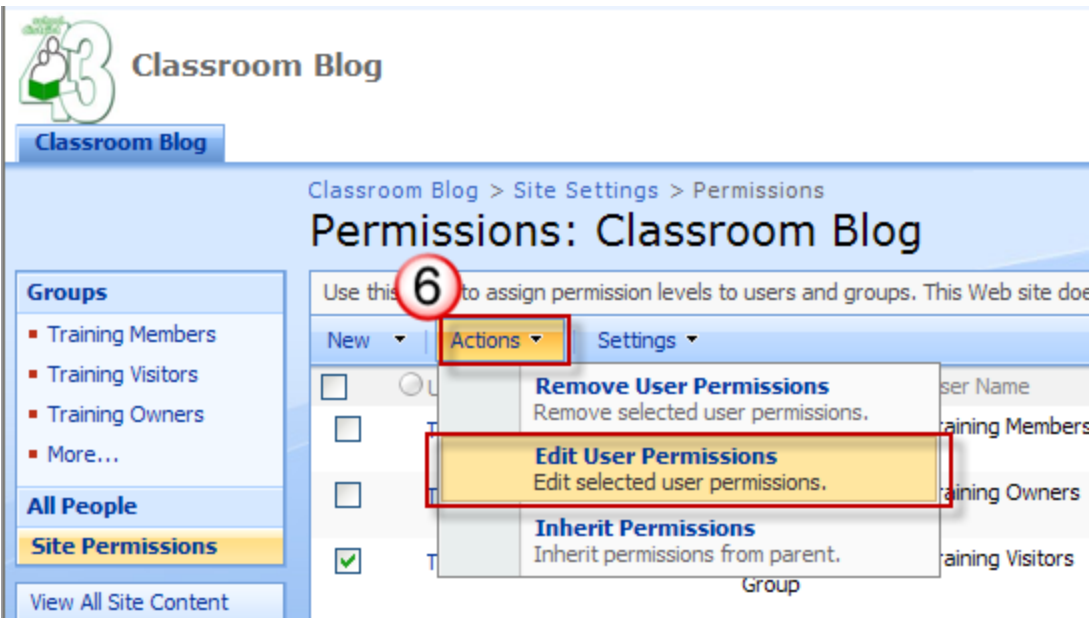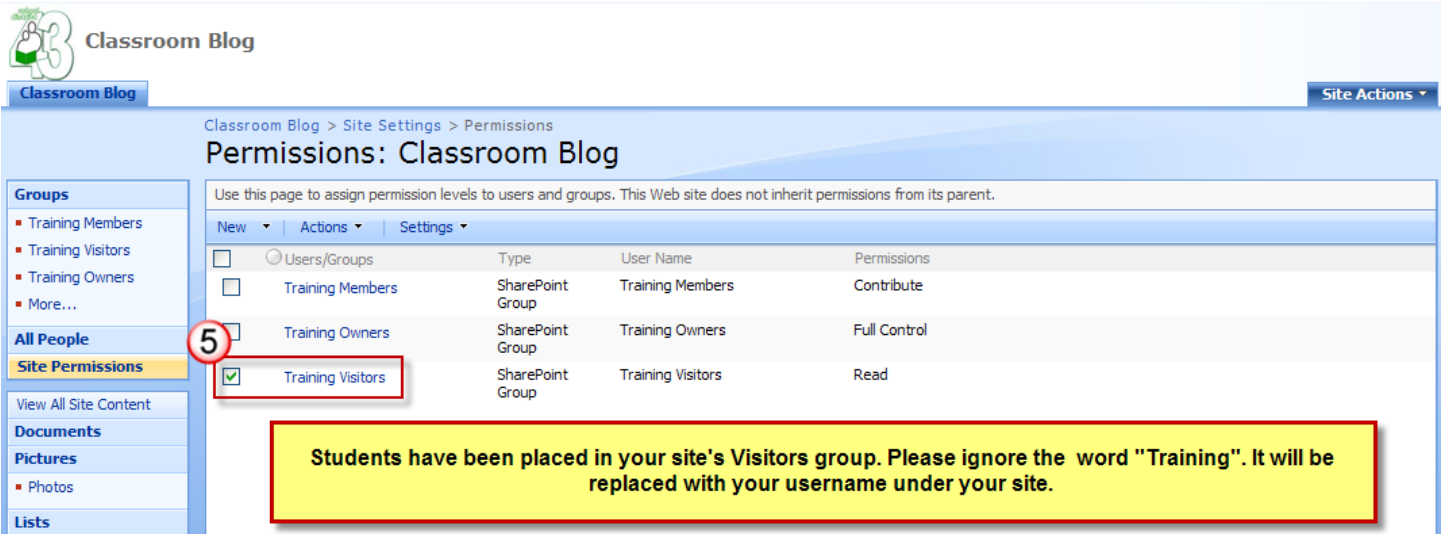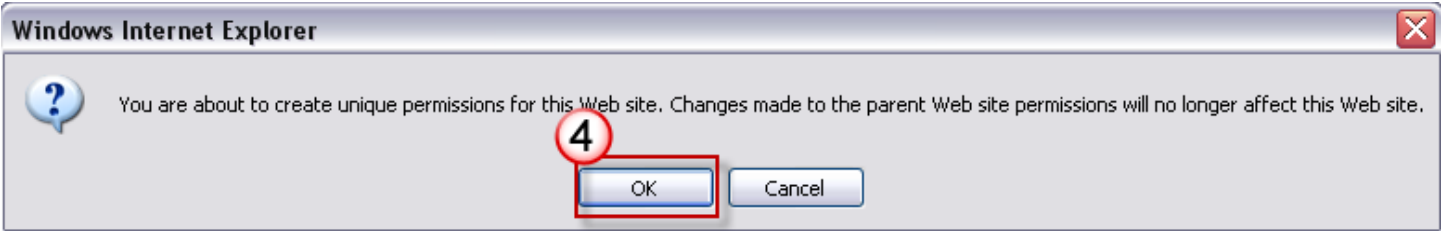
Edit Permissions: Classroom Blog

Users or Groups

The permissions of these users or groups will be modified.

Users:

Training Visitors

Choose Permissions

Choose the permissions you want these users or groups to have.

Permissions:

- ☐ Full Control - Has full control.
- ☐ Design - Can view, add, update, delete, approve, and customize.
- ☐ Manage Hierarchy - Can create sites and edit pages, list items, and documents.
- ☐ Approve - Can edit and approve pages, list items, and documents.
- ☑ Contribute - Can view, add, update, and delete.
- ☐ Read - Can view only.
- ☐ Restricted Read - Can view pages and documents, but cannot view historical versions or review user rights information.
- ☑ Limited Access - Can view specific lists, document libraries, list items, folders, or documents when given permissions.
- ☐ View Only - Members of this group can view pages, list items, and documents. If the document has a server-side file handler available, they can only view the document using the server-side file handler.

(7)

(8)

[OK]   [Cancel]

Classroom Blog

Classroom Blog

Permissions: Classroom Blog

Groups
- Training Members
- Training Visitors
- Training Owners
- More...

All People

Site Permissions

View All Site Content

Documents

Use this page to assign permission levels to users and groups. This Web site does not inherit permissions from its parent.

New ▾ | Actions ▾ | Settings ▾

☐	Users/Groups	Type	User Name	Permissions
☐	Training Members	SharePoint Group	Training Members	Contribute
☐	Training Owners	SharePoint Group	Training Owners	Full Control
☐	Training Visitors	SharePoint Group	Training Visitors	Contribute

Students now have contribute access to your classroom blog

Ensuring students cannot edit each other's posts:

Blog

Blog

Blog > Posts > Settings

Customize Posts

List Information

Name: Posts

Web Address: http://my43.sd43.bc.ca/schools/Training/templates/elemvc/blog/Lists/Posts/AllPosts.aspx

Description: Use the Posts list for posts in this blog.

General Settings

- Title, description and navigation
- Versioning settings
- Advanced settings
- Audience targeting settings

Permissions and Management

- Permissions for this list
- Information management policy settings

Blog > Posts > Settings > Advanced Settings

List Advanced Settings: Posts

Item-level Permissions

Specify which items users can read and edit.

Note: Users with the Manage Lists permission can read and edit all items. Learn about managing permission settings.

Read access: Specify which items users can read

- ⦿ All items
- ◯ Only their own

Edit access: Specify which items users can edit

- ◯ All items
- ⦿ Only their own
- ◯ None

Attachments

Specify whether users can attach files to items in this list.

Attachments to list items are:

- ⦿ Enabled
- ◯ Disabled

Search

Specify whether this list should be visible in search results. Users who do not have permission to see these items will not see them in search results, no matter what this setting is.

Allow items from this list to appear in search results?

- ⦿ Yes
- ◯ No

[OK]   [Cancel]

Monitoring Posts Setup

Blog

Blog

Blog > Posts > Settings

Customize Posts

List Information

Name: Posts

Web Address: http://my43.sd43.bc.ca/schools/Training/templates/elemvc/blog/Lists/Posts/AllPosts.aspx

Description: Use the Posts list for posts in this blog.

General Settings

① Title, description and navigation
Versioning settings
Advanced settings
Audience targeting settings

Permissions and Management

Permissions for this list
Information management policy settings

Blog > Posts > Settings > Versioning Settings

List Versioning Settings: Posts

Content Approval

Specify whether new items or changes to existing items should remain in a draft state until they have been approved. Learn about requiring approval.

② Require content approval for submitted items?
◉ Yes   ○ No

Item Version History

Specify whether a version is created each time you edit an item in this list. Learn about versions.

Create a version each time you edit an item in this list?
○ Yes   ◉ No

Optionally limit the number of versions to retain:
☐ Keep the following number of versions:

☐ Keep drafts for the following number of approved versions:

Draft Item Security

Drafts are minor versions or items which have not been approved. Specify which users should be able to view drafts in this list. Learn about specifying who can view and edit drafts.

Who should see draft items in this list?
○ Any user who can read items
○ Only users who can edit items
③ ◉ Only users who can approve items (and the author of the item)

④ OK   Cancel

Monitoring Comments Setup

Approving Posts

Pending posts are easily identified here

Approving Comments

Pending comments are easily identified here