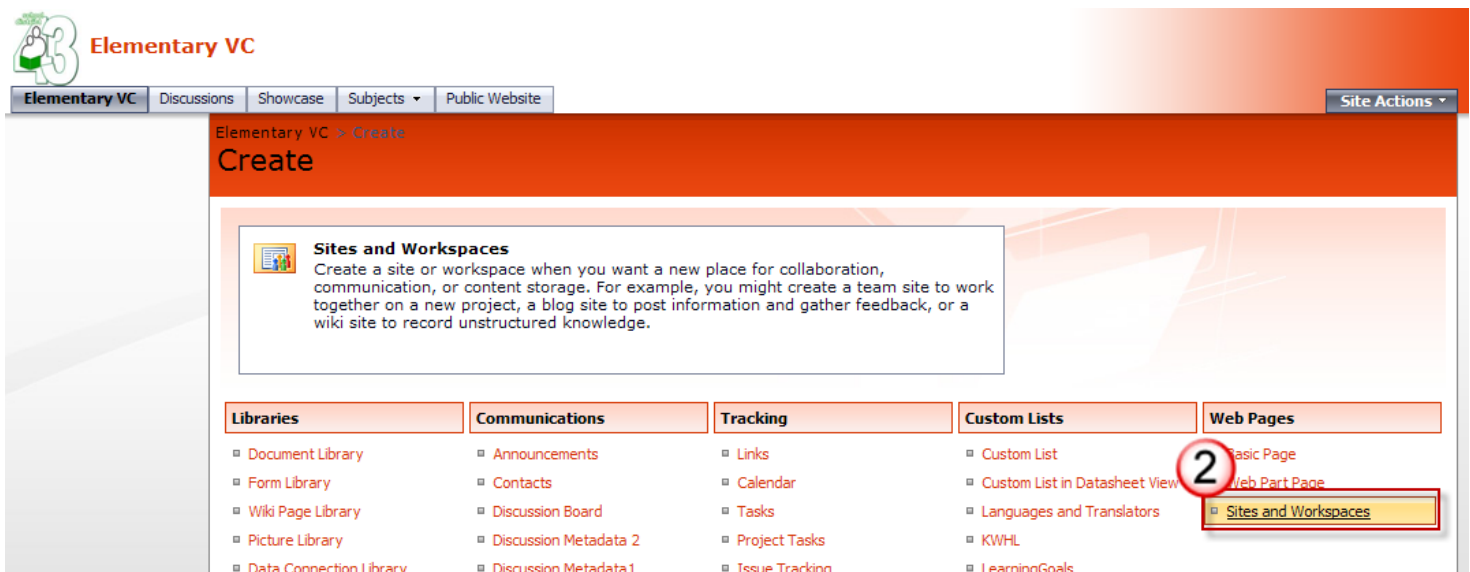
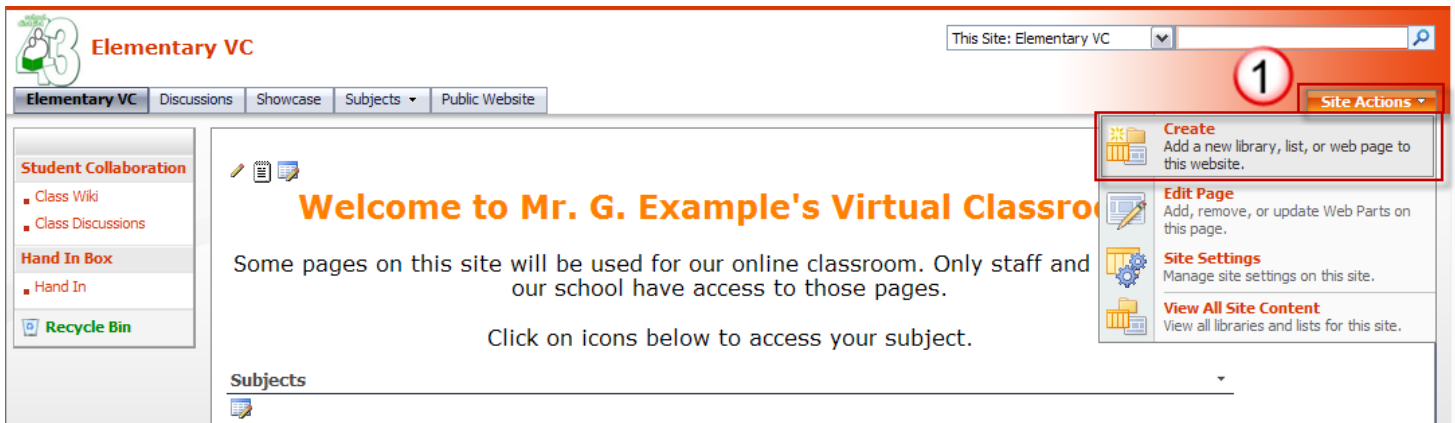


This how-to guide will show you how to create a single classroom blog where all students post their writing. Students can comment on each other's posts. Monitoring of posts and comments is also demonstrated.



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.

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

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>

Template Selection

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.

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.

3

Fill in form and select the following options

Title:

Description:

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

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

User Permissions:

Use same permissions as parent site

Use unique permissions

Use the top link bar from the parent site?

Yes No

4

Click Create

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 as short postings. With this Blog, you can share information and consist of frequent short postings. With this Blog, you can share information on your postings.

In business, Blogs can be used as a central place for links, relevant information, and keep users in touch by providing a central place for links, relevant information, and keep users in touch by providing a

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

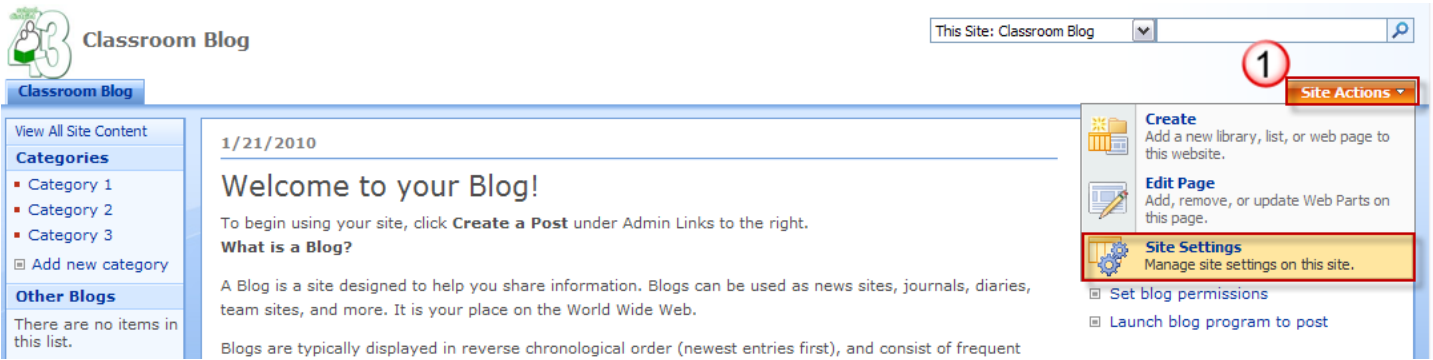
Your classroom blog is almost ready.

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



Classroom Blog

This Site: Classroom Blog

1 Site Actions

- Create**
Add a new library, list, or web page to this website.
- Edit Page**
Add, remove, or update Web Parts on this page.
- Site Settings**
Manage site settings on this site.

Set blog permissions

Launch blog program to post

1/21/2010

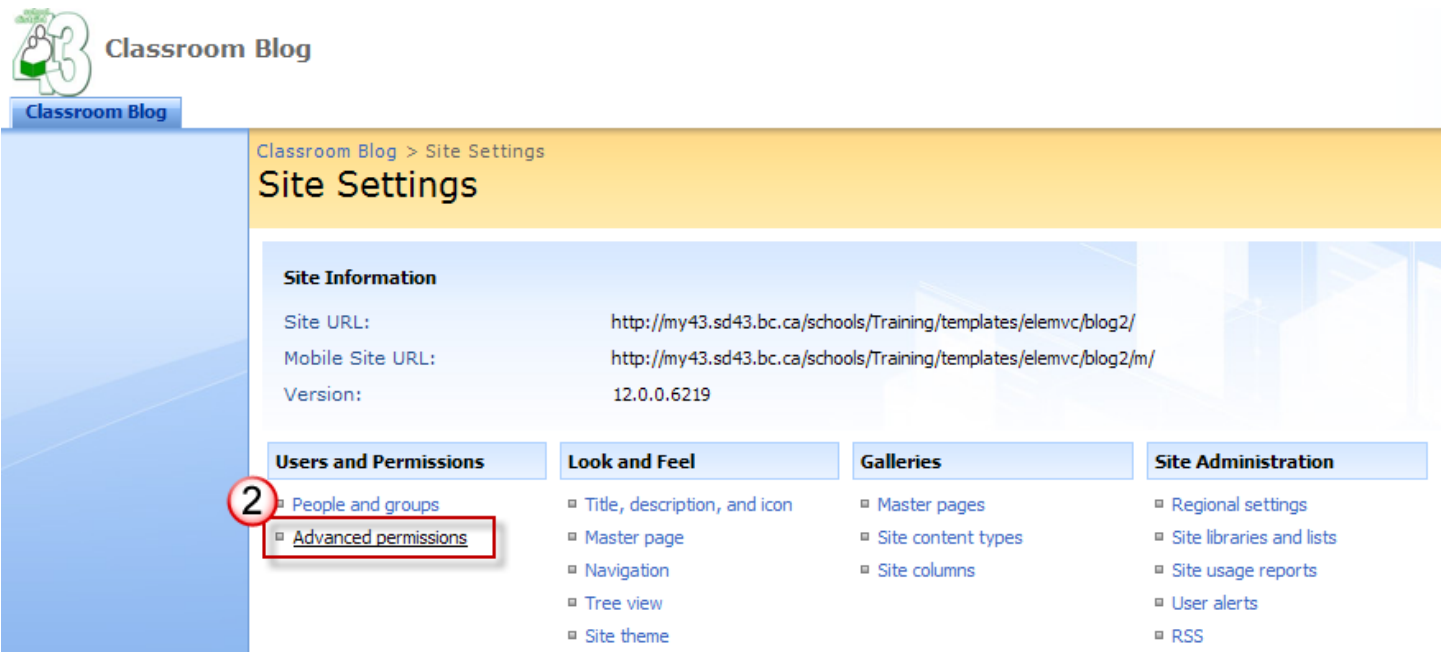
Welcome to your Blog!

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 in reverse chronological order (newest entries first), and consist of frequent



Classroom Blog

Classroom Blog > Site Settings

Site Settings

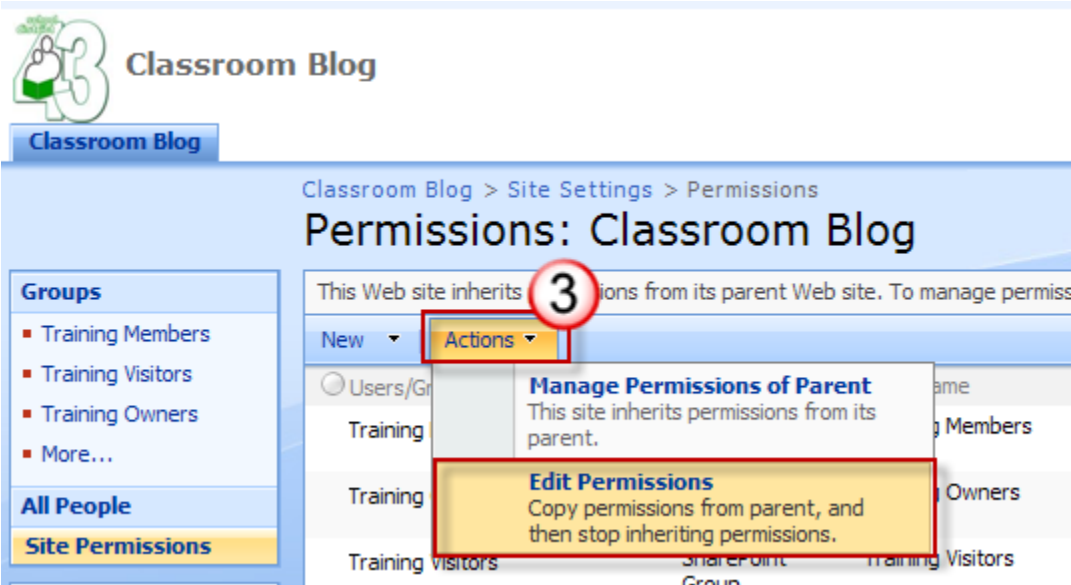
Site Information

Site URL: <http://my43.sd43.bc.ca/schools/Training/templates/elemvc/blog2/>

Mobile Site URL: <http://my43.sd43.bc.ca/schools/Training/templates/elemvc/blog2/m/>

Version: 12.0.0.6219

Users and Permissions	Look and Feel	Galleries	Site Administration
2 People and groups	<input type="checkbox"/> Title, description, and icon	<input type="checkbox"/> Master pages	<input type="checkbox"/> Regional settings
<input type="checkbox"/> Advanced permissions	<input type="checkbox"/> Master page	<input type="checkbox"/> Site content types	<input type="checkbox"/> Site libraries and lists
	<input type="checkbox"/> Navigation	<input type="checkbox"/> Site columns	<input type="checkbox"/> Site usage reports
	<input type="checkbox"/> Tree view		<input type="checkbox"/> User alerts
	<input type="checkbox"/> Site theme		<input type="checkbox"/> RSS



Classroom Blog

Classroom Blog > Site Settings > Permissions

Permissions: Classroom Blog

This Web site inherits **3** permissions from its parent Web site. To manage permissions, click the Actions link.

3 Actions

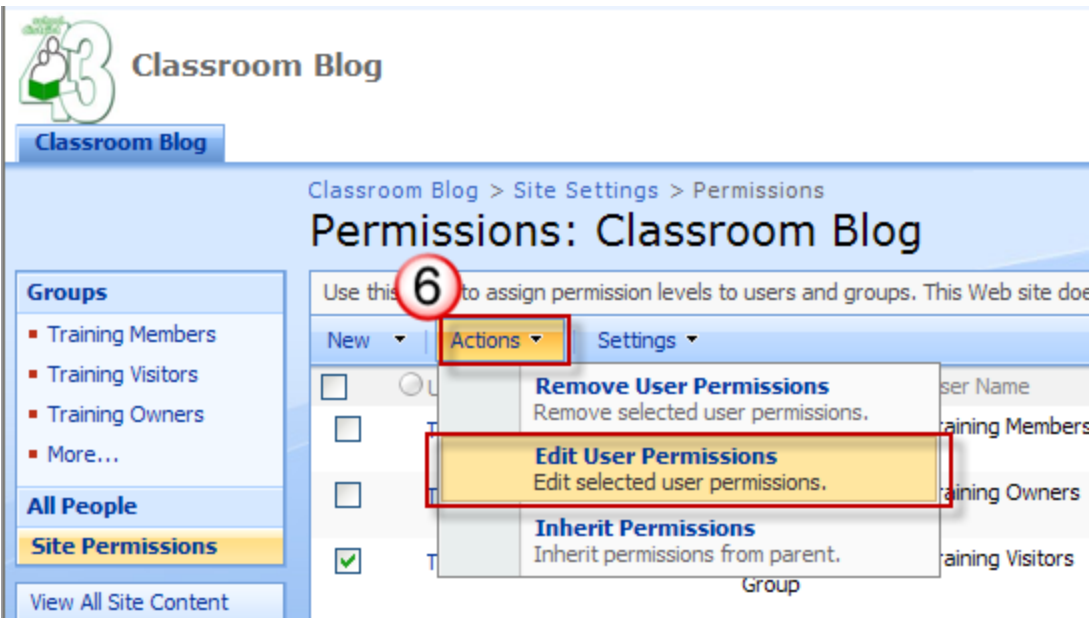
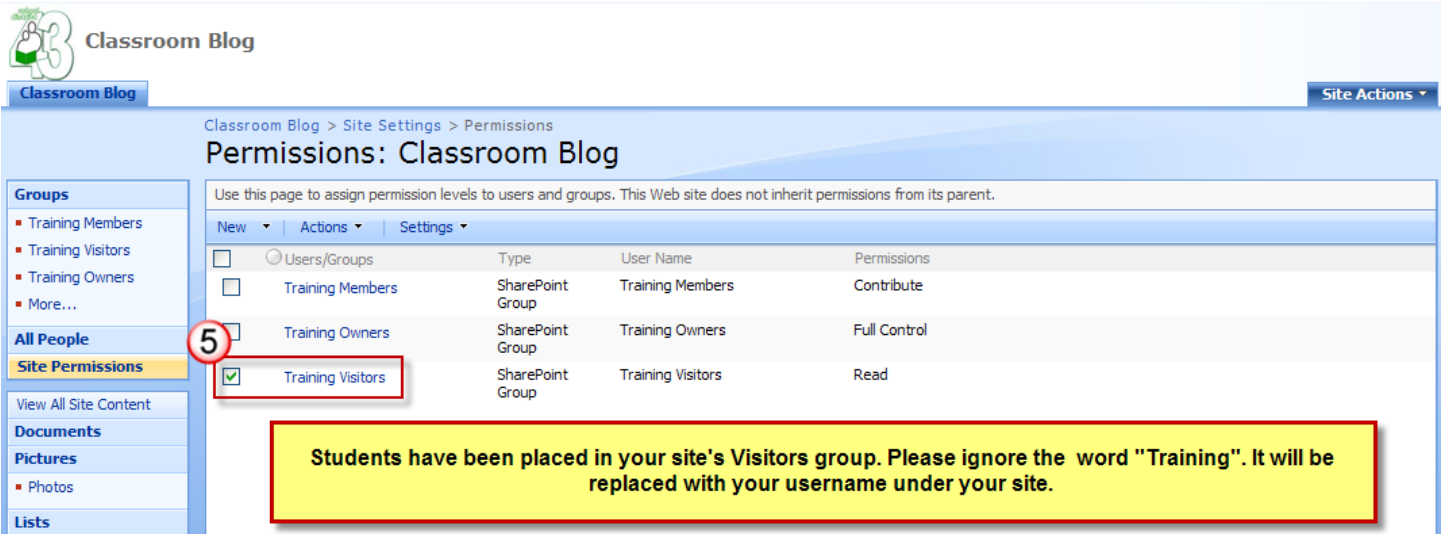
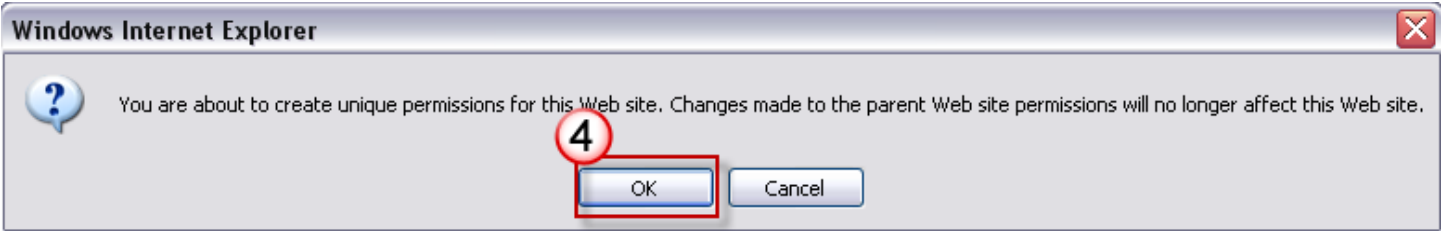
- Manage Permissions of Parent**
This site inherits permissions from its parent.
- Edit Permissions**
Copy permissions from parent, and then stop inheriting permissions.

Groups

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

All People

Site Permissions



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

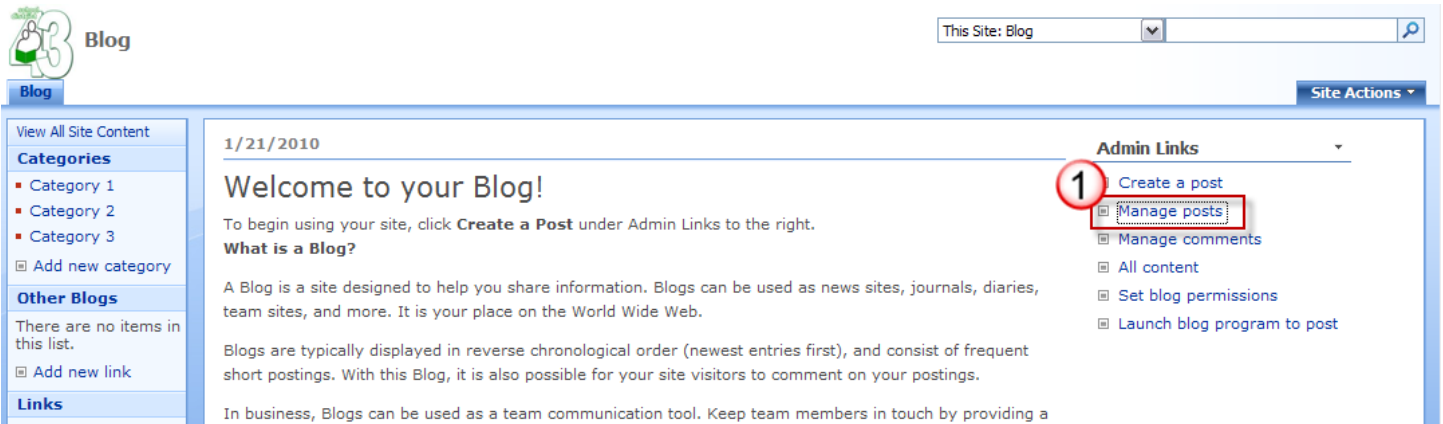
Use this page to assign permission levels to users and groups. This Web site does not inherit permissions from its parent.

New | Actions | Settings

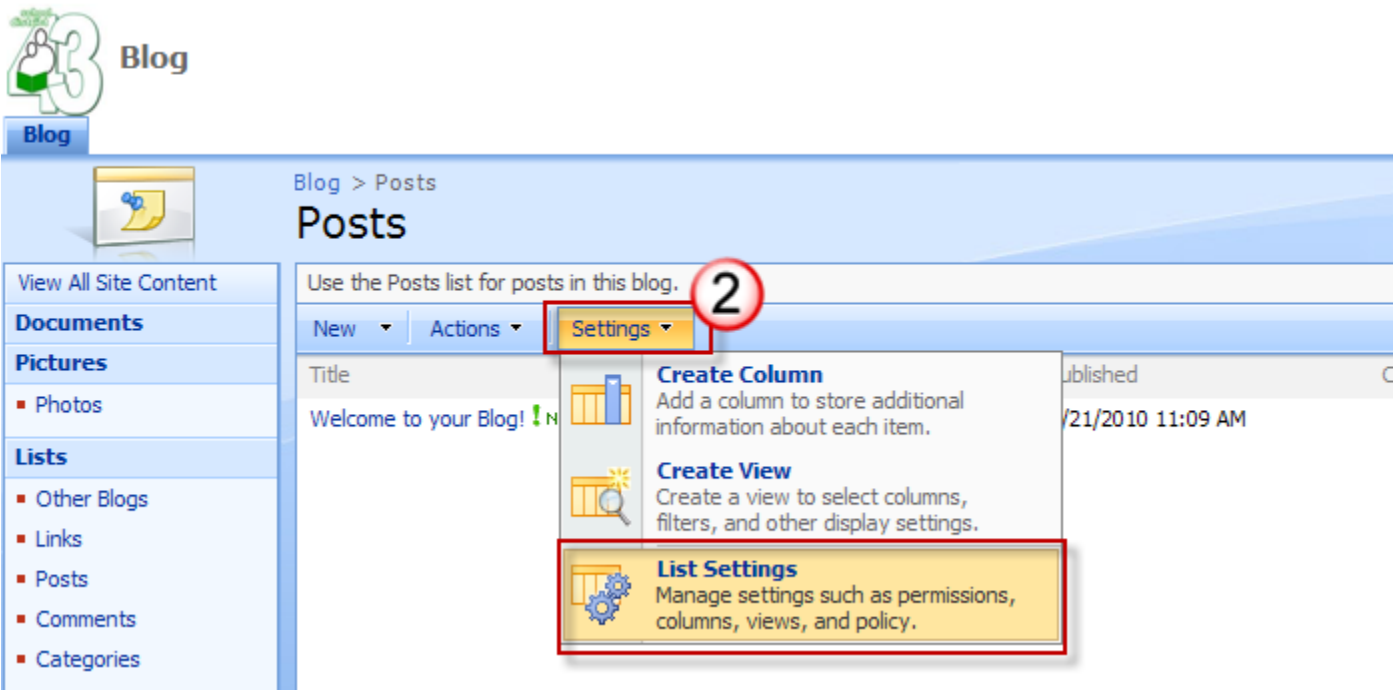
<input type="checkbox"/>	Users/Groups	Type	User Name	Permissions
<input type="checkbox"/>	Training Members	SharePoint Group	Training Members	Contribute
<input type="checkbox"/>	Training Owners	SharePoint Group	Training Owners	Full Control
<input type="checkbox"/>	Training Visitors	SharePoint Group	Training Visitors	Contribute

Students now have contribute access to your classroom blog

Ensuring students cannot edit each other's posts:



The screenshot shows the top portion of a SharePoint Blog page. The page title is "Blog" and the current site is "This Site: Blog". The main content area displays a "Welcome to your Blog!" message with instructions on how to create a post. On the right side, the "Admin Links" menu is expanded, showing options like "Create a post", "Manage posts", "Manage comments", "All content", "Set blog permissions", and "Launch blog program to post". A red circle with the number "1" highlights the "Manage posts" option.



The screenshot shows the "Posts" list in a SharePoint Blog. The page title is "Blog > Posts" and the main heading is "Posts". The list contains one post titled "Welcome to your Blog!". The "Settings" menu is open, showing options like "Create Column", "Create View", and "List Settings". A red circle with the number "2" highlights the "List Settings" option.



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

3

Permissions and Management

- Permissions for this list
- Information management policy 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

4

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

5

Monitoring Posts Setup



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.](#)

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

4

Monitoring Comments Setup

The screenshot shows the top of a SharePoint Blog page. On the left is a navigation sidebar with 'Categories' and 'Other Blogs'. The main content area has a date '1/21/2010' and a heading 'Welcome to your Blog!'. Below the heading is introductory text about blogs. On the right, the 'Admin Links' menu is open, listing options like 'Create a post', 'Manage posts', 'Manage comments', 'All content', 'Set blog permissions', and 'Launch blog program to post'. A red circle with the number '1' highlights the 'Manage comments' option, which is also enclosed in a red rectangular box.

The screenshot shows the 'Comments' list in SharePoint. The breadcrumb path is 'Blog > Comments'. The list title is 'Comments'. A red circle with the number '2' highlights the 'Settings' dropdown menu in the 'Actions' bar. A context menu is open, showing options: 'Create Column', 'Create View', and 'List Settings'. The 'List Settings' option is highlighted with a red rectangular box.

The screenshot shows the 'List Versioning Settings: Comments' page. The breadcrumb path is 'Blog > Comments > Settings > Versioning Settings'. The page is divided into three sections: 'Content Approval', 'Item Version History', and 'Draft Item Security'. In the 'Content Approval' section, the 'Require content approval for submitted items?' radio button is set to 'Yes', highlighted with a red circle '3' and a red box. In the 'Draft Item Security' section, the 'Only users who can approve items (and the author of the item)' radio button is selected, highlighted with a red circle '4' and a red box. At the bottom right, the 'OK' button is highlighted with a red circle '5' and a red box.

Approving Posts

This screenshot shows the 'Blog' administration page. On the left, there are navigation menus for 'Categories', 'Other Blogs', and 'Links'. The main content area displays a 'Welcome to your Blog!' message and instructions on how to use the site. On the right, the 'Admin Links' menu is expanded, showing options like 'Create a post', 'Manage posts', 'Manage comments', 'All content', 'Set blog permissions', and 'Launch blog program to post'. A red circle with the number '1' highlights the 'Manage posts' link.

This screenshot shows the 'Posts' list in the Blog Admin interface. The list contains one post titled 'Welcome to your Blog!' with a status of 'Pending'. A context menu is open over this post, showing options like 'View Item', 'Edit Item', 'Manage Permissions', 'Delete Item', 'Alert Me', and 'Approve/reject'. A red circle with the number '2' highlights the 'Approve/reject' option. A red callout box on the right says 'Pending posts are easily identified here'.

This screenshot shows the 'Approve/Reject' dialog box for the post 'Welcome to your Blog!'. The dialog has a title bar 'Blog > Posts > Welcome to your Blog! > Approve/Reject' and a subtitle 'Posts: Welcome to your Blog!'. It contains instructions on how to use the page. There are three sections: 'Approval Status', 'Comment', and 'OK/Cancel' buttons. The 'Approval Status' section has three radio buttons: 'Approved' (selected), 'Rejected', and 'Pending'. A red circle with the number '3' highlights the 'Approved' radio button. A red circle with the number '4' highlights the 'OK' button.

Approving Comments

This screenshot shows the top of a blog interface. On the left is a navigation menu with 'Categories' and 'Other Blogs'. The main content area has a date '1/21/2010' and a heading 'Welcome to your Blog!'. Below the heading is introductory text about blogs. On the right, an 'Admin Links' menu is visible, with 'Manage comments' highlighted by a red box and a circled '1' next to it.

This screenshot shows the 'Comments' list page. The page title is 'Comments' and it includes a description: 'The Comments list stores comments that have been made on posts.' Below this is a table of comments. The first comment is 'Great' with a 'NEW' badge. A context menu is open over this comment, with 'Approve/reject' highlighted by a red box and a circled '2'. A callout box on the right says 'Pending comments are easily identified here' with an arrow pointing to the 'Pending' status in the 'Approval Status' column.

This screenshot shows the 'Approve/Reject' dialog box for the comment 'Great'. The breadcrumb path is 'Blog > Comments > Great > Approve/Reject'. The title is 'Comments: Great'. The text explains: 'Use this page to approve or reject submissions. Note that rejecting an item does not delete it, and that users who know the exact URL of a rejected item can still view it. Learn about requiring approval.' There are two sections: 'Approval Status' and 'Comment'. Under 'Approval Status', the 'Approved' radio button is selected and circled with a '3'. Under 'Comment', there is a text input field. At the bottom, the 'OK' button is circled with a '4'.