

## Sakai Help - Blogger Tool

### 1. Introduction

A Web log or "Blog" as they are now known, is a web site, usually used as an online diary or a way to post commentaries and news updates on a particular topic of interest. The Blogger tool creates a multi-user blog on your Sakai site. Users can make their posts public or private. This is a great tool for student reflection.

#### Quick Start

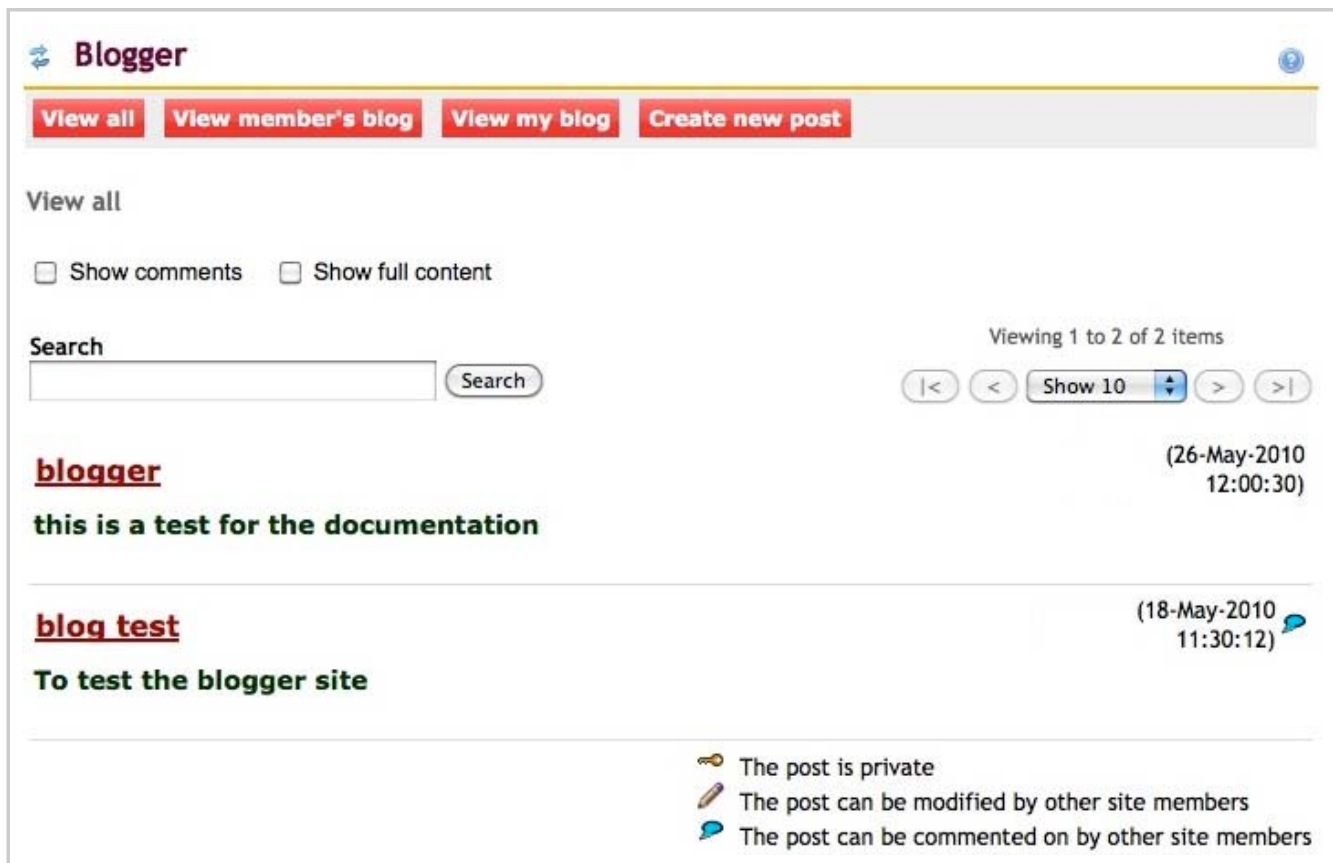
Click the **Create new post** action button below the Blogger tool title bar. Enter a title, search keywords, and an abstract for your post into the appropriate text boxes. Below the Abstract text box you can add text, images, links and/or files to your post. Everytime you enter new content you wish to add press the **Add to document** button. Added content will appear under **Current structure**. Each piece of content will appear as an element in the list. You can reorder the elements by clicking the arrows that appear next to them. You can delete an element by clicking the **Delete** button that appears beside it. The **Access** dropdown can be set to either PRIVATE, which makes the post visible only to you, or SITE, which will allow all site members to view it.

Checking the **Read only** box on the right will prevent others from editing your post. Checking the **Allow Comments** box on the right will allow others to comment on your post. If you are satisfied with your post, click the **Save** button at the bottom.


Continue reading for more detailed instructions and instructions for advanced features.

### 2. Create a blog post




Click **Blogger** in the left menu to open this tool.



The screenshot shows the Blogger tool interface. At the top, there is a title bar with the word "Blogger" and a help icon. Below the title bar, there are four red buttons: "View all", "View member's blog", "View my blog", and "Create new post". Under "View all", there are two checkboxes: "Show comments" and "Show full content". A search box with a "Search" button is located below the checkboxes. To the right of the search box, it says "Viewing 1 to 2 of 2 items" and there are navigation buttons: "|<", "<", "Show 10", ">", and ">|". Below the navigation buttons, there are two blog entries:

- blogger** (26-May-2010 12:00:30)  
**this is a test for the documentation**
- blog test** (18-May-2010 11:30:12)   
**To test the blogger site**

At the bottom right, there are three icons with corresponding text:

-  The post is private
-  The post can be modified by other site members
-  The post can be commented on by other site members

Click the red **Create new post** button beneath the Blogger page title.

**Blogger**

[View all](#) [View member's blog](#) [View my blog](#) [Create new post](#)

**Post Editor**

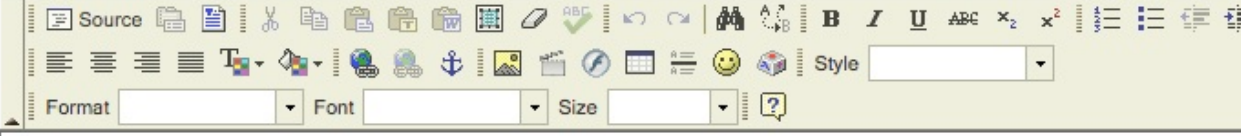
Title \*:

Keywords:

Access:


Read only:

Allow comments:



**Abstract:**

**Text** **Images** **Links** **Files**

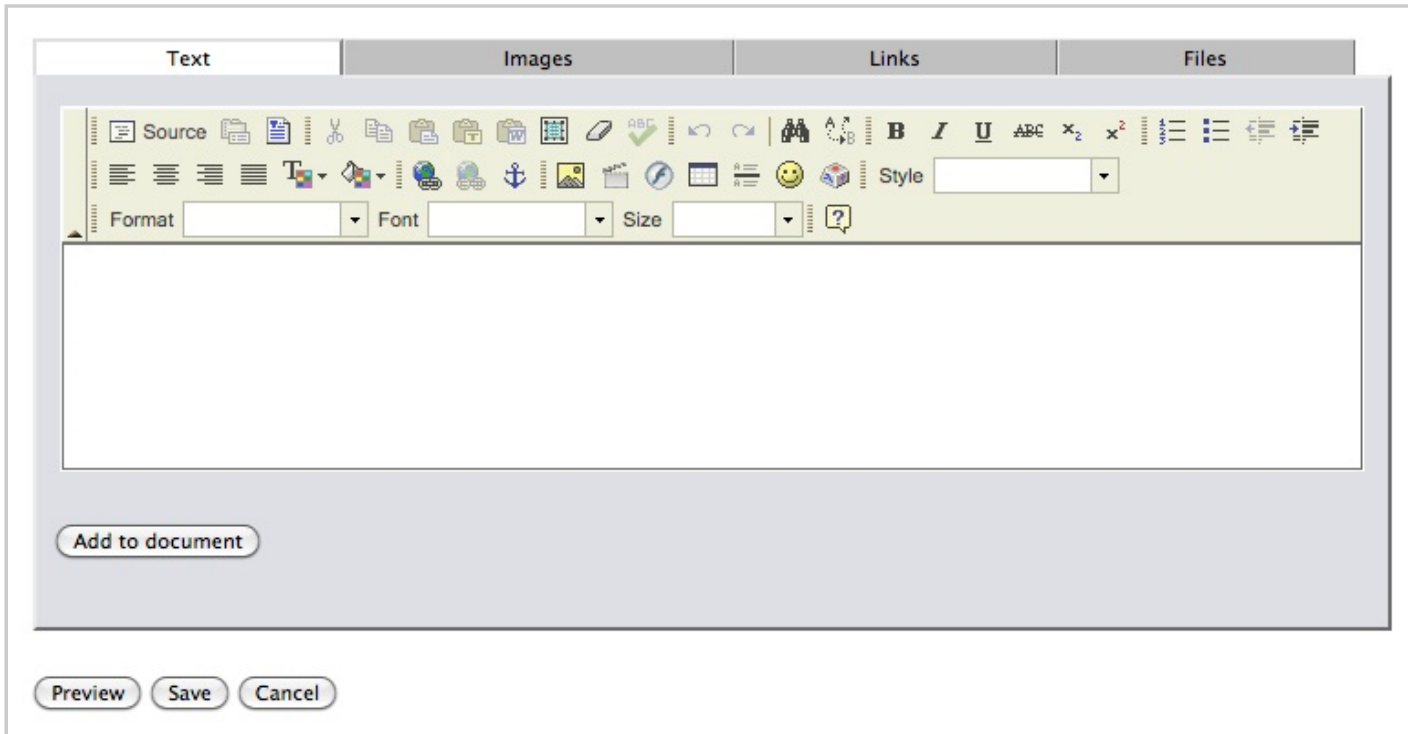


Create a title, search keywords, select accessibility options, and write an abstract in the appropriate text boxes.

### 2.1 Add content to your post

In the content of the blog, you can post text, images, links, and/or files by selecting from the appropriate tabs above the content text box.

To add text click on the **Text** tab. Enter your text into the text editor and click **Add to document** when you are finished.



To add an image click on the **Images** tab. Click the **Browse** button and select an image file from your computer to upload. Once the image file is selected click the **Add to document** button.



To enter a link, click on the **Links** tab. Enter a description for the site as well as its URL, then click **Add to document**.

To attach a file to your post click on the **Files** tab. Next, click on the **Browse** button and select a file from your computer to upload. Once the file is selected click the **Add to document** button.

To ensure you have the correct URL, it is helpful to copy the URL directly from your browser's address bar when you are viewing the site that you want to add. In Windows, use Control + C to copy and Control + V to paste. In OS X, use Command + C to copy and Command + V to paste.



For each piece of content you wish to add you must click the **Add to document** button. You must add each item separately; you cannot add multiple types of content at once. Once you have added your content, it will appear at the bottom of the page under **Current structure**.



Each piece of content will appear as an element in the list. The list order will be reflected in your post. You can reorder the elements by clicking the arrows that appear next to them. You can also delete an element by clicking the **Delete** button that appears beside each element. To modify an element, click the **Edit** button that appears beside it. Save your changes by clicking the **Modify** button.

## 2.2 Set access rights for your post

The **Access** dropdown box allows you to set who can see your blog post. The **Private** setting will prevent anyone other than yourself, including the site owner, from seeing your blog post. The **Site** option will make your blog post viewable by all other site members. If you wish to prevent others from editing your post, check the **Read only** box. If you wish to allow other users to comment on your post, check the **Allow Comments** box.

## 2.3 Preview and post

Once you are finished adding content to your post you can preview your post by clicking the **Preview** button at the bottom. If you are satisfied with your post, click the **Save** button to create your post.

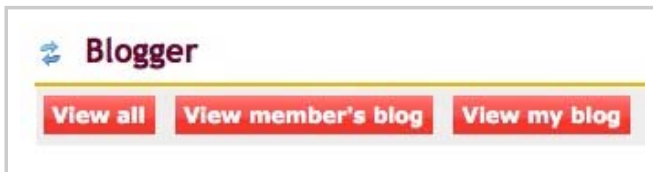
## 2.4 Editing a post

To make changes to a completed post, click on the title of the post and click the **Edit** button at the bottom of the page. You will be able to make changes and add new content to the post.

## 3. View blog posts

By default, only the titles and abstracts of blog posts will be displayed.

The Blogger action buttons allow you to decide which blog posts you would like displayed.



To view only your posts, you can click on the red **View my blog** button below the page title. This will bring you to a list of all your blog posts.

To view the posts of other members, click on the red **View member's blog** button below the page title. Click on any name of the member whose blogs you would like to view, and this will bring you to a list of all the member's blogs.

The Blogger tool also has additional options for viewing posts: On the Blogger homepage, you can check the **Show comments** box, which will show you a list of all the blog posts, their abstracts and their comments underneath. You can also check the **Show full content** box, which will show you a list of all the blog posts, their abstracts, and whatever was posted written in the content of the post upon its creation.

Users have the option of setting the number of blog posts that can be viewed per page. Use the dropdown list on the right, above the list of available posts, to set the number of posts viewed per page.

Users can also search for particular blogs using the provided **Search** box located above the list of available blog posts.

## 3.1 Access rights

To the right of each blog post's title is the name of the post creator and the date it was originally posted. Next to the date, there are icons that indicate what access rights have been set for the posts.



The key icon means that the post is private and can only be seen by the post's creator. The pencil icon means that other site members are allowed to edit the post. The blue speech balloon indicates that other site members are allowed to leave comments on the post.

## 4. Delete a post

You can only delete blog posts that you created. To do this click on the title of the blog post you wish to delete and click the **Delete** button at the bottom. You will then be asked to confirm the deletion. Click the **Confirm** button to delete it or the **Cancel** button if you do not wish to delete it.