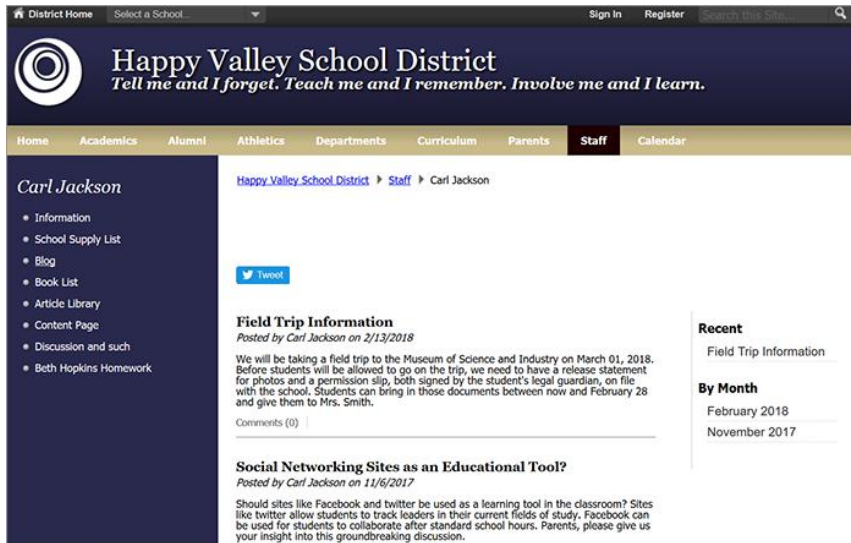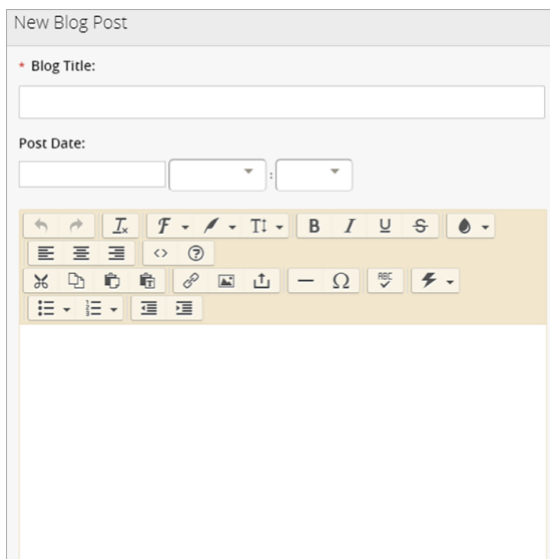# Blog App User Guide

Use blogs to share ideas with your students and the community. Blogs can be useful as polling options or gathering opinions from parents and community members. Blog about your classroom projects and happenings. Post updates on important information, upcoming due dates, and deadlines.

Add the Blog app

Drag the Blog app onto your page.

1. Enter the *Blog Title*.
2. Select the *Post Date* and time.
3. Populate the blog with text. Include images or links and style your text as needed.
4. Enter the author information for the article, including the *Name* and *Email* address.
5. Enter a comma separated list of *Tags* for the blog. Tags help categorize the blog for searching and are optional.
6. Select *Activate on my page* when you're ready to share the information on your page.
7. Select *Save*.

Edit blog posts

You can add, edit, or delete posts and set them as inactive or active.

Blog App

Edit	Options

NEW

STATUS	POST	ACTIONS
ACTIVE	Field Trip Information 2/13/2018	EDIT DELETE
ACTIVE	Social Networking Sites as an Educational Tool? 11/6/2017	EDIT DELETE

I'm Done

Set additional options

Blog App

Edit	Options

General   ∧

* App Name:

Blog App
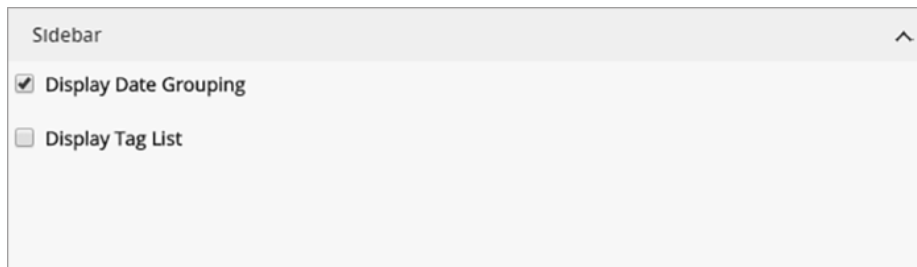
Description:

☐ Show the app name on my page.

Display Settings:
You can display every active record in this app on your page, or a specific number of records at a time.

◉ Display all active app records

◯ Display a specific number of active app records

1. Select *Options*.
2. Enter a title in the *App Name* text box.
3. Enter the *Description*.
4. Select *Show the app name on my page* to display the updated app name.
5. Choose your *Display Settings* for the number of posts to display. Select *Display all active app records* or *Display a specific number of active app records* and enter the *Record Limit*.
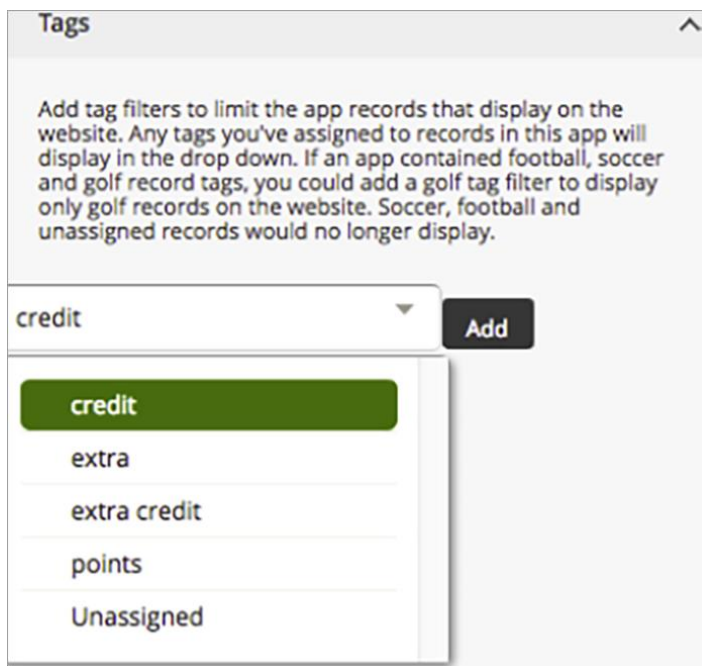
Content date and tagging settings

Want to display content date on the sidebar for visitors? Select the settings you want to display in *Sidebar*.

Need to add more tags for all the posts in your Blog app? Enter the categories in *Tags*.

Tagging

You can add tags to categorize the individual record of a Blog, Headlines & Features, Podcast, or Premium Video app. Use these tags to filter which app records display on the end user website. If you choose, you can display the tags by which you filtered an app as clickable links on the end user website or simply display the filtered records without displaying the tags.