

BLOGGING 101

ACCESS

Your *personal blog* is where you “post to your blog.” To make or edit a post, login at the following URL: <http://www.mysocialnetwork.net/blog/mt.cgi>

You can view your personal blog at the following URL:

<http://www.mysocialnetwork.net/blog/COURSENUMBER/YOURUSERNAME>


The *course blog* is maintained by the course instructor. This blog contains a list of the weekly readings, assignments and any special instructions. The course blog is located at the following URL: <http://www.mysocialnetwork.net/blog/COURSENUMBER>

SETUP

Step 1: Login to your personal blog: You will be given a user name on the first day of class. Your initial password is your Penn ID number.

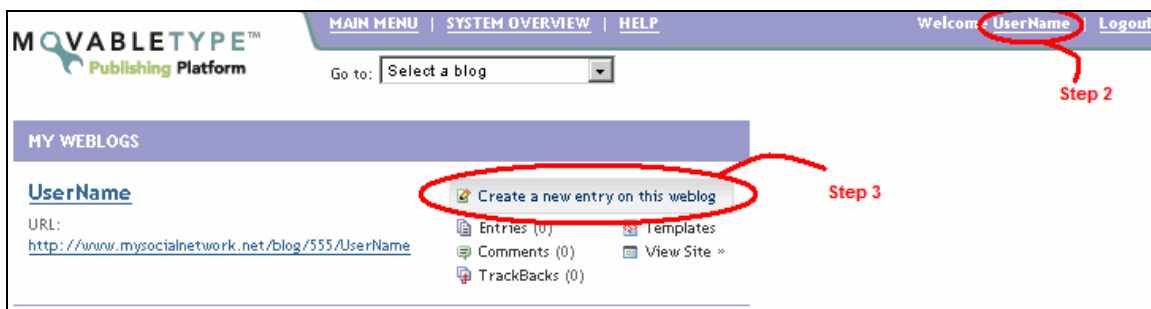
Login to your blog at:

<http://www.mysocialnetwork.net/blog/mt.cgi>



The screenshot shows the login interface for the MOVABLETYPE Publishing Platform. It features the logo at the top left, followed by two input fields for 'Username' and 'Password'. Below these fields is a 'Remember me?' checkbox and a 'Log In' button.

Once you have logged in to your blog, you will see a screen similar to the following:

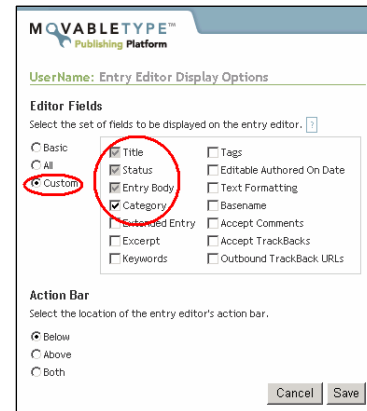
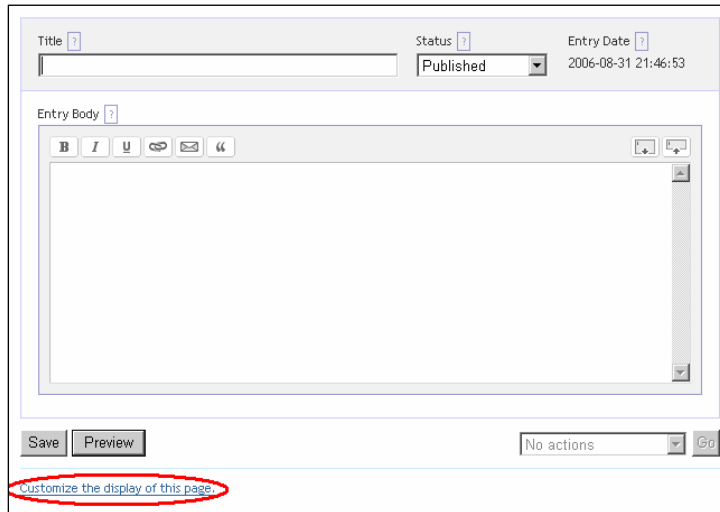


Step 2: Enter a display name and change your password. Click on your user name in the upper right corner of the screen. Enter a “display name” and change your password. Your display name is visible to anyone who uses the Internet. While many people choose to use their real first and last names as their display name, you are not required to do so. When you are finished editing your profile, click on “main menu.”

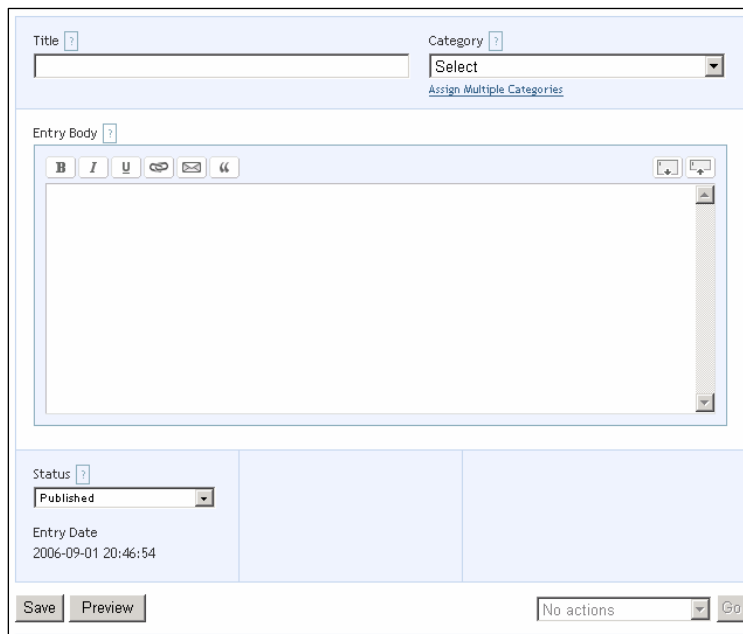
SETUP (CONT.)

Step 3: Customize new entry display. From the main menu, click on “Create a new entry on this weblog,” and complete the following steps:

- Click on “Customize the display of this page”
- A new window will popup, click “Custom” and make sure the following boxes are checked: Title, Status, Entry Body, Category. Click on “Save.”



When you are finished, the new entry display should look like this:



Step 4 (optional): If you wish to customize the appearance of your blog (e.g., color, background, format, etc) you may do so. From the “main menu” click on “Templates” and then click on “Select a Design using StyleCatcher” (link located near the bottom of the screen). Enter the following into the box “Theme or Repository URL”:
<http://www.sixapart.com/movabilitytype/styles/library>. You can apply any of the available styles to your blog. Editing individual templates is not recommended.

CREATING A BLOG ENTRY

You may post on your personal blog at any time. A post can be on any topic related to the course. You may also be required to post assignments and reactions to weekly readings. To create a post, login to your personal blog and click on “Create a new entry on this weblog.”

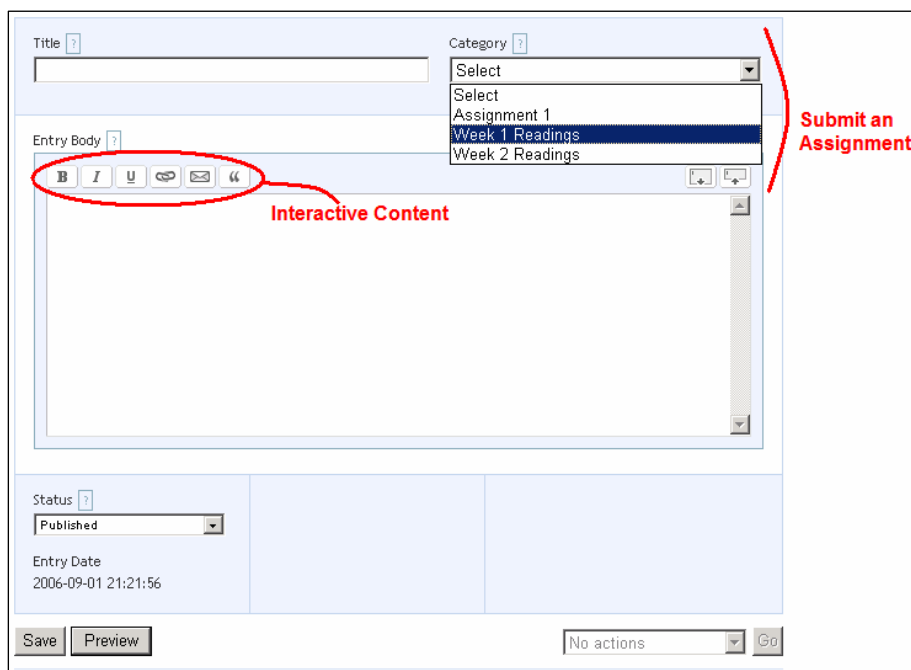
Title: A short title for your post.

Entry Body: The main text of your post. Note: There are a series of buttons for “interactive content” located directly above the entry body box. To use the interactive content buttons, highlight the text you want to edit and then click on the button of your choice (bold, italics, underline, create a link, create an email link, indent quote).

Status: You have the option to have your post “Published” immediately, to leave it “Unpublished” to edit later, or to have your post “Scheduled” to be published on a date and time that you specify. The “Scheduled” feature is helpful if you do not want anyone to see your post prior to the time an assignment is due.

Category: Categories are used to submit a post as a course assignment. If your post is a weekly reaction paper or other assignment, you must select the appropriate category or your post will not be graded (i.e., Week 1 Readings, Assignment 1, etc.). Categories are created by the instructor and may not be visible until the week an assignment is due. When you publish a post with a category a link is automatically created from your post to the course blog, this is called a “trackback.” The trackback creates a timestamp on the course blog indicating exactly when your assignment was submitted.

Save: After you have entered text into the entry body and selected a category (if it is an assignment), click “Save.” If your entry was set to “Published” you should now be able to view it on your blog. Unpublished entries can be accessed and edited later prior to being published.

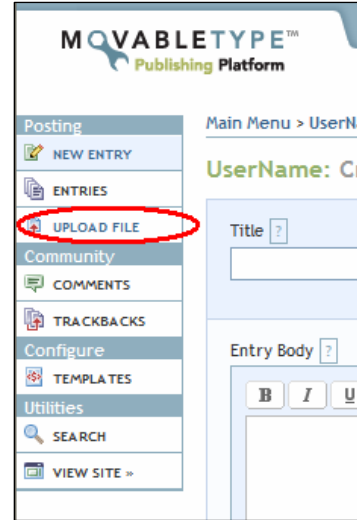


The screenshot shows a web form for creating a blog entry. At the top, there are fields for 'Title' and 'Category'. The 'Category' dropdown menu is open, showing options: 'Select', 'Assignment 1', 'Week 1 Readings', and 'Week 2 Readings'. A red arrow points from the text 'Submit an Assignment' to the 'Week 1 Readings' option. Below the title and category fields is the 'Entry Body' section, which includes a toolbar with icons for Bold (B), Italic (I), Underline (U), Link, Email, and Quote. A red oval highlights these icons, with a red arrow pointing to the text 'Interactive Content'. At the bottom of the form, there is a 'Status' dropdown menu set to 'Published', an 'Entry Date' field showing '2006-09-01 21:21:56', and buttons for 'Save' and 'Preview'. A 'No actions' dropdown and a 'Go' button are also visible at the bottom right.

ADDING AN IMAGE OR FILE

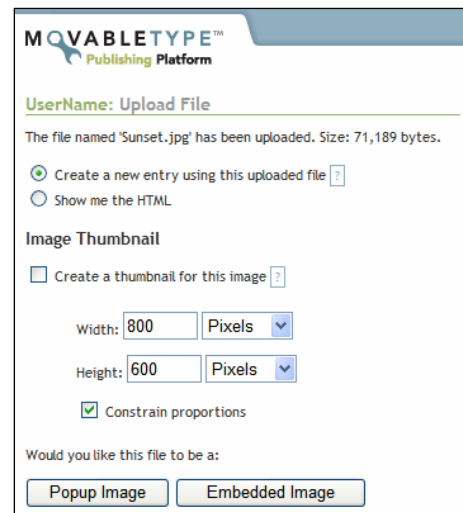
You can add photos and other files to your post by selecting “upload file” from the menu on the new entry screen.

When you click on “upload file” a new window will open. If you are uploading a photo or other image, you will be given the option to create a “popup” or “embedded” image. A popup image opens in a new browser; embedded images appear within the text of your post. It is recommended that you use embedded images. When uploading a photo you will have the option of creating an “image thumbnail”. If you are using a large photo, it is recommended that you create a thumbnail (100 pixels is about the width of a postage stamp).



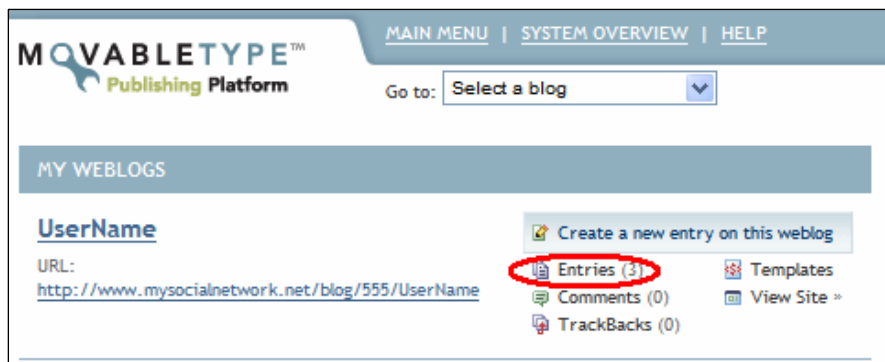
The upload process stores a copy of the file on the blog server. Once you have uploaded a file you will have the option to embed the HTML for your file into a new post, or display the HTML so that it can be used in a future post. *You can only upload the same file one time!* It is recommended that you copy and paste the HTML generated so that you can use this image again in future posts.

The upload process can sometimes take a few minutes to complete. Be patient while the screen loads. Do not reload, close or stop the browser.



VIEW AND EDIT YOUR ENTRIES

You can view published and unpublished (including scheduled entries) for your blog by going to the main menu and clicking on “Entries.” From the entries screen you can see which of your entries have been published, verify that they were published under the correct category, and edit unpublished and previously published entries. Note: The blog server is backed up every few hours; modifying entries that have already been graded will result in a zero for that assignment.



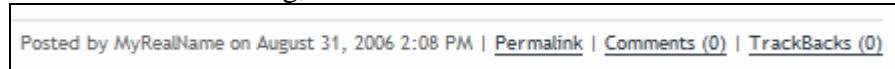
SUBMITTING AN ASSIGNMENT

Read the section on “Creating a Blog Entry,” pay particular attention to how a “Category” can be assigned to a blog posting.

COMMENTS

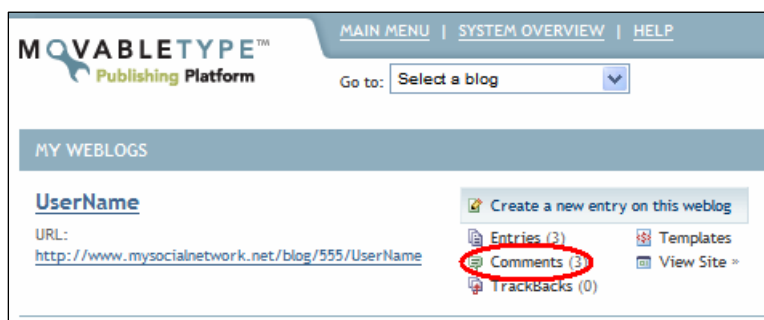
You can leave a “Comment” at any time on the personal blog of any member of the course on any subject related to the course. You may also be required to leave comments to fulfill course requirements. You can find a complete listing of personal blogs on the “course blog”.

To comment on a blog, click on the “Comments” link at the bottom of a blog posting.



You will be presented with a form to type your comment, name, email address, and optionally the URL for your personal blog. *When leaving a comment you must use your Penn email address and you must include your assigned user name in the “name” field* (including your real name is optional and no one will see your email address once your comment has been submitted). When a member of the course posts a comment on another blog, their comment is immediately posted. Since blogging is a public activity, other people may also find and comment on your blog. If a member of the public comments on your blog it will be held for your approval before it is publicly visible. Similarly, if the course instructor or TA comments on your blog, you will have the option of making that comment visible to others.

To view all comments that have been made on your personal blog, including comments that are pending your approval, sign into your blog, go to the main menu, and click on “Comments.”



ADDITIONAL NOTES

- Late assignments will not be accepted.
- The instructor cannot recover your password. Be sure to choose a password you will remember. Losing your password is not an excuse for failing to submit an assignment.
- If you are writing a long post, it is recommended that you use a word processor and then cut and paste into the “new entry” window of your blog. A Web browser that crashes is not an excuse for failing to submit an assignment.