



BLOG

LP+365

HELP GUIDE
VERSION 2.1

1. Overview

The **Blog** tile is located on the **Class/Subject Dashboard** and allows users to create blog posts to share ideas and information relevant to the class.

Blogs contain Posts that are dated and listed in reverse chronological order. Users can comment on posts as well as insert links, images and content. They often have an informal tone or provide a unique perspective, and are frequently used for commentary.

The tile displays the latest blog post with body and title and can be added by both teachers and students who are permitted to the **Class/Subject Dashboard**.

2. Creating a Blog Post

1. Navigate to the Class/Subject dashboard from where you wish to create a Blog post.



FIGURE 1. THE BLOG TILE ON CLASS DASHBOARD

2. On the Blog tile click on the plus **+** symbol as shown in Figure 1 in order to launch a pop up window: **Add a Blog Post** as shown in Figure 2

FIGURE 2. ADD A BLOG POST

3. Add the following:

- **Title:** this should be the title you want displayed on the Blog tile. This is a required field.
- **Body:** if you wish to expand on your Blog, then this field should contain the main body of text of your Blog.
- **Category:** if you wish to categorise your blog, select a category from the drop down selection. These can be customised via the Categories list in the corresponding SharePoint Online site.
- **Publish Date:** this should contain the date on which you would like the Blog post to be published. This is a required field.
- **Publish Time:** this should contain the time at which you would like the Blog post to be published on a particular date. This is a required field.
- **Save** button: will save and display the blog post on the dashboard tile.

TIP You can enter a date in the future, if you want your most recent post to remain visible on the tile.

3. Viewing Blog details.

Once a blog post has been created, you can click on the post to view its details as shown in Figure 3.

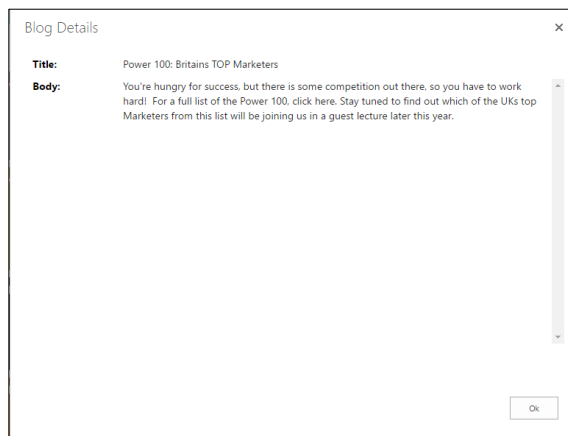


FIGURE 3. VIEW A BLOG POST

4. Viewing Blog Posts.

Clicking on the title of the **Blog** tile will launch a new browser tab to display a list of all your class blog posts as shown in Figure 4.

You can create and manage posts from this view and the changes will appear on the **Blogs** tile of your Class/Subject Dashboard as well as manage comments and categories.

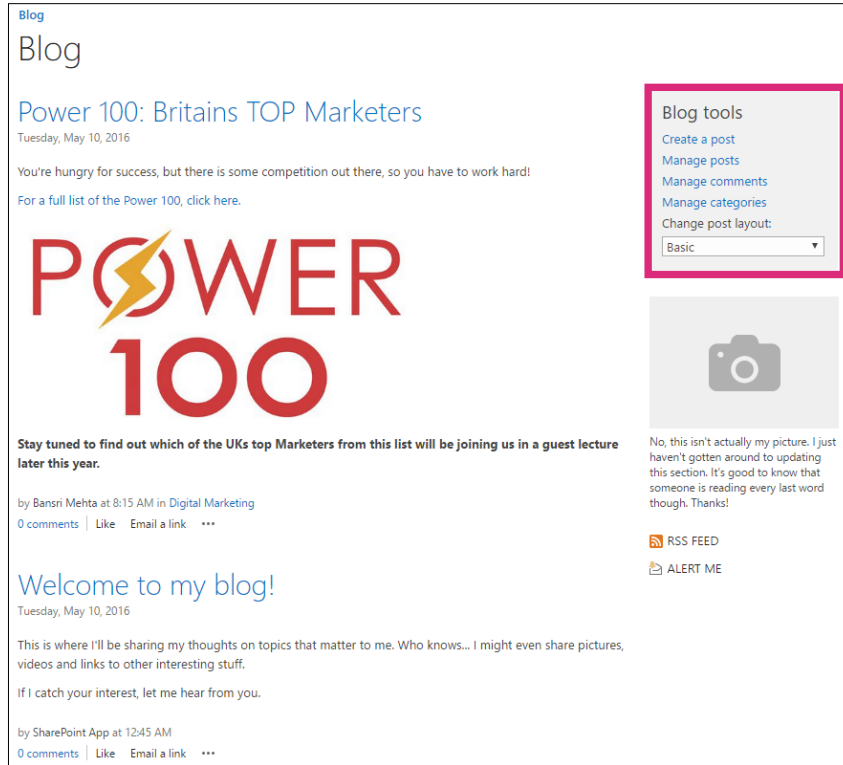


FIGURE 4. BLOG POSTS

4.1 Manage Comments.


Users can comment on blog posts. Under the **Blog tools** section, you can select the option to manage these comments or add new comments.

Selecting this will navigate you to a list view of all comments as show in Figure 5 from where these can be managed at a granular level. The top navigation bar provides further options for item and list



configuration.

FIGURE 5. BLOG COMMENTS



1. Clicking on +new item will allow you to add a new comment to the list.
2. Clicking on an item title will launch the comment from where it can be edited or deleted
3. Clicking on the author will direct you to their MS Delve dashboard (if activated)
4. Clicking on the Post Title will open a pop up window displaying the blog post and its comments
5. Clicking on edit  will launch the comment in editing mode.

4.2 Manage Categories.

If you are creating multiple posts: then these can be categorized from a filtered list of your blog posts. Under the **Blog tools** section: select the option to manage these categories.

This will navigate you to a list view of all categories as show in Figure 6 from where these can be managed at an item level.

The top navigation bar provides further options for item and list configuration.

1. Clicking on **+new item** will allow you to add a new category to the list.
2. Clicking on an item title will launch the category from where it can be edited or deleted
3. Clicking on  will drop down additional options to manage the selected category.
4. Clicking on edit  will launch the comment in edited mode.

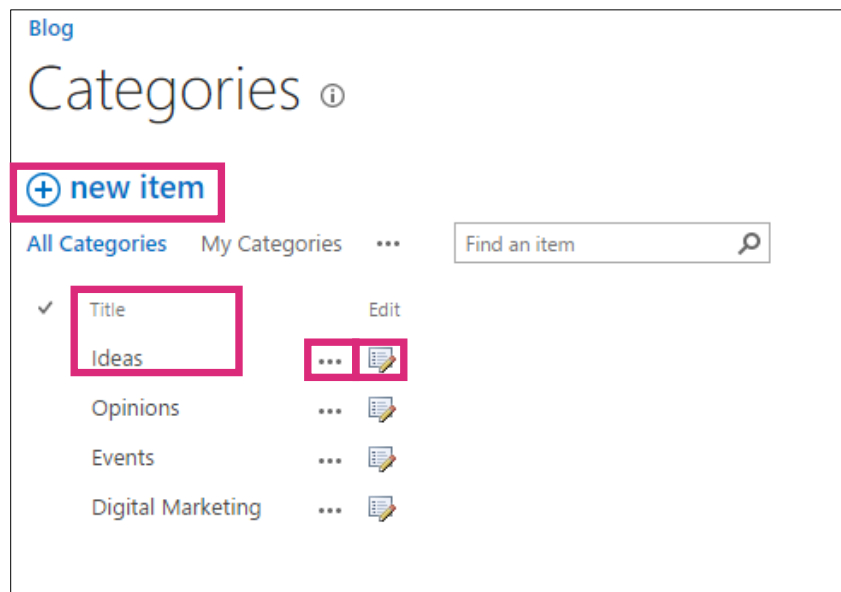


FIGURE 6. BLOG CATEGORIES

4.3 Deleting Posts.

Posts can be deleted from the same manage blog post list view.

1. Select the post(s) that you wish to delete. You can do this by hovering over the title of a post, and clicking on the tick icon that will appear to the left hand side of the post title as shown in Figure 7.

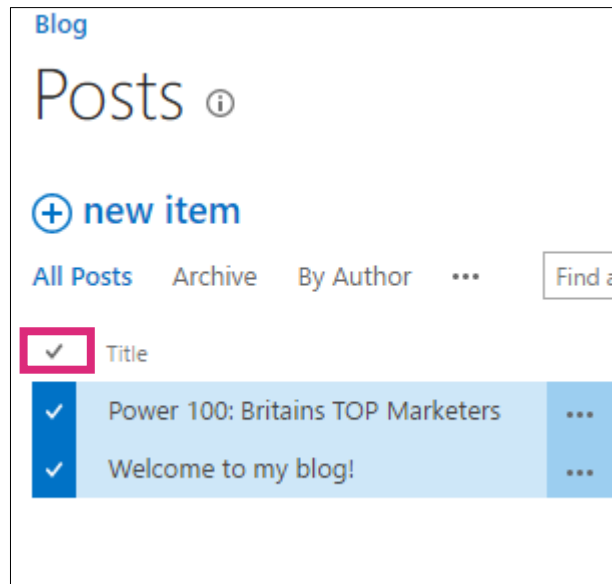


FIGURE 7. BLOG CATEGORIES

2. Having selected the post(s) that you wish to delete, click on the ellipses (series of three dots) and select delete item from the dropdown menu that appears as shown in Figure 8.

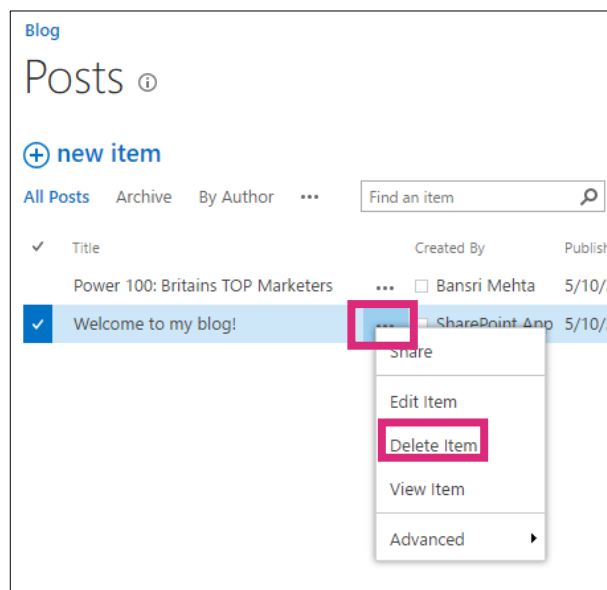


FIGURE 8. DELETING A POST

3. A new popup window will appear, asking you to confirm that you want to delete the **Post**.

Click on OK if you are sure that you wish to delete this **Post** as shown in Figure 9. The item can be restored from the Recycle Bin by the site administrator.

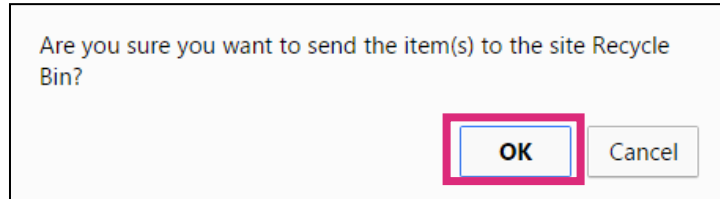


FIGURE 9. CONFIRMATION MESSAGE

5. Additional Guides.

For more information, please see below online tutorials from Microsoft:

- [Create and Manage a blog to share information](#)
- [Create a Blog](#)
- [Manage blog post layout](#)
- [Manage blog post categories](#)

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