

Getting Started with Global2

This guide will help you begin a blog using Global2 (<http://global2.vic.edu.au>). Further instructions can be found at <http://help.edublogs.org/>

This guide will take you through the following steps (click on the links to jump to each section).

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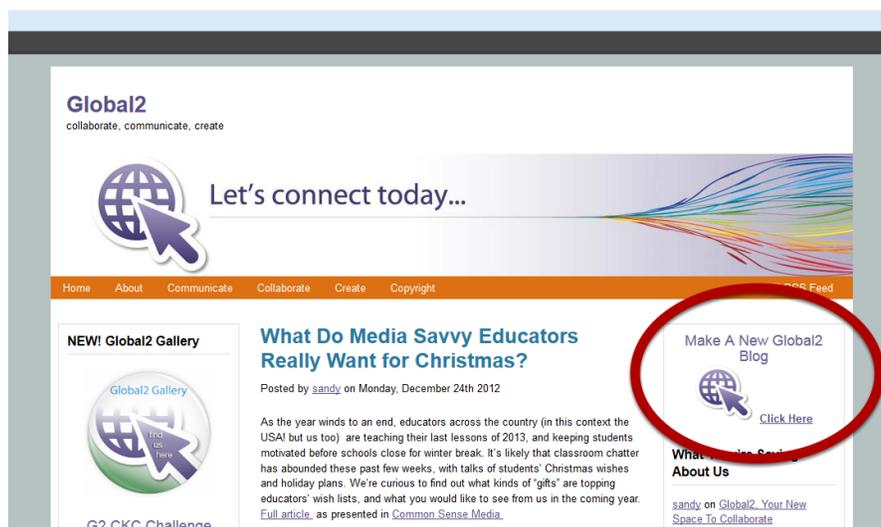
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The Global2 Site



To start a Global2 blog you need to go to <http://global2.vic.edu.au/>

Note: the front page splash will change over time and may not look directly the same as this one.

To get started, click on the **Make a New Global2 Blog** link.

Signing Up

The screenshot shows a registration form titled "Get your own global2.vic.edu.au account in seconds". It contains the following elements:

- 1** Username: A text input field containing "mrsmorris". Below it is a note: "(Must be at least 4 characters, letters and numbers only.)"
- 2** Email Address: A text input field containing "mrsmorris@leopold.vic.edu.au". Below it is a note: "We send your registration email to this address. (Double-check your email address before continuing.)"
- 3** Terms Of Service: A checkbox labeled "I Agree" which is checked.
- 4** Radio buttons for site preference: "Gimme a site!" (selected) and "Just a username, please." (unselected).
- 5** A "Next" button at the bottom of the form.

When the signup screen opens you need to decide on a **username**.

You need to choose your username carefully as this will be the username for any blogs of which you are a member. Your username must be at least four characters long and cannot contain spaces, punctuation or other than letters and numbers. Unless you have a totally unique username, you may need to modify your first choice.

You next need to enter your **email address**. You can only create blogs at Global2 using emails with an edumail.vic.gov.au, vic.edu.au or from a Victorian Catholic Education Office (eg. catholic.edu.au).

Make sure that your email address is correct as you will need to click on a link in an email sent to this address to get started with your blog.

After reading the Terms of Service you need to tick the **I Agree** box.

Finally, if you are wanting a blog (and not just a username) you need to leave the **Gimme a blog!** button active.

Having done this you need to click on the **Next** button.

Naming Your Blog

Site Domain:

sampleblog 1
.global2.vic.edu.au

(Your address will be domain.global2.vic.edu.au/.) Must be at least 4 characters, letters and numbers only. It cannot be changed, so choose carefully!

Site Title:

My Sample Blog 2

Language:

English 3

Privacy:

- Public 4
- Search Engine Blocked
 - Visitors must have a login - anyone that is a registered user of global2.vic.edu.au can gain access.
 - Only registered users of this blogs can have access - anyone found under [Users > All Users](#) can have access.
 - Only administrators can visit - good for testing purposes before making it live.
- Anyone that visits must first provide this password:

Note: Anyone that is a registered user of this blog won't need this password.

Signup 5

The next step is to decide on your **site domain** or the internet address where your blog will be found. Your blog will automatically end with .global2.vic.edu.au The domain must be 4 characters in length and use only numbers and letters with no spaces. Choose wisely as this cannot be changed. Think about choosing a name that can be used for more than one year (eg. morrisclassblog rather than 4KM2013).

You can then enter the **blog title** which can be changed later if required.

Finally, you need to decide if you want your blog to appear in **search engines** before clicking on the **Signup** link.

Congratulations

Congratulations! Your new site, [My Sample Blog](#), is almost ready.

But, before you can start using your site, **you must activate it.**

Check your inbox at mrsmorris@leopold.vic.edu.au and click the link given.

If you do not activate your site within two days, you will have to sign up again.

Still waiting for your email?

If you haven't received your email yet, there are a number of things you can do:

- **Wait a little longer. Sometimes delivery of email can be delayed by processes outside of our control.**
- Check the junk or spam folder of your email client. Sometime emails wind up there by mistake.
- Have you entered your email correctly? You have entered mrsmorris@leopold.vic.edu.au, if it's incorrect, you will not receive your email.

Having clicked on the **Signup** link, the next screen will direct you to check your email in order to activate the blog.

Note: you must access this email within two days or the link will expire. If the link hasn't arrived within 30 minutes please check your email junk or spam folder.

Should the email not arrive then it is possible that you have not entered it correctly. You will need to start again.

The Activation Email

global2.vic.edu.au <global.teacher@edumail.vic.gov.au>

to me ▾

To activate your blog, please click the following link:

<http://sampleblog.global2.vic.edu.au/wp-activate.php?key=bd0505c2>

After you activate, you will receive *another email* with your login.

After you activate, you can visit your site here:

<http://sampleblog.global2.vic.edu.au/>

When you check your email you will find an email that contains an activation link. To activate your link, you need to click on the first/longer link. Alternatively you can copy and paste the link into your browser.

You're Activated

Global2
collaborate, communicate, create

Let's connect today...

Home About Communicate Collaborate Create Copyright RSS Feed

Your account is now active!

Username: mrsmorris 1

Password: Hxgcl1... 2 3

Your account is now activated. [View your site](#) or [Log in](#)

Having clicked on the activation link, you will be presented with your account details plus the link to view your site or to login to your blog. You don't necessarily need to write down your username and password as you will also be sent an email with these details. Copying your password now will make it easier to login. You will be changing your password to something easier to remember soon.

Click on the **Log in** link to be taken to the login page of your new blog.

Logging in

Global2
collaborate communicate create

Username
mrsmorris

Password
●●●●●●●●●●

Remember Me **Log In**

[Register](#) | [Lost your password?](#)

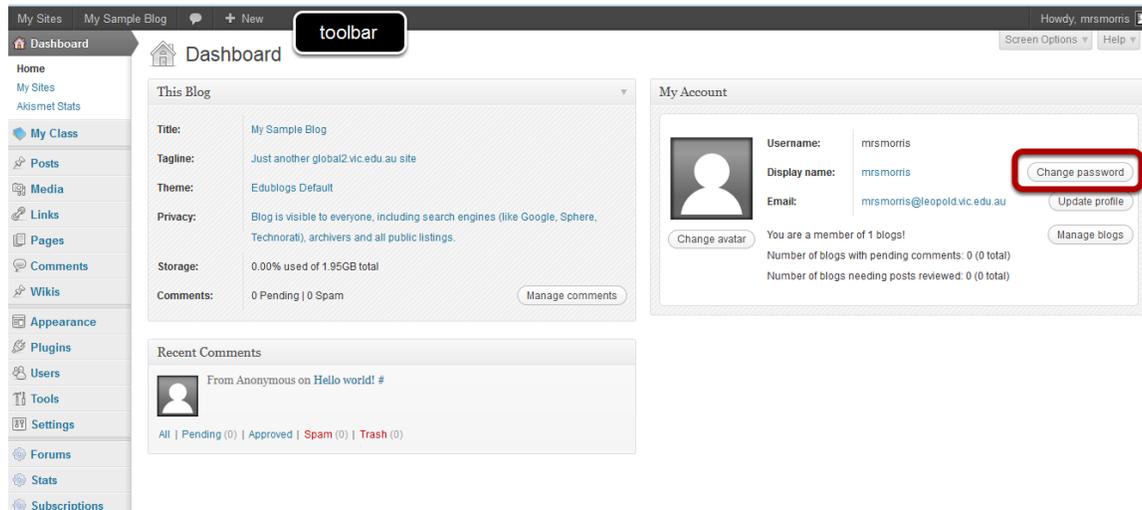
[← Back to My Sample Blog](#)

When you click on the **Log in** link you will be taken to the blog login page where you need to enter your username and your initial password.

If you have forgotten these details you can check your email again as Global2 will also have emailed them to you along with the login URL.

Tick the **Remember Me** box only if you are using your own private computer. Press **Log In** when you're done.

The Dashboard



Once you have logged in for the first time you will find the **dashboard**. This is where all of the blog options can be found. You will return to the dashboard each time you login and any time that you wish to do work on your blog.

Don't worry about all the options on the dashboard, there are only a few key sections you will be working in most of the time.

You will see a **toolbar** at the top with some quick links such as add new post, add new page or manage comments. This toolbar will be visible whenever you're logged into your blog and you can access it from your dashboard or the front end of your blog.

You will find all of the dashboard options listed down the left hand side of the screen. Note: each of these options have drop down menus with other options related to each area.

Click on the **Change Password** button on the right hand side.

Changing Your Password

New Password

1 If you would like to change the password type a new one. Otherwise leave this blank.

2 Type your new password again.

Strong Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ & .

Update Profile 3

Clicking on the **Change Password** button will take you to the bottom of your profile page.

You will need to type your password in twice and press **Update Profile** when you're done.

Tip: while you're in your profile page, you might want to scroll up and change your nickname. This will be the name seen publicly when you write posts and comments etc. You cannot change your username but you can change your nickname as often as you like.

Click **Dashboard** in the top right hand corner of the screen to return to your dashboard home.

Writing Your First Post

Screen Options Help

Add New Post

Enter title here 1

Upload/Insert Visual HTML

2

3 Publish

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

Move to Trash Publish

Categories

All Categories Most Used

Uncategorized

To begin to add to your blog you need to open up the **Posts** drop down menu in your dashboard (look on the left hand side). Click on the **Add New** link to write a new post.

Note: you can also use the toolbar at the top and select **New > Post**.

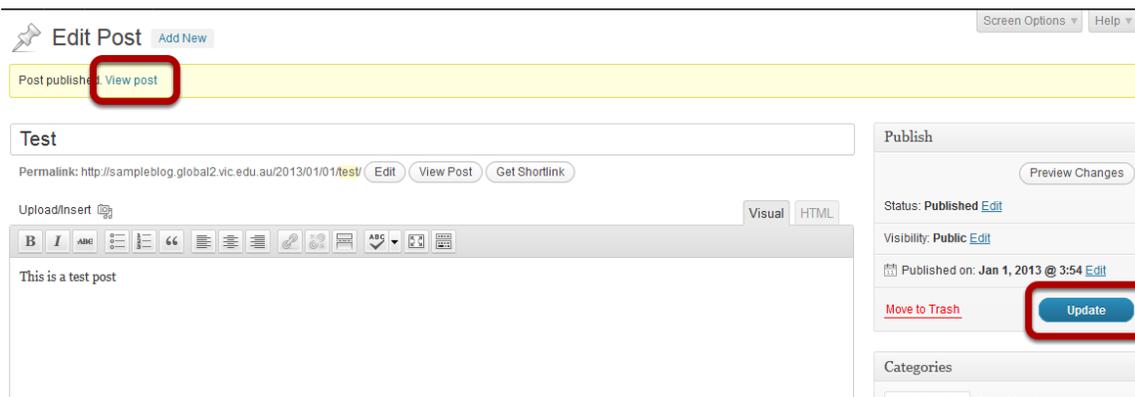
Add a post title before you begin to write in the post panel.

You will notice that the editing panel has a limited range of options. Hover your mouse over each icon to see what it does. If you wish to access some more options then you can click on the multi-coloured icon (it is called **show/hide kitchen sink** when you hover your mouse over it).

You can also open the writing pane to full screen by clicking on the full screen icon next to the multi-coloured icon (called **toggle fullscreen mode**).

When you are ready to add the post to your blog you need to click on the **Publish** button. You may also elect to save the work as a draft and/or preview it at any stage.

Your Published Post



The screenshot shows the WordPress 'Edit Post' interface. At the top, there are links for 'Edit Post' and 'Add New'. Below this is a yellow bar with 'Post published' and a circled 'View post' button. The main content area shows the title 'Test', a permalink, and a rich text editor with the text 'This is a test post'. On the right sidebar, the 'Publish' section shows 'Status: Published', 'Visibility: Public', and 'Published on: Jan 1, 2013 @ 3:54'. The 'Update' button in the Publish section is circled in red.

When you press **Publish**, you can continue to work on your post. You will just need to press **Update** if you make any more changes.

To view your published post, scroll up and you will see a **View Post** button. Click it to be taken to the front end of your blog.

Tip: while working on your blog, you might like to have two tabs open - one with your dashboard and the other with your blog. That way you can easily check your blog as you update it.

Viewing Your Post and Returning to the Dashboard



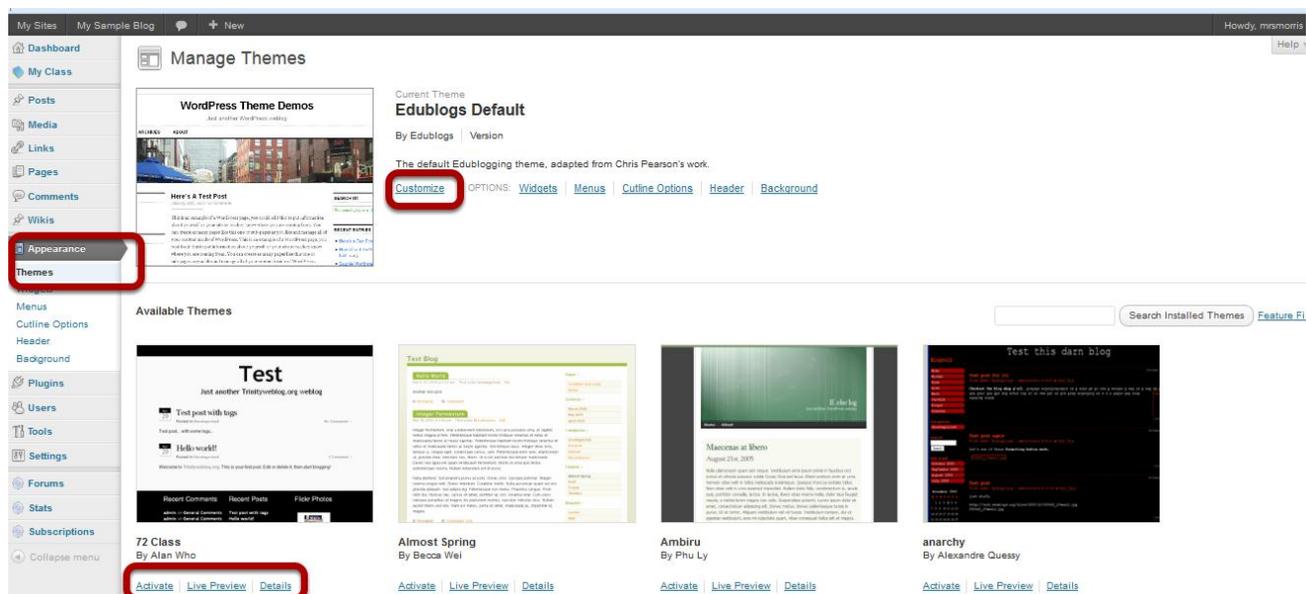
When you click on the **View Post** link you will find your post at the top of the blog. Posts are displayed in reverse chronological order.

You will see an **Edit** button under the title (this is only visible when you're logged in). Click this to be taken straight to your dashboard to edit the post.

To return to your dashboard, simply use the toolbar at the top of your blog. Click on the title of your blog and choose **Dashboard** from the drop down menu.

Tip: The URL for your dashboard will always be your blog URL followed by /wp-admin (eg. <http://sampleblog.global2.vic.edu.au/wp-admin>).

Changing Your Theme



Every newly created blog has the same default theme which you can easily change.

Simply go to **Appearance** and then **Themes** using the left hand navigation bar in your dashboard.

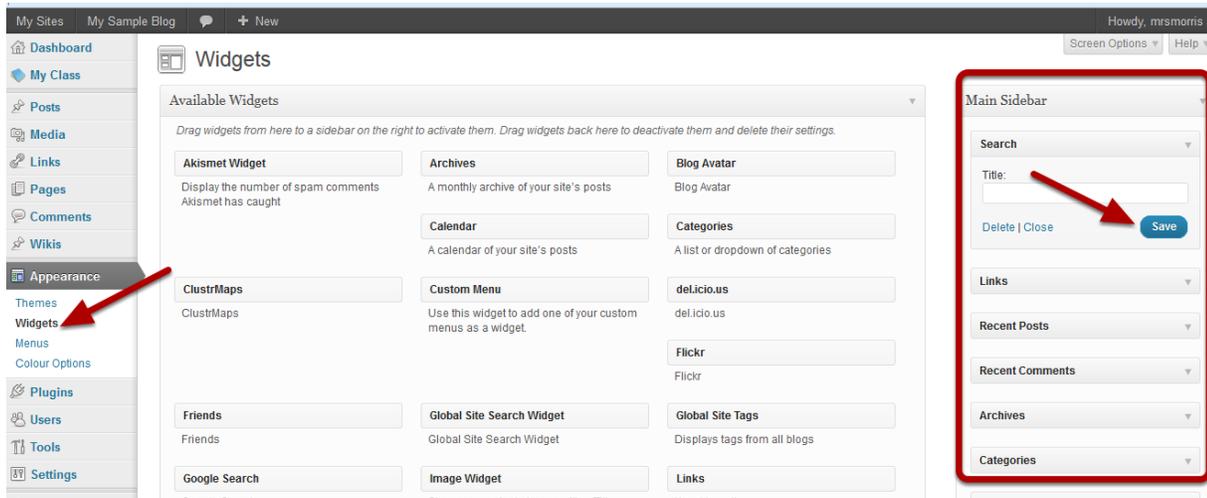
Click the **Live Preview** links to preview a theme before activating it.

It can be tricky to find a theme that works for you. Do you want a customisable header so you can have your own image at the top of the blog? Do you want a theme that displays pages at the top of the blog? Play around with different themes until you find one that works for you. Most bloggers don't change themes too often so as not to confuse their readers.

When you find a theme you like, click **Activate**.

Click **Customize** at the top of the themes page to change the header, background, title and menus of the current theme, all in one place.

Adding Widgets



The term widget refers to any tool or content that you display on the left and/or right sidebar(s) of your blog — these are the blocks that make up your sidebar(s).

To access your widgets, click on the **Widgets** link under the **Appearance** tab on the left hand navigation bar in your dashboard.

You can then add or remove widgets by dragging the widgets from the list to the sidebar(s) on the right. There can generally be one or two sidebars to choose from, depending on your theme. If there are two sidebars, they will be underneath each other on the right hand side of the page.

Some commonly used widgets that you may like to add include *Search, Links, Subscribe by Email, ClustrMaps, Recent Posts, Archives, Categories* and *Recent Comments*.

Find an overview of all available widgets here

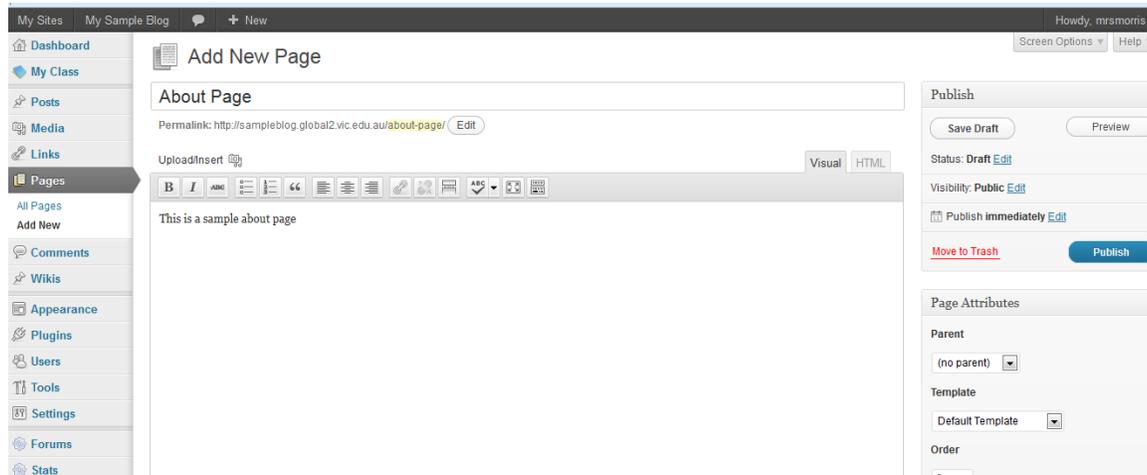
<http://help.edublogs.org/2009/08/06/widgets-available-to-different-edublogs-blog-users/>

As you add a widget you will be given a chance to modify the default settings for it. Use the drop down arrow under each widget to make any changes to the settings and then press **Save**.

You can re-order the widgets by dragging them around in the sidebar pane.

After working on your widgets you may like to visit your blog to see how they look.

Writing a Page



You normally use pages for information that you want to share with your readers but don't expect to update frequently. The first page you might want to write is an **About** page. This will explain to your readers who you are, where you are and what you're blogging about.

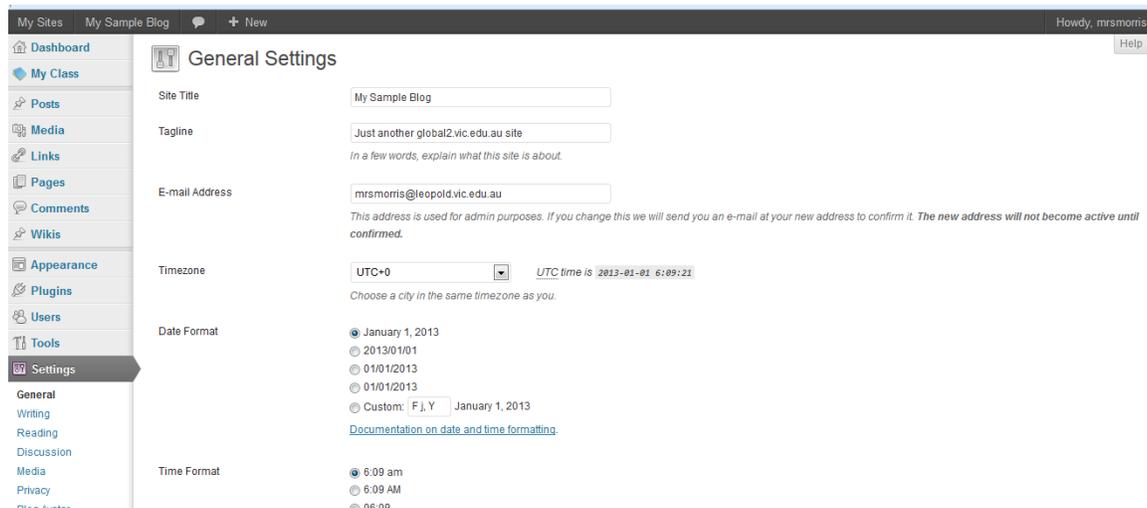
To add a page, click on the **Pages** drop down menu in your dashboard using the menu on the left hand side. Click on the **Add New** link to write a new page. Note: you can also elect to use the toolbar at the top and select **New > Page**.

Just like writing a post, give your page a title, add content and press **Publish**. Scroll up and press **View Page** to see what your page looks like on your blog.

Your new blog may already display a sample page by default. To remove this, go to **Pages > All Pages**. Hover your mouse under the page you want to remove and click **Trash**.

Remember, only some themes will display page links at the top of your blog. Other themes display them on the sidebar as a widget.

General Settings



Now you have made a few basic changes to your blog, it is a good idea to review your general settings. Simply go to **Settings > General** on the left hand panel of your dashboard. You can change all the general settings as often as you wish.

The Site Title is displayed in the title bar of a web browser and in the header of most themes. This is also known as your blog title. You can change this as often as you wish but as it is generally the first thing readers see, chose a name that reflects the purpose of your blog.

The concept behind a blog **Tagline** is to create a memorable phrase that sums up the blog (*eg. we are the grade three students of Sample Primary School in Victoria, Australia*). The tagline is normally displayed just below the blog title.

The **email address** is where all comment moderation emails are sent. This could be rotated if the blog belongs to a team of teachers and students.

Before clicking **Save Changes**, you can alter your timezone and time/date format etc.

Accessing Additional Help and Guides

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teaching time

blogs for people



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Here's How to Get Help at Edublogs

 Pro Users, email us	 Campus Users, email us or call us	 Access our free guides and videos	 Attend our free webinars	 Subscribe to our tips and advice blog
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Quick access to our core support guides and materials



Getting Started with Edublogs
a beginner's guide and tutorials

How to get going with your Edublogs

A quick guide to help you and your students start a blog, write posts, upload images, change designs and manage comments.

There are a plethora of more step-by-step help guides available on the Edublogs site. Simply visit <http://help.edublogs.org/> Browse the handouts or scroll down to find the search box.

Some other things you might want to try when setting up your blog include:

- [Inserting links in posts/pages](#)
- [Adding images and other media to posts/pages](#)
- [Adding a blogroll to your sidebar](#)
- [Adding users](#)
- [Managing comments](#)
- [Using tags and categories](#)

Note: you can click on the above links to be taken directly to the help guide if you are viewing this document online.

Global2 users can also access the full range of personalised help that Edublogs offers. Visit <http://help.edublogs.org/> to find out how to email, tweet or Skype for help.