



## **USER GUIDE**

### **Blogs**

**Schoolwires® Centricity™**

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## Introduction

With the **Blogs** Premium Enhancement Module, you can post content updates, accept comments, maintain and archive blogs within your website. You can further increase interactivity by sharing blog postings with users through Really Simple Syndication (RSS), which is a web technology that feeds posts made to your website blog to newsreader software or portal websites.

### Audience and Objectives

We recommend that Site Directors, Subsite Directors and Section Editors read this chapter.

In this chapter, you will learn how to:

- Create and add a blog to your end-user website;
- Add postings to your blog;
- Manipulate blog postings and comments; and,
- Work with Really Simple Syndication (RSS).

### Overview

The **Blogs** (short for **Web log**) Module allows you to:

- Create subject-specific blogs by adding *Blog Pages* to your website.
- Publish blog postings without technical know-how or additional editing and file transfer software.
- Post visitor comments while retaining control through approval.
- Catalogue your blogs automatically by month posted and by recent postings.
- Share updates with visitors through RSS technology by feeding postings to newsreader software or portal websites.

You might use blogs to:


- Promote literacy by encouraging reading and writing.
- Provide immediate feedback.
- Facilitate cooperative learning activities.
- Create a forum for students to express themselves while still retaining control.
- Improve and promote communications with parents and the community.

There are many informative websites on the Internet that address the use of blogs in education. *Schoolwires* invites you to explore the possibilities.

If your organization has purchased the **Blogs** Premium Enhancement Module and a Site Director or Subsite Director has enabled blog editing for the *section*, a *Blog Page* type will be available in the *Section Workspace*. See **Centricity** chapters, “Channel


Workspace” and “Section Management,” for more information on how blog editing is enabled.

Figure 1 illustrates what a *Blog Page* might look like on the end-user website.

 [Subscribe](#)

Monday, May 15, 2006 9:30 AM

## Frogs & Salamanders Safari

 Frogs and Salamanders live in and near water holes, such as streams and lakes. They are small slimy creatures that inhabit Pennsylvania's waterways.

Posted by Craig at 9:30 AM

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7 Approved Comment(s)

**Craig said...**  
I like frogs. They keep the insect population down.  
Posted on Wednesday, May 10, 2006 12:00 AM

**Karen said...**  
I got bit by a frog once.  
Posted on Wednesday, May 10, 2006 12:00 AM

**Patti said...**  
Did you ever read "The Mysterious Tadpole" (I think that's the name of the book) by Steven Kellogg?  
Posted on Wednesday, May 10, 2006 12:00 AM

**Craig said...**  
Frogs are nice creatures.  
Posted on Thursday, May 11, 2006 12:18 PM

**Tom said...**  
I didn't realize that the tails fall off.  
Posted on Friday, May 19, 2006 6:00 PM

**Recent Postings**  
[Frogs & Salamanders Safari](#)  
[Monarchs in the Classroom](#)

**Postings by Month**  
[May 2006](#)  
[April 2006](#)

**Figure 1: Blog Page on the end-user website**

## Adding a New Blog Page

If your organization purchased the **Blogs** Premium Enhancement Module and blog editing is enabled for the *section*, you can add a *Blog Page* just as you would add any other *page type*.

To add a new *Blog Page*:

1. Access the *Section Workspace*.
2. Click on the *New Page* button on the *Manage Pages* tab or the *Pages* drop-down menu. When using the *New Page* button, a window like the one shown in Figure 2 will display. When using the *Pages* drop-down menu, a window like the one shown in Figure 3 will display.

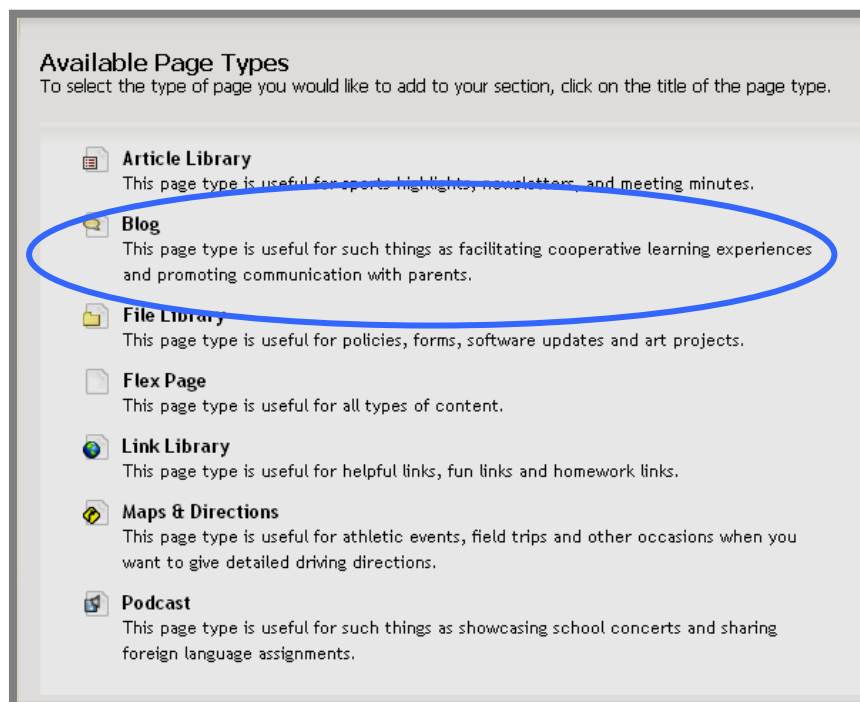


Figure 2: Page Types window without calendar page

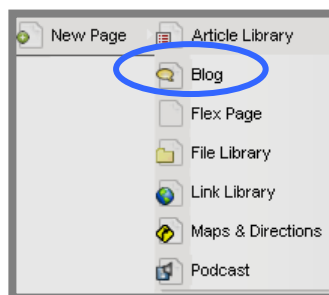


Figure 3: Page Types window without calendar page

3. Click on the *Blog Page* type. An *Add Blog Page* window like the one shown in Figure 4 will display.

**Add Blog Page**  
Enter the name of your Blog Page below.

**Page Name:**  
This is the page name users will see in your section navigation.

**Section Hierarchy List Reminder:**  
Since you are using hierarchy navigation rather than automatic navigation, you must manually add this page to the hierarchy.

Save Cancel

**Figure 4: Add Blog Page window**

4. Enter a Page Name for the *Blog Page* you are adding.
5. Click on the *Save* button. The *Section Workspace (Manage Pages* tab) will return as the active window. The *Blog Page* you added will show under the Current Pages. Its status will be active.

**TIP:** Schoolwires recommends you make the Blog Page inactive until you are finished working on it by clicking in the checkbox to the left of "Active." The "Inactive" status will display, and the Blog Page will not be visible on the end-user website.

**Note:** If your *section* has an active Hierarchy List, you will need to manually add the new *Blog Page* to the Hierarchy List to make your *page* accessible on the end-user website. If you have an active Hierarchy List, you will see a reminder like the one shown in Figure 4. See **Centricity** chapter, "Site Shortcuts & Section Hierarchy," for more information.

## Adding a New Posting

A *Blog Page* is a collection of postings just as an *Article Library* is a collection of articles. A posting is an entry of information into a *Blog Page*. Until you add a posting to a *Blog Page*, it is empty.

Visitors can post a comment from the end-user website if comments are enabled by the author. Comments must be approved by an editor with privileges for that workspace before they will appear on the end-user website.

To add a new posting:

1. Once you have added a *Blog Page* using the *New Page* task, access the *Section Workspace*.
2. Click on the Page Name for the *Blog Page* to which you want to add a new posting. A *Postings* window like the one shown in Figure 5 will display.

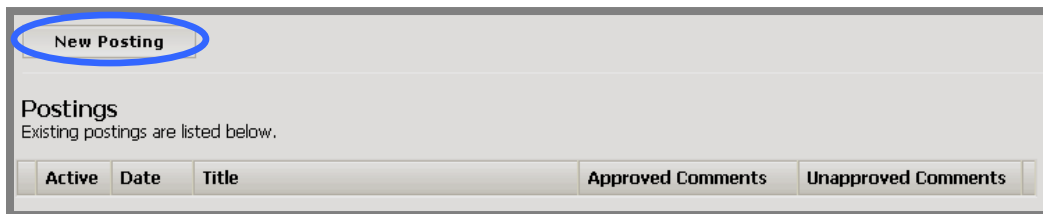


Figure 5: Postings window

3. Click on the *New Posting* button. A *New Posting* window like the one show in Figure 6 will display.


Figure 6: New Posting window

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The window consists of four tabs. The tabs are:

- *General* tab—enter the posting title, date, time and date/time format. You can make the posting Active or Inactive. The *New Posting* window will open to this tab. All fields are required.
  - *Posting* tab—enter the posting content into the **Editor**.
  - *Comments* tab—determine whether to allow visitors to post comments to the posting. If comments are allowed, select who can add comments by choosing the appropriate roles.
  - *Author* tab—enter the name and email address for the posting author. Both fields are required.
4. The *New Posting* window will always open on the *General* tab as shown in Figure 6. All fields on this tab are required.
- a. Enter the Title for the new posting.
  - b. The Date field will be populated with today's date. Edit the date as required.

Note: The date will appear at the top of the posting. It will also determine in which month the posting will be archived on the end-user website under *Postings by Month*. It does not, however, effect the date on which the posting will display on the end-user website.

**TIP**: Clicking on the calendar icon  will display a calendar that you can use to select the desired date.

- c. Select the desired time by clicking on the Time drop-down list.
- d. Select the desired date and/or time format by clicking on the Format drop-down list.

**TIPS**: If you select a format containing the time, the selected time will appear at the top and bottom of your posting as shown in Figure 1.

While the posting is under construction, leave the Active checkbox unchecked. Remember to make it Active or it will not appear on the end-user website.



Note: If you do not complete the required fields OR if you do not enter the date as mm/dd/yyyy, an error message like the one shown in Figure 7 will display.



Figure 7: General tab error message

5. Click on the *Posting* tab. An **Editor** like the one shown in Figure 8 will display within the tab. Enter the posting content into the **Editor**. See *Centricity* chapter, “**Editor**,” for more information.

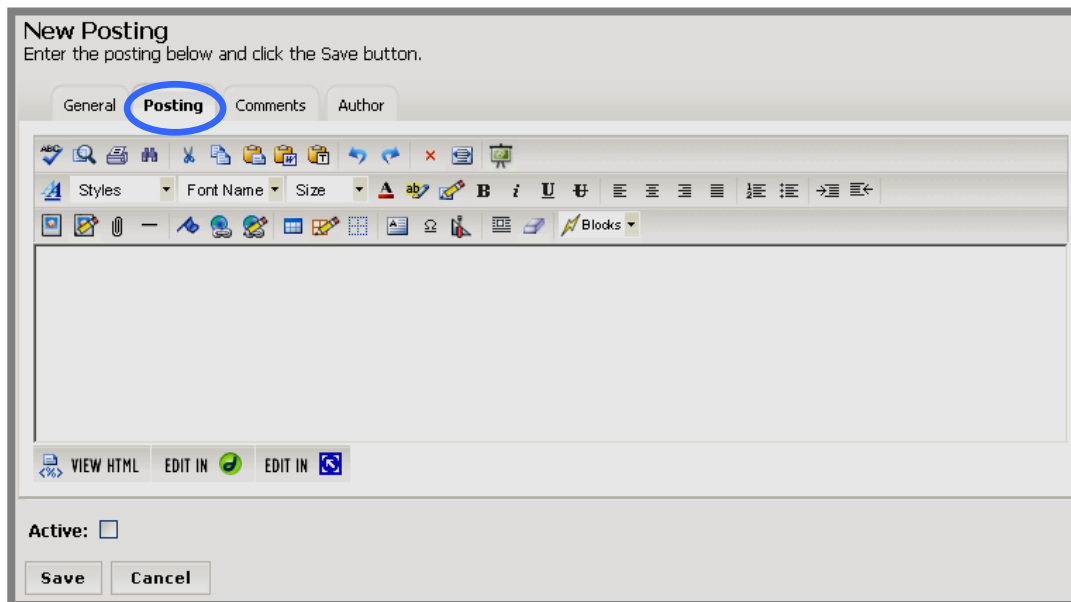
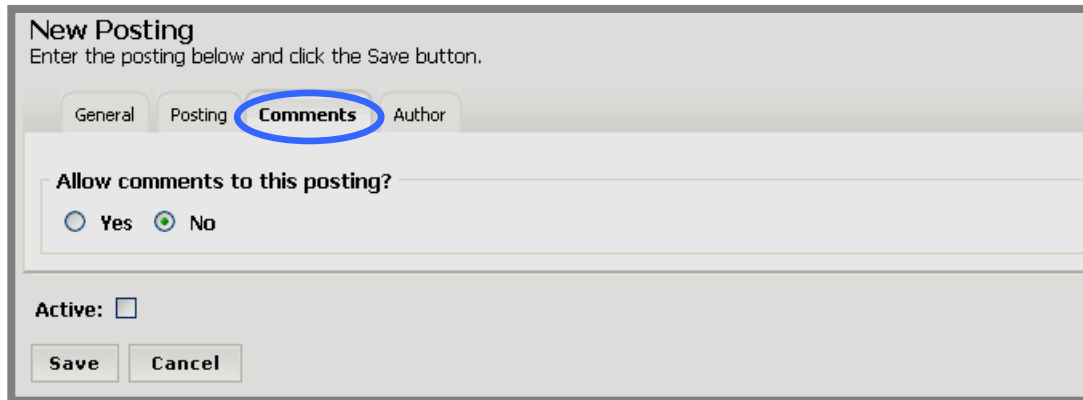


Figure 8: Posting tab

6. Click on the *Comments* tab. A window like the one shown in Figure 9 will display within the tab. Here you choose whether to *allow comments to this posting*.



**New Posting**  
Enter the posting below and click the Save button.

General Posting **Comments** Author

**Allow comments to this posting?**

Yes  No

Active:

Save Cancel

**Figure 9: Comments tab**

- a. *No*. If you do not want to allow visitors to post comments, leave the “No” radio button selected as shown in Figure 9.
- b. *Yes*. If you wish to allow visitors to comment on the posting click in the “Yes” radio button. The *Comments* tab will expand as shown in Figure 10. You can determine *Who can comment to this posting?* by using roles to limit posting. Select roles by clicking in the checkbox to the left of the desired roles. See “Posting a Comment” later in this chapter for more information on how visitors post a comment on the end-user website.



**New Posting**  
Enter the posting below and click the Save button.

General Posting **Comments** Author

**Allow comments to this posting?**

Yes  No

**Who can comment to this posting?**  
Click in the checkbox to the left of each role you wish to be able to comment to this posting.

<input type="checkbox"/> Administrators (110)	<input type="checkbox"/> Teacher (106)
<input checked="" type="checkbox"/> General Public (ALL) (1)	<input type="checkbox"/> Technical Staff (113)
<input type="checkbox"/> hdBetaTester (116)	<input type="checkbox"/> test (115)
<input type="checkbox"/> Parent (107)	<input type="checkbox"/> ViewBlogComments (117)
<input type="checkbox"/> Quality Assurance (114)	
<input checked="" type="checkbox"/> Registered Guest (2)	
<input type="checkbox"/> Staff (109)	
<input type="checkbox"/> Student (108)	

Active:

Save Cancel

**Figure 10: Comments tab with comments allowed**

Note: For a *Blog Page*, you can use roles two different ways:

1. Here on the *Comments* tab, you can use them to *limit who can post comments* to this blog posting.
2. When you select viewing permissions (roles) on the *Page Options* window, you can use them to limit who can view the entire *Blog Page*. You do this the same way as you do for any *page* type in your *section*.

For instance, you might allow all visitors to view the *Blog Page*, but only allow users who are signed in and have the teacher role to post comments to this particular posting.

If you allow comments, remember that the comments will not appear on the end-user website until you approve them. See “Moderating Comments” later in this chapter for more information on the approval process.

7. Click on the *Author* tab. A window like the one shown in Figure 11 will display. Both fields are required.

The screenshot shows a 'New Posting' window with the 'Author' tab selected. The window contains the following elements:

- Tabbed interface with 'Author' selected and circled in blue.
- Instruction: 'Enter the posting below and click the Save button.'
- Navigation tabs: General, Posting, Comments, Author.
- Requirement notice: 'All fields marked with an asterisk (\*) are required.'
- Section header: 'Author:'
- Form fields:
  - 'Author Name:\*' with the value 'Jane Doe'.
  - 'Author Email:\*' with the value 'jdoe@schoolwires.com' and a note '(Will not be published.)'.
- 'Active:' checkbox, which is currently unchecked.
- 'Save' and 'Cancel' buttons.

**Figure 11: Author tab**

- a. The Author Name field will be populated automatically with the first and last name of the editor adding the posting. Edit the name as required.
  - b. The Author Email field will be populated automatically with the email address of the editor adding the posting. It will not appear on the end-user website. Edit the email address as required.
8. Click on the *Save* button. The *Postings* window will return as the active window. If the posting and *Blog Page* are active, you can view the change on the end-user website.

**TIPS:** If you do not see a posting or Blog Page on the end-user website when you expect to see it, check to be certain it is active.

If your organization has purchased the **E-Alerts** enhancement module, you can create a Content E-Alert for the posting. See **Centricity** chapter, "**Editor**," for more information.

## Working with Postings

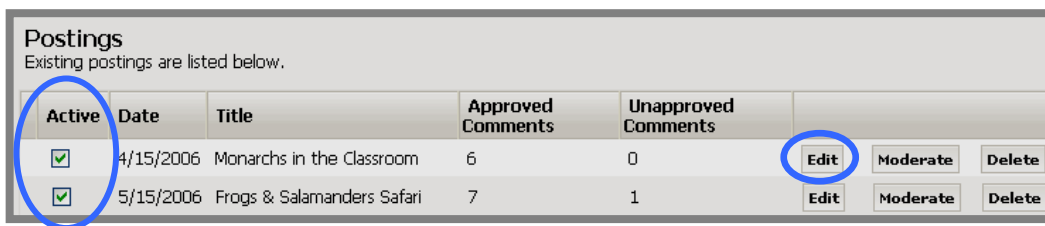
### Sorting Postings

To adhere to blog conventions, postings are automatically sorted sequentially by date.

### Editing a Posting

To edit a posting on a *Blog Page*:

1. Access the *Section Workspace*.
2. Click on the *Blog Page* that contains the posting you wish to edit. A *Postings* window like the one in Figure 12 will display.



Active	Date	Title	Approved Comments	Unapproved Comments	
<input checked="" type="checkbox"/>	4/15/2006	Monarchs in the Classroom	6	0	<b>Edit</b> <b>Moderate</b> <b>Delete</b>
<input checked="" type="checkbox"/>	5/15/2006	Frogs & Salamanders Safari	7	1	<b>Edit</b> <b>Moderate</b> <b>Delete</b>

Figure 12: Postings window

3. Click on the *Edit* button to the right of the posting you want to edit.
4. Make the desired changes on each of the four tabs.  
**TIP:** You do not need to edit a posting to change its status. As you can see from Figure 12, you can use the "Active" checkbox on the Postings window to do this.
5. Click on the *Save* button. If the posting and *Blog Page* are active, you can view the change on the end-user website.

**TIP:** If you do not see a posting or *Blog Page* on the end-user website when you expect to see it, check to be certain it is active.

## Moderating Comments

You have the option of allowing comments for any posting. (See “Adding a New Posting” earlier in this chapter.) If you choose to allow comments, those comments will not appear on the end-user website until you have approved them.

As you can see in the *Postings* window in Figure 13, there are two columns indicating the number of Approved Comments and Unapproved Comments for each posting. If you create a posting that allows comments, you should check the Unapproved Comments column regularly for new comments.

The screenshot shows a window titled "Postings" with the subtitle "Existing postings are listed below." Below this is a table with the following data:

Active	Date	Title	Approved Comments	Unapproved Comments	
<input checked="" type="checkbox"/>	4/15/2006	Monarchs in the Classroom	6	0	<input type="button" value="Edit"/> <input type="button" value="Moderate"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	5/15/2006	Frogs & Salamanders Safari	7	1	<input type="button" value="Edit"/> <input type="button" value="Moderate"/> <input type="button" value="Delete"/>

**Figure 13: Postings window showing Approved and Unapproved Comments**

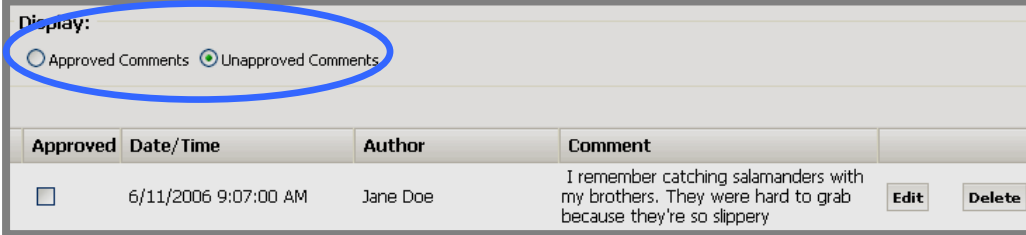
When moderating comments, you have several options. When working with an unapproved comment, you can:

- View the unapproved comment.
- Approve the unapproved comment. An approved comment will appear on the end-user website if the posting and *Blog Page* are active.
- Edit an unapproved comment. Once approved, the edited comment will appear on the end-user website if the posting and *Blog Page* are active.
- Delete unapproved comments. The comment will be removed permanently from the *Postings* window.

When working with an approved comment, you can:

- View the approved comment.
- Disapprove the comment. The comment will no longer appear on the end-user website but will still display in the *Postings* window.
- Edit an approved comment. If the edited comment is disapproved, it will no longer appear on the end-user website.
- Delete approved comments. The comment will no longer appear on the end-user website and will be permanently removed from the *Postings* window.

When moderating comments, you can move easily between the list of Approved Comments and the list of Unapproved Comments by clicking in the appropriate radio button in the *Display* option as shown in Figure 14.



The screenshot shows a moderation interface. At the top, under the heading "Display:", there are two radio buttons: "Approved Comments" (unselected) and "Unapproved Comments" (selected). Below this is a table of comments. The table has columns for "Approved", "Date/Time", "Author", and "Comment". The first row shows a comment by Jane Doe from 6/11/2006 9:07:00 AM. The comment text is "I remember catching salamanders with my brothers. They were hard to grab because they're so slippery". There are "Edit" and "Delete" buttons next to the comment.

Approved	Date/Time	Author	Comment	
<input type="checkbox"/>	6/11/2006 9:07:00 AM	Jane Doe	I remember catching salamanders with my brothers. They were hard to grab because they're so slippery	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

**Figure 14: Display option when moderating comments**

### Working with an Unapproved Comment

To review, approve, edit or delete an unapproved comment:

1. Access the *Section Workspace*.
2. Click on the *Blog Page* that contains the posting you wish to moderate. A Postings window like the one in Figure 15 will display. This example contains one unapproved comment for the “Frogs & Salamanders Safari” posting.

Note: Comments will not appear on the end-user website until they are approved.

Active	Date	Title	Approved Comments	Unapproved Comments			
<input checked="" type="checkbox"/>	4/15/2006	Monarchs in the Classroom	6	0	Edit	Moderate	Delete
<input checked="" type="checkbox"/>	5/15/2006	Frogs & Salamanders Safari	7	1	Edit	Moderate	Delete

**Figure 15: Posting showing an unapproved comment**

3. Click on the *Moderate* button to the right of the posting you wish to moderate. An *Unapproved Comments* window like the one shown in Figure 16 will display.

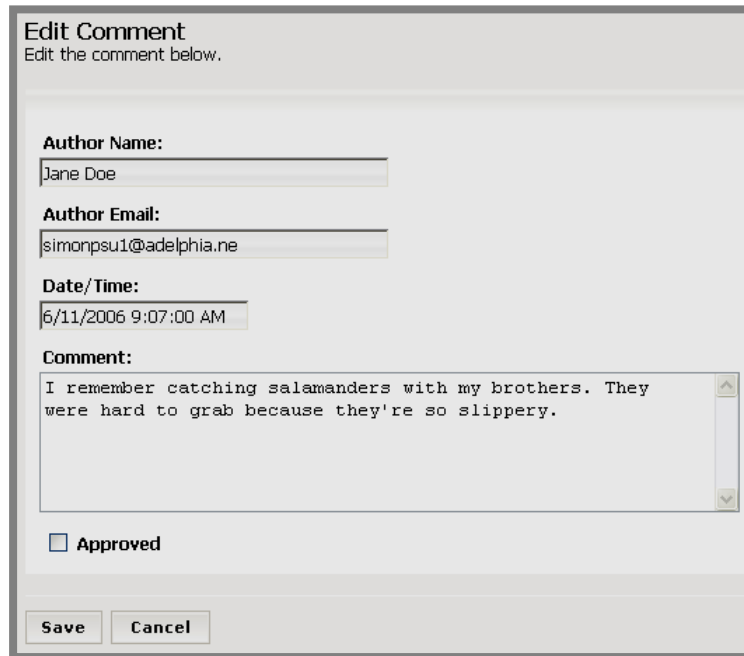
Approved	Date/Time	Author	Comment		
<input type="checkbox"/>	6/11/2006 9:07:00 AM	Jane Doe	I remember catching salamanders with my brothers. They were hard to grab because they're so slippery	Edit	Delete

**Figure 16: Unapproved Comments window**

4. You have three options:
  - a. You can approve the comment by clicking in the “Approved” checkbox to the left of it. The window will refresh, and that comment will no longer appear on the list of unapproved comments. Instead that comment will appear in the *Approved Comments* window. It will also display on the end-user website if the posting and *Blog Page* are active.



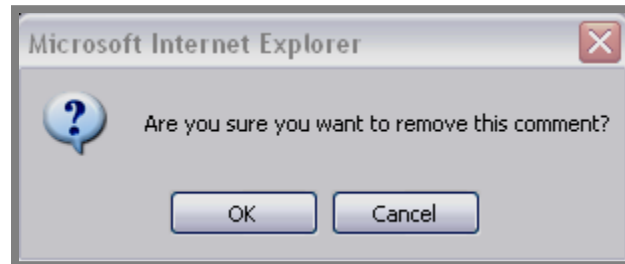
- b. You can edit the unapproved comment by clicking on the *Edit* button to the right of the comment. An *Edit Comment* window like the one shown in Figure 17 will display.



**Figure 17: Edit window for an unapproved comment**

- i. Edit the fields as desired.
- ii. You can approve the comment by clicking in the “Approved” checkbox.
- iii. Click on the *Save* button. The *Unapproved Comments* window will return as the active window. If you approved the comment, it will no longer appear on the list. Instead that comment will appear in the *Approved Comments* window. It will also display on the end-user website if the posting and *Blog Page* are active.

- 
- c. You can delete the unapproved comment. To delete an unproved comment:
    - i. Click on the *Delete* button to the right of the comment. A confirmation message like the one shown in Figure 18 will display.



**Figure 18: Comment delete confirmation message**

- ii. Click on the *OK* button. The *Unapproved Comments* window will refresh. The deleted comment will no longer appear on the list of unapproved comments.

### Working with an Approved Comment

To review, remove approval, edit or delete an approved comment:

1. Access the *Section Workspace*.
2. Click on the *Blog Page* that contains the posting you wish to moderate. A *Postings* window like the one in Figure 19 will display.

Postings					
Existing postings are listed below.					
Active	Date	Title	Approved Comments	Unapproved Comments	
<input checked="" type="checkbox"/>	4/15/2006	Monarchs in the Classroom	6	0	<input type="button" value="Edit"/> <input type="button" value="Moderate"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	5/15/2006	Frogs & Salamanders Safari	7	1	<input type="button" value="Edit"/> <input type="button" value="Moderate"/> <input type="button" value="Delete"/>

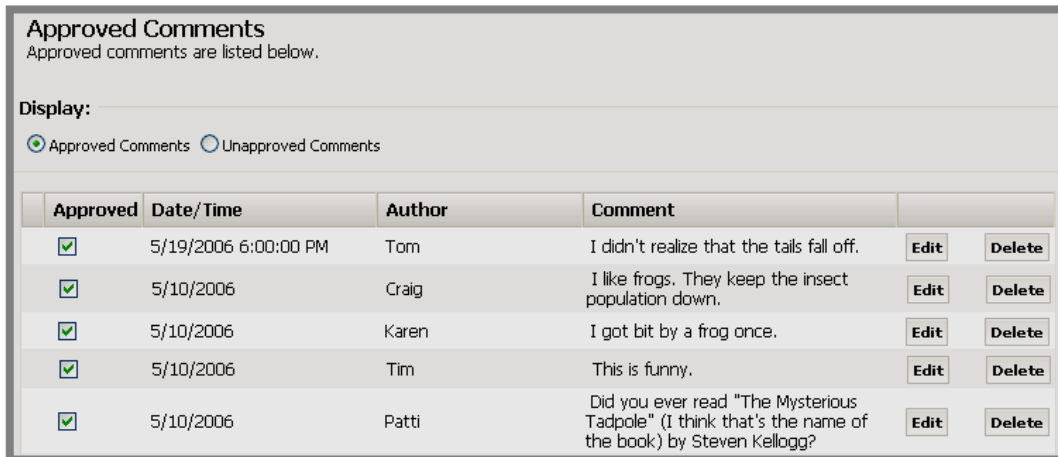
**Figure 19: Postings window**

3. Click on the *Moderate* button to the right of the posting you wish to moderate. An *Unapproved Comments* window like the one shown in Figure 20 will display.

Unapproved Comments				
Unapproved comments are listed below.				
<a href="#">Click here to display approved comments</a>				
Display:				
<input type="radio"/>	Approved Comments			
<input checked="" type="radio"/>	Unapproved Comments			
Approved	Date/Time	Author	Comment	
<input type="checkbox"/>	6/11/2006 9:07:00 AM	Jane Doe	I remember catching salamanders with my brothers. They were hard to grab because they're so slippery	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

**Figure 20: Unapproved Comments window**

4. Click in the radio button to the left of *Approved Comments*. An *Approved Comments* window like the one shown in Figure 21 will display.



**Approved Comments**  
Approved comments are listed below.

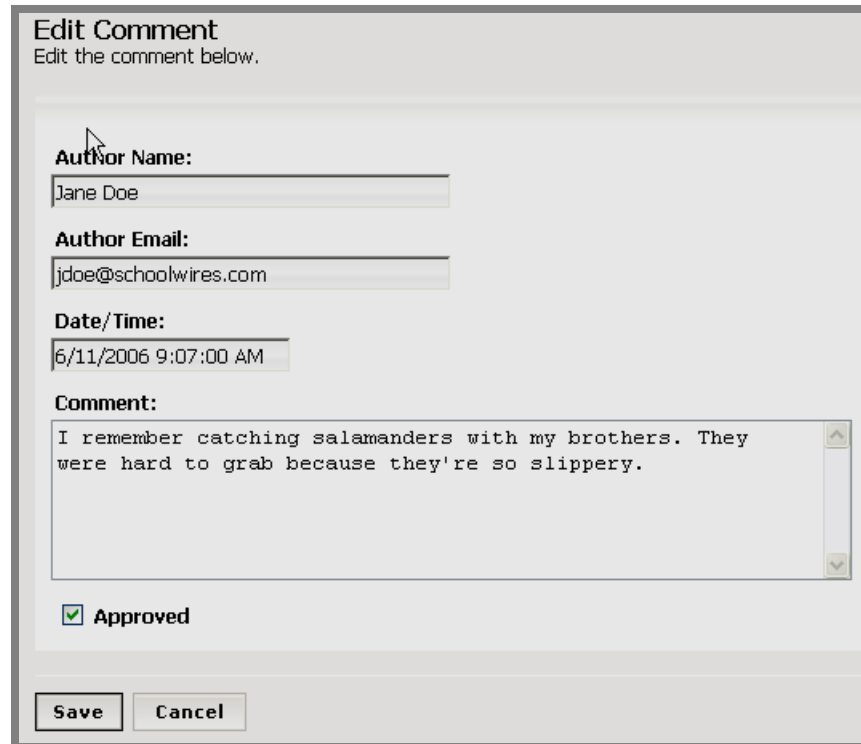
**Display:**

Approved Comments  Unapproved Comments

Approved	Date/Time	Author	Comment		
<input checked="" type="checkbox"/>	5/19/2006 6:00:00 PM	Tom	I didn't realize that the tails fall off.	<a href="#">Edit</a>	<a href="#">Delete</a>
<input checked="" type="checkbox"/>	5/10/2006	Craig	I like frogs. They keep the insect population down.	<a href="#">Edit</a>	<a href="#">Delete</a>
<input checked="" type="checkbox"/>	5/10/2006	Karen	I got bit by a frog once.	<a href="#">Edit</a>	<a href="#">Delete</a>
<input checked="" type="checkbox"/>	5/10/2006	Tim	This is funny.	<a href="#">Edit</a>	<a href="#">Delete</a>
<input checked="" type="checkbox"/>	5/10/2006	Patti	Did you ever read "The Mysterious Tadpole" (I think that's the name of the book) by Steven Kellogg?	<a href="#">Edit</a>	<a href="#">Delete</a>

**Figure 21: Approved Comments window**

5. You have three options:
  - a. You can disapprove the previously approved comment by clicking in the "Approved" checkbox (i.e., deselecting). The window will refresh, and that comment will no longer appear on the list. Instead that comment will appear in the *Unapproved Comments* window. It will no longer display on the end-user website.
  - b. You can edit the comment by clicking on the *Edit* button to the right of the comment. An *Edit Comment* window like the one shown in Figure 22 will display.



**Edit Comment**  
Edit the comment below.

**Author Name:**  
Jane Doe

**Author Email:**  
jdoe@schoolwires.com

**Date/Time:**  
6/11/2006 9:07:00 AM

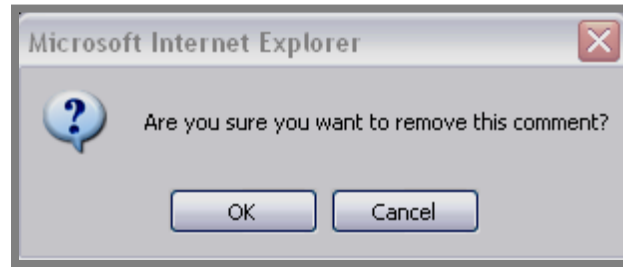
**Comment:**  
I remember catching salamanders with my brothers. They were hard to grab because they're so slippery.

**Approved**

**Save** **Cancel**

**Figure 22: Edit window for an unapproved comment**

- i. Edit the fields as needed.
  - ii. If desired, you can disapprove the previously approved comment by clicking in the “Approved” checkbox (i.e., deselecting).
  - iii. Click on the *Save* button. The *Approved Comments* window will return as the active window. If you disapproved the comment, it will no longer appear on the list. Instead that comment will appear in the *Unapproved Comments* window. It will no longer display on the end-user website.
- c. You can delete the approved comment. To delete the comment:
- i. Click on the *Delete* button to the right of the comment. A confirmation message like the one shown in Figure 23 will display.



**Figure 23: Comment delete confirmation message**

- ii. Click on the *OK* button. The *Approved Comments* window will refresh. The deleted comment will no longer appear on the list of approved comments or on the end-user website.

### Deleting a Posting

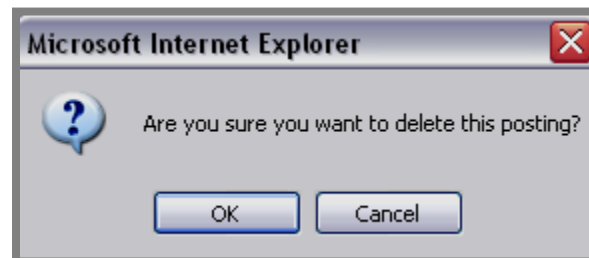
To delete a posting from a *Blog Page*:

1. Access the *Section Workspace*.
2. Click on the *Blog Page* that contains the posting you wish to delete. A *Postings* window like the one in Figure 24 will display.

Postings						
Existing postings are listed below.						
Active	Date	Title	Approved Comments	Unapproved Comments		
<input checked="" type="checkbox"/>	4/15/2006	Monarchs in the Classroom	6	0	Edit	Moderate <b>Delete</b>
<input checked="" type="checkbox"/>	5/15/2006	Frogs & Salamanders Safari	7	1	Edit	Moderate Delete

**Figure 24: Postings window**

3. Click on the *Delete* button to right of the posting you wish to delete. A confirmation message like the one shown in Figure 25 will display



**Figure 25: Posting delete confirmation message**

4. Click on the *OK* button. The *Postings* window will refresh. The deleted posting will no longer appear on the list of postings or on the end-user website.

---

## Tasks on the *Manage Pages* Tab

Since a *Blog Page* is a *page* type, you will work with *Blog Pages* in the same way as you work with other *page* types. On the *Manage Pages* tab, you have access to the following tasks related to *Blog Pages*:

- *New Page* button—choose from a variety of *page* types to expand *section* content. You can use this button to add a *Blog Page*.
- *Sort Pages* button—sort all *pages*, including *Blog Pages*, alphabetically or manually.
- *Hierarchy List* button (optional)—build your own navigation by “nesting” *pages*, including *Blog Pages*, under another *page* with expandable navigation links.
- *Filter Out* checkboxes—change the *Current Pages* view to show only active *pages* or only inactive *pages*.
- *Status and Checkbox*—view and change the status of *pages*, including *Blog Pages*.
- *Page Name* link—edit an existing *Blog Page* by clicking on the title of the *Blog Page*. This is a link to that *Blog Page*.
- *Type*—view the type of *page* used to create the *page*. In this case, it will be a *Blog Page*.
- *URL* button—obtain the web address for a *Blog Page*.
- *Rename* button—assign a new name to a *Blog Page*.
- *Options* button—control viewing permissions (roles) for a *Blog Page*.  
Note: This controls who can view this *Blog Page* NOT who can post comments to this *Blog Page*.
- *Delete* button—delete a *Blog Page* from the end-user website and **Site Manager**.

See **Centricity** chapter, “Section Workspace,” for more information.

## Using Blogs on the End-User Website

There are five primary elements of a *Blog Page* on the end-user website as illustrated in Figure 26:

1. *Subscribe* icon—share updates with visitors through RSS technology by feeding updates to newsreader software or portal websites.  
Note: Site Directors can turn the *Subscribe* function for RSS feeds on or off for the entire website. If you do not see the *Subscribe* icon, your organization’s Site Director has turned the display of this function off. See “Enabling the Subscribe Function for RSS Feeds” later in this chapter for more information.
2. *Posting*—view posting date/time, title, content and author.
3. *View approved comments or post a comment* link—show all comments approved by an author and/or enter a comment to be approved by the appropriate editor.
4. *Recent Postings*—view the ten most recent postings by clicking on the linked posting title.
5. *Postings by Month*—access a catalog of postings organized by month posted by clicking on the month and year links.

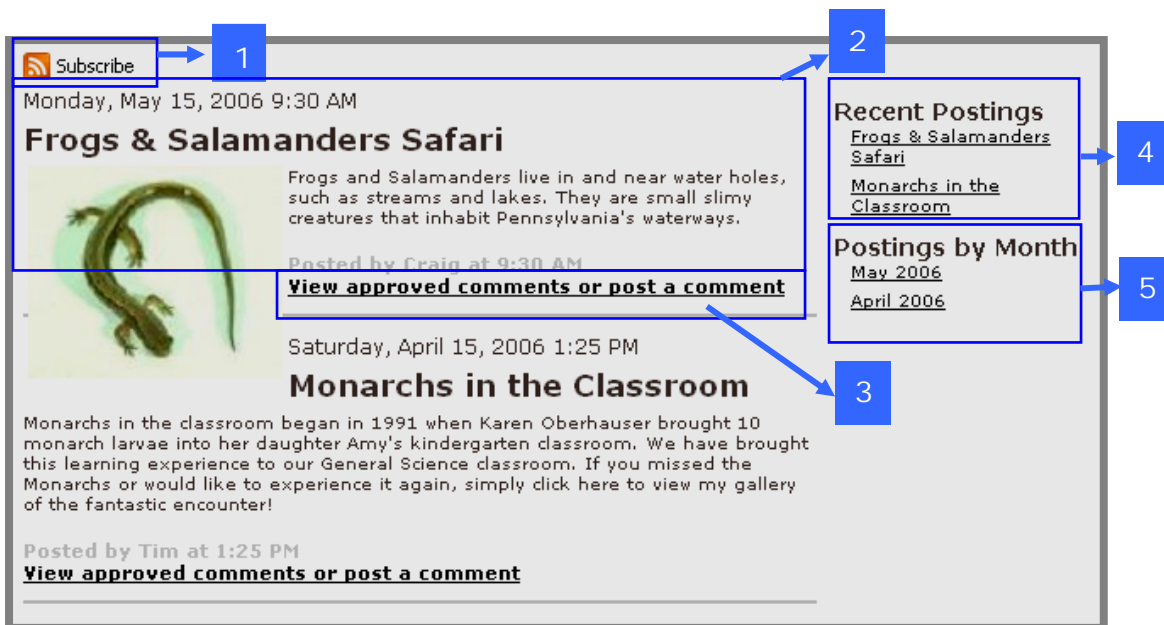


Figure 26: Blog Page on the end-user website



## Using RSS Feeds

If RSS feeds have been enabled for your organization's website, visitors may subscribe to RSS feeds for *Blog Pages*. They will use the *Subscribe* icon as shown in Figure 27 to do this. By doing this, they are adding an RSS feed to homepages or web pages for a service with which they have or will create accounts.

The screenshot shows a blog post interface. At the top left, there is a blue circle around a 'Subscribe' icon and the text 'Subscribe'. Below this, the date and time 'Monday, May 15, 2006 9:30 AM' are displayed. The main title is 'Frogs & Salamanders Safari'. To the left of the main text is a small image of a green frog. The main text reads: 'Frogs and Salamanders live in and near water holes, such as streams and lakes. They are small slimy creatures that inhabit Pennsylvania's waterways.' Below the main text, it says 'Posted by Craig at 9:30 AM'. On the right side, there are two sections: 'Recent Postings' with links to 'Frogs & Salamanders Safari' and 'Monarchs in the Classroom', and 'Postings by Month' with links for 'May 2006' and 'April 2006'. Below the main text, there are several comments: 'Craig said...' with the comment 'I like frogs. They keep the insect population down.' (posted Wednesday, May 10, 2006 12:00 AM), 'Karen said...' with 'I got bit by a frog once.' (posted Wednesday, May 10, 2006 12:00 AM), 'Patti said...' with 'Did you ever read "The Mysterious Tadpole" (I think that's the name of the book) by Steven Kellogg?' (posted Wednesday, May 10, 2006 12:00 AM), 'Craig said...' with 'Frogs are nice creatures.' (posted Thursday, May 11, 2006 12:18 PM), and 'Tom said...' with 'I didn't realize that the tails fall off.' (posted Friday, May 19, 2006 6:00 PM).

**Figure 27: Blog Page on the end-user website**


Note: Site Directors can turn the *Subscribe* function for RSS feeds on or off for the entire website. If you do not see the *Subscribe* icon on a *Blog Page* on the end-user website, your Site Director has turned the display of this function off. The on or off display is determined for the entire website. It cannot be turned on or off for a *subsite* or *section* or *page* type. The default display is “off.”

### What are RSS feeds?


“RSS” is a family of web feed formats, specified in XML and used for web syndication. Web syndication is a form of syndication in which a section of a website is made available for other sites to use. In general, web syndication refers to making web feeds available from a site in order to provide other people an updated list of content from it (e.g., a new posting).

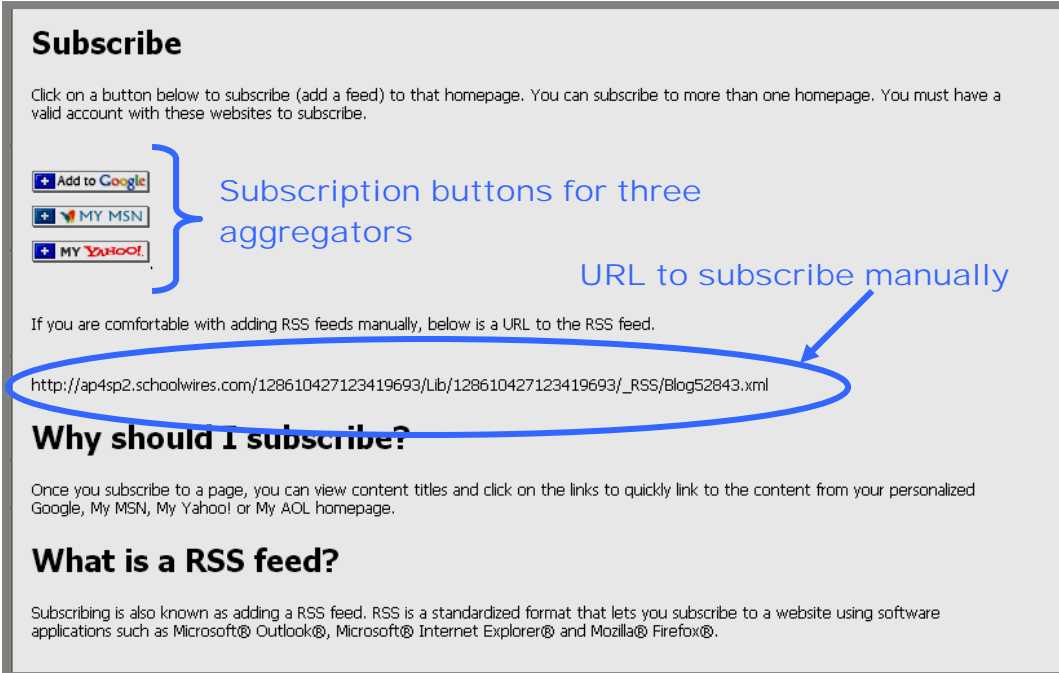
The benefits of subscribing to RSS feeds are:

- Subscribers will be notified of updates from the many web sites that they frequently read without visiting them one by one.
- Subscribers can read their favorite web sites from one convenient location without interface clutter.
- Subscribers can be notified of updates from web sites without revealing their email address for security reasons.

On your website powered by *Schoolwires*, pages with RSS feeds display the *Subscribe*  *Subscribe* icon.

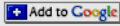


### Subscribing to a Blog Page

When you click on the  *Subscribe* icon on a *Blog Page*, a window like the one shown in Figure 28 will display.



**Subscribe**

Click on a button below to subscribe (add a feed) to that homepage. You can subscribe to more than one homepage. You must have a valid account with these websites to subscribe.

   } Subscription buttons for three aggregators

URL to subscribe manually

If you are comfortable with adding RSS feeds manually, below is a URL to the RSS feed.

[http://ap4sp2.schoolwires.com/128610427123419693/Lib/128610427123419693/\\_RSS/Blog52843.xml](http://ap4sp2.schoolwires.com/128610427123419693/Lib/128610427123419693/_RSS/Blog52843.xml)

**Why should I subscribe?**

Once you subscribe to a page, you can view content titles and click on the links to quickly link to the content from your personalized Google, My MSN, My Yahoo! or My AOL homepage.

**What is a RSS feed?**

Subscribing is also known as adding a RSS feed. RSS is a standardized format that lets you subscribe to a website using software applications such as Microsoft® Outlook®, Microsoft® Internet Explorer® and Mozilla® Firefox®.

Figure 28: Subscribe window

You can subscribe in one of two ways:

- Click on any of the three news aggregators' (Google™, My MSN® or My Yahoo®) subscription buttons. These buttons will link you to the aggregator and simplify the process for adding feeds. Follow the aggregator's instructions to complete the subscription.
- Use the URL supplied to manually add the RSS feed.

Note: You can add an RSS feed to more than one aggregator's homepage, but you must have a valid account with that aggregator.

### Enabling the Subscribe Function for RSS Feeds

Site Directors enable or disable the *Subscribe* function for RSS feeds for the entire website. If you do not see the *Subscribe* icon on your *Blog Pages* on the end-user website, your Site Director has disabled RSS feeds.

Note: RSS feeds can only be enabled or disabled for the entire website. They cannot be enabled or disabled for a *subsite*, *section* or *page* type. The default for RSS feeds is “off.”

To view or change the setting for RSS feeds, a Site Director will:

1. Access the *Site Workspace*.
2. Select *Site* → *Site Settings* from either the *Configure* tab or the *Configure* drop-down menu.
3. Click on the *Advanced Settings* tab. The *Display Subscribe Button* option will appear as shown in Figure 29.

The screenshot shows the 'Site Settings' interface with the 'Advanced Settings' tab selected. The 'Display Subscribe Button' section is highlighted with a blue circle. It contains a radio button labeled 'On' which is selected, and a radio button labeled 'Off' which is unselected. Other settings visible include 'Limit Section Size' (On/Off), 'Default Section Size Limit' (40 MB), 'Maximum Image Width' (200 px), 'Calendar Posting Email Notification' (development@schoolwires.com), and 'Schoolwires Schedule Star Integration' (Active/Inactive).

**Figure 29: Display Subscribe button on Advanced tab of Site Settings**

4. Choose to display or hide the button (i.e., enable or disable RSS feeds) by clicking in the appropriate radio button.
5. Click on the *Save* button. The *Site Workspace* will return as the active window. You can view the change on the end-user website.

## Using the “View Approved Comments or Post a Comment” Link

On the end-user website visitors can view approved comments for a posting and post comments. As previously stated, the editor of the *Blog Page* can use roles to limit who can view the *page* as well as who can post comments on a particular blog posting.

### Viewing Approved Comments

To view approved comments:

1. Access the *Blog Page* on the end-user website.
2. Click on the *View approved comments or post a comment* link for the desired posting. Approved comments for that posting like the ones shown in Figure 30 will display.

Note: The *View approved comments or post a comment* link will not appear if the editor is not allowing comments for the posting.

The screenshot shows a blog post titled "Frogs & Salamanders Safari" dated Monday, May 15, 2006, 9:30 AM. The post content includes a photo of a green frog and text describing their habitat. Below the post, there are five approved comments from users Craig, Karen, Patti, Craig, and Tom, each with their name, comment text, and posting date. A blue bracket on the right side of the comments section points to the text "Approved comments for the posting".

**Subscribe**  
Monday, May 15, 2006 9:30 AM

### Frogs & Salamanders Safari

Frogs and Salamanders live in and near water holes, such as streams and lakes. They are small slimy creatures that inhabit Pennsylvania's waterways.

Posted by Craig at 9:30 AM

7 Approved Comment(s)

**Craig said...**  
I like frogs. They keep the insect population down.  
Posted on Wednesday, May 10, 2006 12:00 AM

**Karen said...**  
I got bit by a frog once.  
Posted on Wednesday, May 10, 2006 12:00 AM

**Patti said...**  
Did you ever read "The Mysterious Tadpole" (I think that's the name of the book) by Steven Kellogg?  
Posted on Wednesday, May 10, 2006 12:00 AM

**Craig said...**  
Frogs are nice creatures.  
Posted on Thursday, May 11, 2006 12:18 PM

**Tom said...**  
I didn't realize that the tails fall off.  
Posted on Friday, May 19, 2006 6:00 PM

**Recent Postings**  
[Frogs & Salamanders Safari](#)  
[Monarchs in the Classroom](#)

**Postings by Month**  
[May 2006](#)  
[April 2006](#)

Approved comments for the posting

Figure 30: Blog Page on the end-user website

### Posting a Comment

The editor (i.e., author) determines whether to allow comments to a posting when that posting is added. If comments are allowed, the editor can use roles to limit who can post comments.

If comments are allowed, a visitor can post a comment provided the editor has not limited who can post comments. If comments are limited to certain roles, then the visitor must be signed in and possess that role in order to post a comment. The comment must be approved by the appropriate editor before it will display on the end-user website.

To post a comment:

1. Sign in to the website if required.
2. Access the *Blog Page* on the end-user website.
3. Click on the *View approved comments or post a comment* link for the desired posting. After the approved comments, you will see a *Post a Comment* box as shown in Figure 31.
4. Complete the *Name*, *Email* and *Comments* fields. All fields are required.

Note: If you are signed in, your name and email information will display automatically as they appear in your profile.

5. Click on the *Post Comment* button. Your comment will appear once it is approved by the appropriate editor.



**Post a Comment**

All fields are required.

Name:  
Jane Doe

Email(*will not be published*):  
jdoe@schoolwires.com

Comments:  
We had salamanders in the pond down the street from our house. Cool! |

Post Comment

Figure 31: Blog Page on the end-user website