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# Introduction to the Blogs Module

The Foxbright Blogs Module allows you to create web pages that have behaviors of a blog. Each blog created can be configured so that a site visitor viewing the blog can comment on a blog post.

It is helpful to understand key terms as they are going to be used in the context of the Foxbright for Schools Blog Module:

- **Blog** – this is the name and description of the blog page for example – Superintendent’s Blog or Principal’s Blog.
- **Post** – this is an actual posting on the blog page. Most blogs will have a posting every week or so. On a Superintendent’s blog, this could be a weekly message to the community regarding the district’s achievements or information on an upcoming school election or bond.
- **Comment** – a user can leave a comment on a post. Other visitors can view the comment. Comments can be moderated (requiring approval before they are shown on the website).
- **Category** – each blog requires the creation of 1 or more categories. The purpose of the category is to allow for grouping of posts that are about a similar topic. A Superintendent’s Blog could have categories such as “Staff”, “Elections”, “Bond”, “District”.

A **Blog** should be thought of as a collection of **posts** that pertain to or is written by specific person or group in your school or district. Blogs can be used to effectively solicit comments from the community and allow for a “conversation” to take place on the website.

The Blogs Module Guide covers the following Blog responsibilities:

- Creating, editing and deleting blogs
- Adding, removing and deleting posts
- Approving post comments
- Adding web pages with blog content so that the public can view the calendars and events
- Managing calendar editors

## Managing Blogs

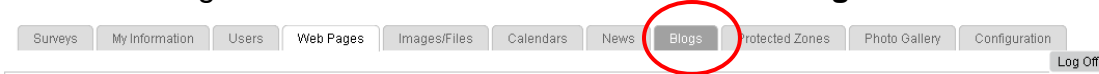
Before you are able to add any posts to the blog you must first create a blog. A separate blog can be created for any group or department that has a set of activities they would like to communicate to the public.

Note: You must be a Web Administrator or have the “Manage Blogs” permission in order to create or modify a blog.

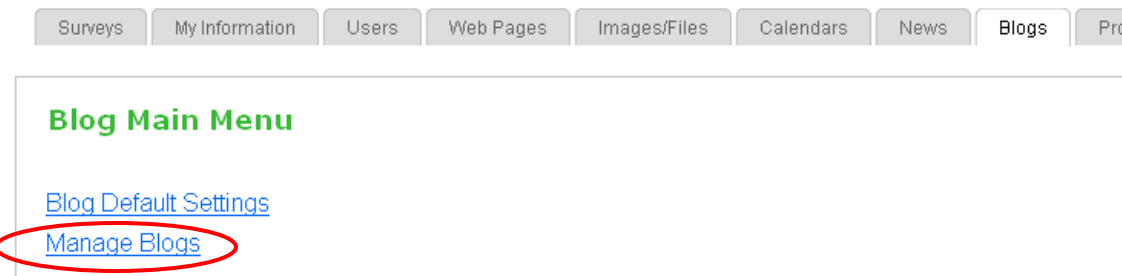
Once a blog is created, you can assign users permission to it. The blog editors have rights to add and remove posts and manage comments from their assigned blogs.

### Adding Blogs

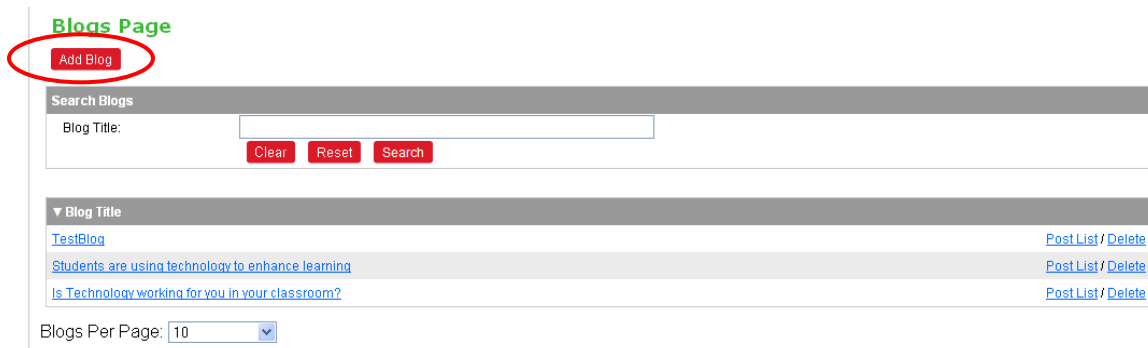
From the Foxbright CMS Administration Panel select the **Blogs** tab.



Select the Manage Blogs option.



You will be presented a list of Blogs that you have access to. From this page you can select the **Add Blog** option to create a new blog.



The system will step you through a wizard to create the elements for the Blog.

## Blog Title & Description

**Blog Wizard**

*Information*  
Please enter some information about your blog.

Blog Title:	Superintendent's Blog
Short Description:	This blog will be used to post information from the Superintendent regarding important issues regarding the district and will also highlight

[Cancel](#) [Next](#)

Enter the Blog Title & Description– this will be shown on the page associated with the blog. Select [Next](#).

## Blog Categories

You will now need to create 1 or more categories for the Blog.

**Blog Wizard**

*Categories*  
On this page you can setup categories (or sections) to your blog.

Category Name	Is Default		
Bond Issue	<input checked="" type="radio"/>	<a href="#">Delete</a>	<a href="#">Up Down</a>
Staff Achievements	<input type="radio"/>	<a href="#">Delete</a>	<a href="#">Up Down</a>
District Achievements	<input type="radio"/>	<a href="#">Delete</a>	<a href="#">Up Down</a>
	<input type="radio"/>	<a href="#">Delete</a>	<a href="#">Up Down</a>

[Add Category](#)

[Previous](#) [Cancel](#) [Next](#)

After creating at least category, select [Next](#).

## Email Notifications

By default, the system will enable comment email notifications. This means whenever a comment is posted that needs approval, an email notification will be sent to a list of email addresses so the comment can be approved or disapproved. You will see this message:

**Blog Wizard**

Currently, Email Notifications are turned on. Please add email recipients to the Email Notification Addresses or turn off Email Notifications in the "Advanced Options" area.

*Review*  
Please review the settings for your new blog. If everything looks good then click the "Create My Blog" button.

Title of Your Blog:	Superintendent's Blog
Description of the Blog:	This blog will be used to post information from the Superintendent regarding important issues regarding the district and will also highlight achievements of the staff and the district.
Categories:	Bond Issue, Staff Achievements, District Achievements

[Previous](#) [Cancel](#) [Advanced Options](#) [Create My Blog!](#)

Select the Advanced Options to set the email address.

**Blog Wizard**

Currently, Email Notifications are turned on. Please add email recipients to the Email Notification Addresses or turn off Email Notifications in the "Advanced Options" area.

**Advanced Blog Options**

The advanced options are for expert users. If you don't want to make any changes just click the "Next" button.

Max Posts On Page:	<input type="text" value="3"/> (Zero to show all)
Days Shown on Main Page:	<input type="text" value="7"/> (Zero to show all)
Timestamp Format:	<input type="text" value="12 Hour (11:32 pm)"/>
Date Header Format:	<input type="text" value="Full (February 29, 2008)"/>
Archive Date Format:	<input type="text" value="Full (February 29, 2008)"/>
Archive Frequency:	<input type="text" value="Monthly"/>
Show Email Links:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Show Comments:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Comment Form Message:	<input type="text"/>
Comment Timestamp Format:	<input type="text" value="Long w/ 12 Hour (February 29, 2008 11:32 pm)"/>
Enable Comment Moderation:	<input type="radio"/> Yes <input type="radio"/> No
Send Email Notification:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Email Notification Addresses:	<input type="text" value="myemailaddress@schoolidistrict.co.k12.us"/>

[Previous](#) [Cancel](#) [Next](#)

Enter the email address and select [Next](#).

**Create Blog****Blog Wizard****Review**

Please review the settings for your new blog. If everything looks good then click the "Create My Blog" button.

Title of Your Blog:	Superintendent's Blog
Description of the Blog:	This blog will be used to post information from the Superintendent regarding important issues regarding the district and will also highlight achievements of the staff and the district.
Categories:	Bond Issue, Staff Achievements, District Achievements

**Advanced options**

Max Posts On Page:	3
Days Shown on Main Page:	7
Timestamp Format:	12 Hour (11:32 pm)
Date Header Format:	Full (February 29, 2008)
Archive Date Format:	Full (February 29, 2008)
Archive Frequency:	Monthly
Show Email Links:	No
Show Comments:	Yes
Comment Form Message:	
Comment Timestamp Format:	Long w/ 12 Hour (February 29, 2008 11:32 pm)
Enable Comment Moderation:	Yes
Send Email Notification:	Yes
Notification Emails:	pwhisman@foxbright.com

[Previous](#) [Cancel](#) [Advanced Options](#) [Create My Blog](#)

Select the [Create My Blog](#) button to create the blog.

**Blog Wizard***Finished*

Your blog has been created. You may click on the "Return to Manage Blogs" button to return to the manage blogs screen.

[Return to Manage Blogs](#)

Select the [Return to Manage Blogs](#) so that you may add your first post.

**Adding Blog Post**

Before a blog is useful, you must add a post to the blog. The Post is the start of the conversation between you and the readers. When writing the post, please remember to keep it personal as if you were speaking to the reader directly.

**Add Post**

From the Blogs Page (Blogs > Manage Blogs) select the [Post List](#) link for the Blog you want to add a post to.

**Blogs Page**[Add Blog](#)**Search Blogs**

Blog Title:

[Clear](#)[Reset](#)[Search](#)**▼ Blog Title**[TestBlog](#)[Post List / Delete](#)[Superintendent's Blog](#)[Post List / Delete](#)[Students are using technology to enhance learning](#)[Post List / Delete](#)[Is Technology working for you in your classroom?](#)[Post List / Delete](#)

You will be shown a list of the current posts for the blog. Select [Add Post](#).

**Superintendent's Blog****Posts Page**[Add Post](#)**Search Posts**

Post Title:

Start Date:

(mm/dd/yyyy)

End Date:

(mm/dd/yyyy)

Author:

(Select One)

Category:

(Select One)

[Clear](#)[Reset](#)[Search](#)**▼ Post Title****▼ Created****▼ Author****▼ Category**

The following form will be presented.

### Edit Post

\* Post Title:

Post Author: Paula Whisman

Created: 10/20/2009 10:31:44 AM Last Edited:

\* Category:

\* Post Message:

**B** **I** **U** **ABC** |

-- Format -- | - Insert Snippet -

The Board of Education has approved placing a bond extension proposal before the you, the voters, on November 3, 2009. The bond extension request is broken into two proposals.

**Proposal I** will include the bulk of the May proposal. This includes

- Safety and Security
- Technology, Roofs
- Classroom Improvements and Furniture
- Middle School Remodelling
- High School Tools

Path:

[Save](#) [Reset](#) [Cancel](#)

You will need to enter the Post Title, select the Category (if different than the default) and then enter the Post Message. The Post Message can contain links to other pages/websites or documents or graphics within the body of the post. After you have entered the post message, select [Save](#).

You will be able to [edit](#) the post if you need to modify it later. After you save the post, it will be shown in the Post List for the Blog.

### Superintendent's Blog

#### Posts Page

[Add Post](#)

**Search Posts**

Post Title:

Start Date:  (mm/dd/yyyy)

End Date:  (mm/dd/yyyy)

Author: (Select One)

Category: (Select One)

[Clear](#) [Reset](#) [Search](#)

▼ Post Title	▼ Created	▼ Author	▼ Category	
Bond Proposals	10/20/2009 10:31:44 AM	pwhisman	Bond Issue	<a href="#">Edit</a> <a href="#">Comment</a> <a href="#">Review (0)</a> <a href="#">Delete</a>

Posts Per Page:

Once the post is saved, it will be shown the Blog Web Page.

## Adding the Blog to a Web Page

After you have created the blog and added a post, you are now ready to display the Blog on a web page. You will do this from the Web Pages Tab.

### Add Page for Blog

From the Web Pages Tab, find where you want to add the new blog page and select the [Add Page](#) link.

**Web Pages – Manage Website Tree**

**Directions:**

- A check box indicates that a page has been saved, but not yet published.
- A red line through the page indicates that it has been deleted, but not yet published.
- A deleted page must be published before it will be deleted from the website.
- Pages that are in light grey are not visible on the website.

▼ **Advanced Display Options**

**Website Tree**

[Publish Selected](#) [Select All](#) [Deselect All](#) [Refresh Tree](#)

Home [Add Page](#) [Settings](#) [Edit](#) [Permissions](#) [Preview](#) [Copy](#)

- ▼ News & Events [Add Page](#) [Settings](#) [Edit](#) [Permissions](#) [Preview](#) [Hide](#) [Delete](#) [Copy](#) [Move](#)
- ▲ ▼ Our District [Add Page](#) [Settings](#) [Edit](#) [Permissions](#) [Preview](#) [Hide](#) [Delete](#) [Copy](#) [Move](#)
- ▼ Board of Education [Add Page](#) [Settings](#) [Edit](#) [Permissions](#) [Preview](#) [Hide](#) [Delete](#) [Copy](#) [Move](#)
- ▲ ▼ From the Superintendent [Add Page](#) [Settings](#) [Edit](#) [Permissions](#) [Preview](#) [Hide](#) [Delete](#) [Copy](#) [Move](#)
- ▲ ▼ Staff Directory [Add Page](#) [Settings](#) [Edit](#) [Permissions](#) [Preview](#) [Hide](#) [Delete](#) [Copy](#) [Move](#) [Revert](#)
- ▲ ▼ Employment [Add Page](#) [Settings](#) [Edit](#) [Permissions](#) [Preview](#) [Hide](#) [Delete](#) [Copy](#) [Move](#) [Revert](#)
- ▲ ▼ Bids / RFP's [Add Page](#) [Settings](#) [Edit](#) [Permissions](#) [Preview](#) [Hide](#) [Delete](#) [Copy](#) [Move](#) [Revert](#)
- ▲ ▼ Contact Us [Add Page](#) [Settings](#) [Edit](#) [Permissions](#) [Preview](#) [Hide](#) [Delete](#) [Copy](#) [Move](#) [Revert](#)
- ▲ District Calendar [Add Page](#) [Settings](#) [Edit](#) [Permissions](#) [Preview](#) [Hide](#) [Delete](#) [Copy](#) [Move](#)
- ▲ ▼ Student Highlights [Add Page](#) [Settings](#) [Edit](#) [Permissions](#) [Preview](#) [Hide](#) [Delete](#) [Copy](#) [Move](#)
- ▲ ▼ Departments [Add Page](#) [Settings](#) [Edit](#) [Permissions](#) [Preview](#) [Hide](#) [Delete](#) [Copy](#) [Move](#)



Enter the Page Name, a page layout that is 2-columns. go the Section Processor to Blogs.

Content Settings

**Common Settings**

Parent: Training Area

Page/Menu Name: Superintendent's Blog

Page Title: Superintendent's Blog

Internal Title: Superintendent's Blog

URL: superintendentsblog

Keywords:

Meta Description:

Theme: PrairieHills

Page Layout: Two Column Page

Save Page Cancel

**Advanced Settings**

You will need to modify the Section Process so select the **Advanced Settings**.

**Advanced Settings**

**Advanced Layout Settings**

Is Subsite: ☐ Yes ☒ No

Skin: Prairie Hills

**Redirect Settings**

Redirect Page: ☐ Yes ☒ No

Destination: (Enter a URL or [select a page.](#))

Open in New Window: ☐ Yes ☒ No

**Section Processors**

Header Image: Image Area

Inside Left Content Bottom: Inactive Section

Inside Left Content Top: Inactive Section

Left Content Top: Inactive Section

Center Content Top: Inactive Section

Center Content Middle: HTML Content

Center Content Bottom: Inactive Section

Scroll down to the Section Processors Grey Bar.

Change the HTML Content area to Blogs for the main content area.

Section Processors	
Header Image:	Image Area
Inside Left Content Bottom:	Inactive Section
Inside Left Content Top:	Inactive Section
Left Content Top:	Inactive Section
Center Content Top:	Inactive Section
Center Content Middle:	Blogs
Center Content Bottom:	Inactive Section

When you edit the page, you will be given the option to select the Blog to display.

Buttons: Save, Save & Preview, Save & Close, Publish, Cancel

Content | Settings

Select School | Select Calendar | Search

Portal Login | Staff Resources | Lunch Menus | Contact Us

PRAIRIE-HILLS Elementary School District 144

Today's Students...Tomorrow's Leaders

Sample Menu Item | Sample Menu Item | Sample Menu Item

Edit | Inherit | Hide

Sample Menu Item

Sample Menu Item

Sample Menu Item

Sample Menu Item

Sample Menu Item

Blog for this Page: Superintendent's Blog (Select a Blog)

Enabled: ☐ Yes ☒ No

Is Technology working for you in your classroom?  
Students are using technology to enhance learning

Manage Blog

Create New Blog

Superintendent's Blog

TestBlog

RSS

Select the Blog you want and preview the blog by selecting **Save & Preview**. After you are finished previewing, you may publish the page for public viewing.

## Sample Blog Page

### Superintendent's Blog

This blog will be used to post information from the Superintendent regarding important issues regarding the district and will also highlight achievements of the staff and the district.

#### Bond Proposals

October 20, 2009

The Board of Education has approved placing a bond extension proposal before the you, the voters, on November 3, 2009. The bond extension request is broken into two proposals.

**Proposal I** will include the bulk of the May proposal. This includes

- Safety and Security
- Technology, Roofs
- Classroom Improvements and Furniture
- Middle School Remodelling
- High School Track
- Energy Management/HVAC

**Proposal II** will include the two turf fields: Soccer and Football.

These Proposals are extremely important to the students and community of the school District. If you have concerns or questions about these proposals, please leave me your comment or question so that I can directly answer you.

Thank you,

*Superintendent Cousins*

Category: [Bond Issue](#)

Posted by [pwhisman](#) | [View / Add Comments \(0\)](#)

#### CATEGORIES

All categories

#### ARCHIVES

[October 01, 2009 \(1\)](#)

## Blog Comments Configuration

By default, viewers of the blog can view and add comments. Anyone that wants to leave a comment must register as a guest. This will require the user to create a userid/password and provide an email address. Once the user has registered, they can sign-in using their userid/password on any blog to leave a comment.

By default, all comments are moderated. This means that a comment will not be displayed until approved by the blog owner or administrator.

If you don't want comments on your blog, you can disable comments. You can also disable comment moderation for a blog (if the system administrator has enabled this feature).

## Modify Blogs Configuration

From the Blogs Page (Blogs > Manage Blogs) select the [Blog](#) link to edit the Blog configuration. This section highlights the areas that you may want to modify.

**Blogs Page**

[Add Blog](#)


**Search Blogs**

Blog Title:

[Clear](#) [Reset](#) [Search](#)

**▼ Blog Title**

<a href="#">Test Blog</a>	<a href="#">Post List / Delete</a>
<a href="#">Superintendent's Blog</a>	<a href="#">Post List / Delete</a>
<a href="#">Students are using technology to enhance learning</a>	<a href="#">Post List / Delete</a>
<a href="#">Is Technology working for you in your classroom?</a>	<a href="#">Post List / Delete</a>

In order to modify the blog configuration, select the **Advanced Blog Options** .

**Blog Edit**

**Information**

Blog Title:

Short Description:

**Category Name**

Category Name	Is Default		
<input type="text" value="Bond Issue"/>	<input checked="" type="radio"/>	<a href="#">Delete</a>	<a href="#">Up Down</a>
<input type="text" value="Staff Achievements"/>	<input type="radio"/>	<a href="#">Delete</a>	<a href="#">Up Down</a>
<input type="text" value="District Achievements"/>	<input type="radio"/>	<a href="#">Delete</a>	<a href="#">Up Down</a>

[Add Category](#)

**▼ Advanced Blog Options**

[Save](#) [Cancel](#)

The following options are displayed:

**▲ Advanced Blog Options**

Max Posts On Page:  (Zero to show all)

Days Shown on Main Page:  (Zero to show all)

Timestamp Format:

Date Header Format:

Archive Date Format:

Archive Frequency:

Show Email Links: ☐ Yes ☒ No

Show Comments: ☒ Yes ☐ No

Comment Form Message:

Comment Timestamp Format:

Enable Comment Moderation: ☐ Yes ☐ No

Send Email Notification: ☒ Yes ☐ No

Email Notification Addresses:

## Disable Blog Comments

If you do not want anyone to comment on the blog simply disable comments by selecting the No option for “Show Comments”

Show Comments:

☐ Yes ☒ No

## Disable Comment Moderation

Your system administrator can disable this feature, requiring all blogs to moderate their comments. If your system administrator has not disabled this feature, you can turn off comment moderation by selecting No for Enable Comment Moderation.

Enable Comment Moderation:

☐ Yes ☒ No

## Comment Form Message

You can enter a message that is displayed when a user selects to add a comment to the blog. This can provide instructions on how you will treat comments that are inappropriate.

Comment Form Message:

All comments will be moderated. If a comment contains inappropriate language, the blog owner may not approve the comment for display. |

## Comment Email Notification

When Comment Moderation is enabled, you will be required to provide an email address that will receive the notification that a comment has been submitted for review.

Send Email Notification

☒ Yes ☐ No

Email Notification Addresses:

somebody@domain.com|

You do have the option to disable Email notification, but you will still be required to review comments before they are displayed, you just won't be notified when comments are left.

## Reviewing Comments

Users that view the blog can leave comments. By default, comments must be approved before they are displayed.

Category: [Bond Issue](#)  
 Posted by [pwhisman](#) | [View](#) / [Add Comments \(0\)](#)

**Comments** [Hide comments](#)

**Add a new comment**

Name

Comment

Category: [Bond Issue](#)  
 Posted by [pwhisman](#) | [View](#) / [Add Comments \(0\)](#)

**Comments** [Hide comments](#)

**Comment successfully submitted. It may take some time before it is approved.**

To approve or disapprove comments for a blog post, you must view the Blog Post List. (Blogs > Manage Blogs > Post List)

▼ Blog Title	
<a href="#">TestBlog</a>	<a href="#">Post List / Delete</a>
<a href="#">Superintendent's Blog</a>	<a href="#">Post List / Delete</a>
<a href="#">Students are using technology to enhance learning</a>	<a href="#">Post List / Delete</a>
<a href="#">Is Technology working for you in your classroom?</a>	<a href="#">Post List / Delete</a>

After Selecting the Post List, the link for Comments will show the number of outstanding comments waiting for approval.

▼ Post Title	▼ Created	▼ Author	▼ Category	
Bond Proposals	10/20/2009 10:31:44 AM	pwhisman	Bond Issue	<a href="#">Edit - <a href="#">Comment Review (1)</a> / Delete</a>

Select the [Comment Review](#) link to view pending comments.

### Review Pending Comments Page

**Search Comments**

Status:

Pending

Start Date:

(mm/dd/yyyy)

End Date:

(mm/dd/yyyy)

Clear

Reset

Search

▼ Date		▼ Author	
10/20/2009 11:31:45 AM	I would like to understand the cost of Proposal II.	pwhisman	<a href="#">Approve</a> / <a href="#">Disapprove</a>

By default this page only shows Pending Comments. You can however change the comment status to show Approved or Denied comments also.

The comment is shown in its entirety on the list and will wrap to multiple lines as needed. To approve the comment, select the [Approve](#) link. To disapprove the comment, select the [Disapprove](#) link.

Any approved comment can be disapproved later and vice versa by viewing the approved/disapproved comments. You cannot, however edit the comment.