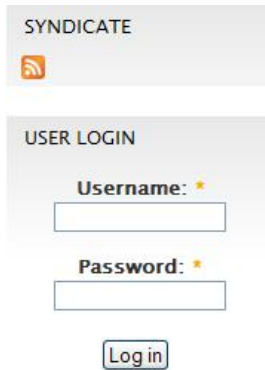


General Instructions for Blogging on a Drupal web site

1. Navigate to your district or service center's Drupal site, and log in with your username and password.



SYNDICATE

USER LOGIN

Username: *

Password: *

Log in

2. Click **Create content**, located in the menu underneath your username.



3. In the menu that appears, click **Blog entry**. (It is possible the name may vary slightly from site to site, but it should be called something with “blog” in the title.)

Home

Create content

Choose the appropriate item from the list:

Audio

An audio file. The audio file could be used for adding music, pod

Blog entry

A blog is a regularly updated journal or diary made up of individ
member of the site may create and maintain a blog.

4. The **Submit Blog entry** form appears. Assign a title to your post.


Submit Blog entry

Title: *

Welcome to Amy's blog!

5. In the Body section of your blog, begin typing your post.

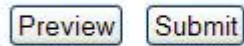
Body: *



This blog is where you will find information about the latest news in my American Lit classroom! We are doing a lot of exciting things around here.

Path:

- Optional: you may insert images or links, and you may also attach files.
- Scroll down to the bottom of the screen and click the **Submit** button.




- A screen displays confirming that your blog entry has been successfully created.

Welcome to Amy's blog!

[View](#) [Edit](#) [Track](#)



Your *Blog entry* has been created.

By  **amytest** - Posted on  **21 April 2008**

This blog is where you will find information about the latest news in things around here.

[amytest's blog](#)

- Notice that at the bottom of this screen, there is a little link that says your name and “blog.”

By  **amytest** - Posted on  **21 April 2008**

This blog is where you will find information about the latest news in things around here.

[amytest's blog](#)

- Every time you create a blog entry, the newest entry will go at the top of the page, and the older entries will appear below it.

If you would like one entry to always remain at the top of the page (such as an entry that would serve as a welcome or provide information you always want to be there), you will need to select **Sticky at top of lists** under the **publishing options** for that particular entry. Only site editors and administrators can select this option. If you are not a site editor or administrator, contact your site editor or NWRESA to get help setting up this option.