

## ICT Blog Instructions

1. **Type in the web address of the blog.**

Go to the address bar of your internet browser and type in the following address.

<http://www.smlps.edublogs.org>

You may like to save this in your **Favorites** list for quick access in the future.

2. **Log in to the blog.**

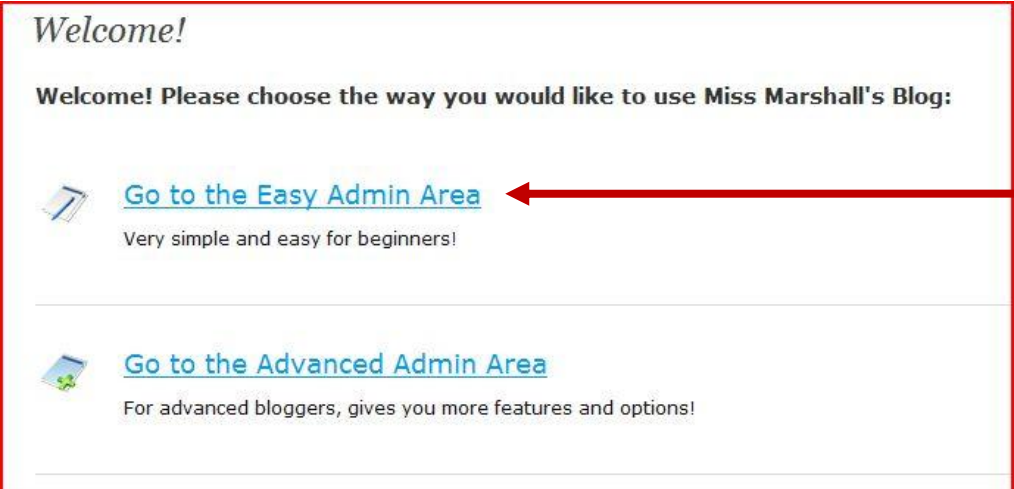
Enter the username and password that you received in your e-mail invitation and then click the **Log In** button.



The screenshot shows the login interface for edublogs. At the top is the 'edublogs' logo. Below it is a form with two input fields: 'Username' containing 'mwhitsmlps' and 'Password' with masked characters. A red arrow points to the username field with the text 'Enter Username'. Below the password field is another red arrow pointing to it with the text 'Enter Password'. Underneath the password field is a red-bordered box with the text: 'Authorization Required: This blog may only be viewed by users who are subscribed to this blog.' Below this box is a 'Remember Me' checkbox which is checked, and a blue 'Log In' button. A red arrow points to the 'Log In' button with the text 'Click here'. At the bottom of the form are two links: 'Register' and 'Lost your password?'.

3. **Set up your dashboard.**

The first time you log in you may be asked whether to use the **Easy** or **Advanced** Admin Area. We suggest you select the **Easy** option.



The screenshot shows a 'Welcome!' message. Below the message is the text: 'Welcome! Please choose the way you would like to use Miss Marshall's Blog:'. There are two options, each with a folder icon and a blue link. The first option is 'Go to the Easy Admin Area' with the subtext 'Very simple and easy for beginners!'. A red arrow points to this link with the text 'Click here'. The second option is 'Go to the Advanced Admin Area' with the subtext 'For advanced bloggers, gives you more features and options!'.

4. **Set up your profile.**

When you enter the **Easy Admin** page you will see your account **profile**. There are many settings here, but the only ones you need to enter are:

**Nickname** Enter your name the way you'd like it to be displayed

**Display name publicly as** Select the name you entered in Nickname from the list

**New Password** If you would like to change your password, enter the new password in this field and confirm it in the following field.

Press **Update Profile** when you have completed your changes.

5. **Visit the blog.**

Return to the top of the Easy Admin page and select **Visit Site**.

**\*\* Please note that 3 to 5 should only be required the first time you access the blog. On subsequent visits you should be taken directly from step 2 (the login page) to step 6 (the home page).**

6. **Look at the blog.**

You will now be viewing the **home page** of the blog. Scroll down the page to see all the content.

**"B" is for Blog**  
ICT for Inquirers, Communicators, Thinkers

**Pages** → [HOME](#) [ABOUT](#) [ICT PHILOSOPHY](#) [SUBSCRIBE](#)

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**Sharing PowerPoint Presentations**  
April 5th, 2011 by Mrs Whittaker - No Comments - All Year Levels, Multimedia - Edit

When you create a self running [MS PowerPoint](#) presentation, you may like to upload it to a web site (blog, wiki or other) or e-mail it to someone. If you are unsure whether the recipient has the correct version of MS PowerPoint to view your presentation, you may like to consider sending it as a video file. The recipient can then view the presentation in their default video viewing application.

To convert a presentation to a video file, a separate application such as [Wondershare PPT2Video Pro](#) is required. The presentation is simply opened in this application, conversion options are chosen and the video file is then created. Our school has a single user licence for this software and it is currently installed on my computer. Please see me if you have PowerPoint presentations that you would like converted.

Tags: [converter](#) [MSPowerPoint](#) [presentation](#) [video](#) [Wondershare](#)

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**VISITORS**

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counter widget

## Home Page

The home page consists of a series of **posts** that are displayed in reverse chronological order. Each post contains text and/or photos relating to a given topic and is assigned a **category**. You can look at all posts for a particular category by selecting the category from the **Post Categories** widget further down the page.

## Widgets

Down both sides and the bottom of the blog are a series of **widgets** that include post categories, links to other blogs and websites, recent posts, archives and admin tools. These may change over time – feel free to click on them and see what happens.

## Other Pages

There are other **pages** on the blog that appear to the right of the Home page button. These pages do not contain posts, but contain one page of information relating to the page title. These are updated from time to time but not as frequently as the posts on the home page.

### 7. Subscribing to the blog.

You can **subscribe** to this blog by **email** so that you automatically receive new posts when they are posted. This way you don't have to keep on visiting the blog to check for new content. When you subscribe by e-mail you will be sent an e-mail message each time a new **post** is added to the blog. To read the post you simply click on a **link** in the e-mail and this takes you to the relevant post in the blog. To subscribe by e-mail, simply enter your e-mail address in the **Subscribe by email** widget at the bottom of the page and press the **Subscribe>>** button.



The image shows a screenshot of a 'SUBSCRIBE BY EMAIL' widget. The widget title is 'SUBSCRIBE BY EMAIL' in bold black text, underlined with a dotted line. Below the title is a text input field containing the placeholder text 'ex: john@hotmail.com'. To the right of the input field is a red arrow pointing left with the text 'Enter e-mail address'. Below the input field is a 'Subscribe »' button. To the right of the button is a red arrow pointing left with the text 'Click here'. Below the button is a blue link that says 'Manage Your Subscriptions'.

### 8. Log out.

When you have finished viewing the blog, press the **Log out** option in the **Admin** widget on the right hand side of the blog.



The image shows a screenshot of an 'ADMIN' widget. The widget title is 'ADMIN' in bold black text, underlined with a dotted line. Below the title is a list of menu items, each preceded by a small square icon: 'Site Admin', 'Log out', 'Entries RSS', 'Comments RSS', and 'WordPress.org'. A red arrow points from the right towards the 'Log out' item, with the text 'Click here' next to it.