.
Point your browser to **http://www.blogger.com**.

Create an account based either on an existing Google account (image right) or on your SWLSB account (image left).
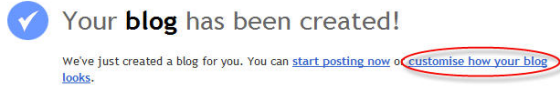
In either case, fill out the account information on the subsequent page and proceed to "**Name your Blog**". Be sure to check name availability for your blog. Once availability has been verified, take note of your assigned URL. It is at this address that people will read your blog.

Click **Continue** and choose a template. Templates give a consistent theme to your on-line work.
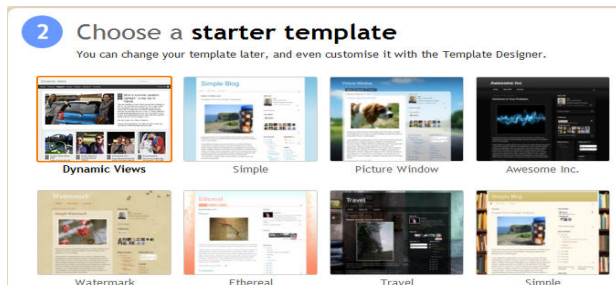
Congratulations! You have just created your first blog site.

For the purposes of this very short tutorial, we are not going to discuss the "**customize how your blog looks**" and "**Advanced Setup Options**", save to say that the former allows you to further customize your blog site; whereas, the latter allows you to purchase server space, among other things.

Click "**Start Blogging**".

Immediately, you'll be sent to the blog's central control panel, specifically the **Posting** panel. Within the **Posting** panel, you'll be able title and write your posts. As seen below, the toolbar resembles a simplified word processing toolbar as well as the writing area. Note that you can also insert hyperlinks, pictures and videos into your blog.

Tip: Since you are actually writing in HTML, spacing may differ when actually presented on a web page. Be sure to click "**Preview**" before posting.

If you cannot finish a blog before exiting, click "**Save Now**"; otherwise, "**Publish Post**".
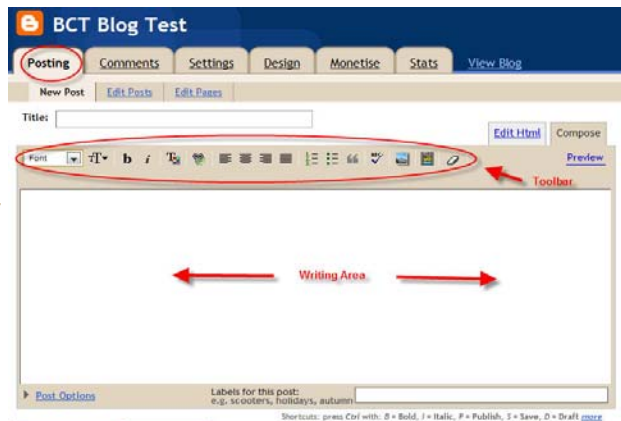
Blogging Options

There are many, many options available to you in Blogger. In fact, too many for the casual users.

In this document, we will only seek to discuss those which would directly affect an educational setting as opposed to professional usage.

For the most part, the settings will remain the same.

You'll notice that there are 6 tabs — **Posting, Comments, Setting, Design, Monetize & Stats** — running just below your blog header.
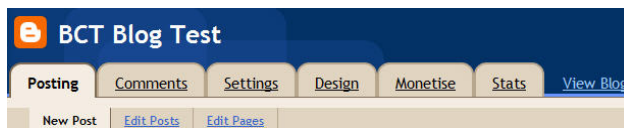
We've already discussed the **Posting** tab and its subsequent page.

The **Comments** tab allows the blog owner to edit comments. All blogs allow comments; however, they can be edited. Note, though, that they will appear before editing. There is no true moderation, as such; however commenting can be limited severely as shown later.
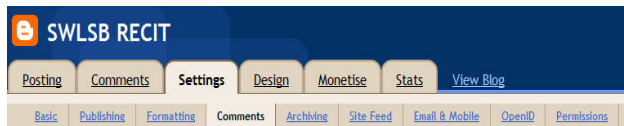
The **Settings** tab is vast, in terms of options. For the purposes of this short tutorial, we will only concern ourselves with those options that could relate to student security. Notice that there is a **sub-toolbar** underneath the **Settings** tab.

For our immediate goals, ignore **Publishing, Formatting, Archiving, Site Feed, Email & Mobile and Open ID**.

Basic

Add your Blog to our Listings? - No
Let Search Engines Find your Blog? - No
Google Analytics Web Property ID? - No
Adult Content? - No

Comments

Who Can Comment? - Only members of this blog
Comment Moderation? - Always
Comment Notification Email? - [Enter your address]

Permissions

The **Permissions** sub-tab allows you to configure your blog to you and your classes particular needs.

If you "**Add Authors**", each person added will be able to write or edit a blog on your site. This option is not recommended since you should have control of your site. The only benefit would come if you created separate bogging sites for groups in your class.

In the "**Blog Readers**" section, select "**only people I choose.**" This will effectively lock your site down. Only those who have an accepted email address will be able to view the blog.

The negative side of this action is that you will have to enter a unique email address for each member of your class and it has to be a Google Gmail account.

Though it does not take a long time to create 30 or so Gmail accounts, you should seek parental permission first.

For further information or assistance, please contact:

Peter Bilodeau
Educational Consultant (RECIT)
Sir Wilfrid Laurier School Board
450-621-5600, ext. 1358
pbilodeau@swlauriersb.qc.ca