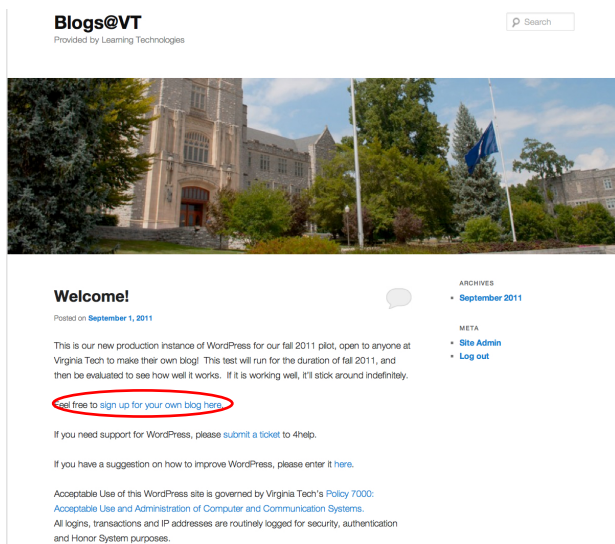


How to use Blogs@VT

This quick tutorial will help you create your own blog using the Learning Technologies "Blogs@VT" service. Blogs@VT allows you to easily create your own WordPress blog in four short steps. Let's get started.

Step 1

- Log on to your internet browser and go to *blogs.lt.vt.edu*
- Click on **sign up for your own blog here** (note: screen may vary from this illustration).



Step 2

- Create a username in the upper box. The name you create here will be used to access your blog.
- Type in your @vt.edu email address inside the lower box. *Make sure this address is correct or your blog will not be activated.*

Username:

(Must be at least 4 characters, letters and numbers only.)

Email Address:

We send your registration email to this address. (Double-check your email address before continuing.)

Gimme a site!
 Just a username, please.

Next

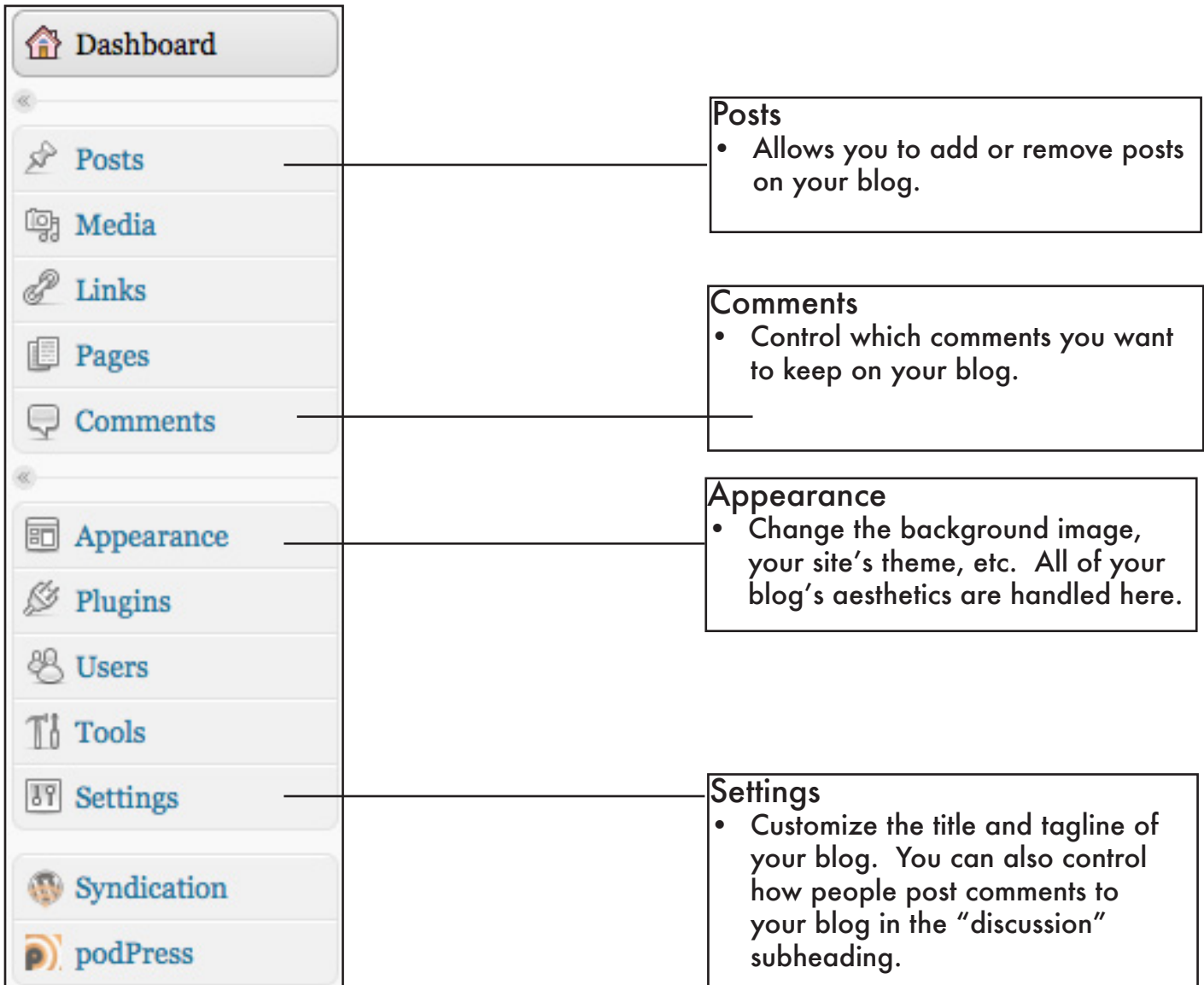


Step 3

- Blogs@VT will send a confirmation email to your VT Webmail Account. (Hint: sometimes this email goes to “junk mail” by mistake, so check there too.) Be sure to open the message to receive your automated password for WordPress. Click on the URL link provided in the same email to log in to your new WordPress blog. *Note: you’ll want to change your password to one you can remember. Do not use your VT PID or password!*

Step 4

- You should now be taken to your WordPress Dashboard. Welcome to your new blog!
- The dashboard is a control panel for your blog. Take a look at the side toolbar on your WordPress Dashboard (tip: change password is under “users>your profile”):



The image shows a screenshot of the WordPress Dashboard side toolbar. The toolbar contains the following items from top to bottom: Dashboard (with a home icon), Posts (with a pencil icon), Media (with a camera icon), Links (with a link icon), Pages (with a document icon), Comments (with a speech bubble icon), Appearance (with a grid icon), Plugins (with a puzzle piece icon), Users (with a person icon), Tools (with a wrench icon), Settings (with a gear icon), Syndication (with a RSS icon), and podPress (with a podPress icon). Four callout boxes are connected to the toolbar items by lines: 'Posts' is connected to the Posts item; 'Comments' is connected to the Comments item; 'Appearance' is connected to the Appearance item; and 'Settings' is connected to the Settings item.

Toolbar Item	Description
Posts	Posts <ul style="list-style-type: none">• Allows you to add or remove posts on your blog.
Comments	Comments <ul style="list-style-type: none">• Control which comments you want to keep on your blog.
Appearance	Appearance <ul style="list-style-type: none">• Change the background image, your site’s theme, etc. All of your blog’s aesthetics are handled here.
Settings	Settings <ul style="list-style-type: none">• Customize the title and tagline of your blog. You can also control how people post comments to your blog in the “discussion” subheading.