

EDUBLOGS

A Guide to Creating Your Centennial Online Portfolio



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About Edublog

What's an Edublog?

Edublogs are blogs (websites to post up-to-date information and reflections using different media) created for educational purposes. Through a blog, you can create a digital space to share your classroom experience, showcase your work, reflect on your learning, interact with your peers, and become more comfortable navigating your way consciously and safely through the digital world.

Edublogs can benefit your educational experience and allow you to take ownership of your learning. By the end of your high school career at Centennial Secondary, you not only will have acquired important digital skills and an understanding of digital citizenship, you will have essentially created a digital portfolio to highlight your learning, achievements, and overall growth.

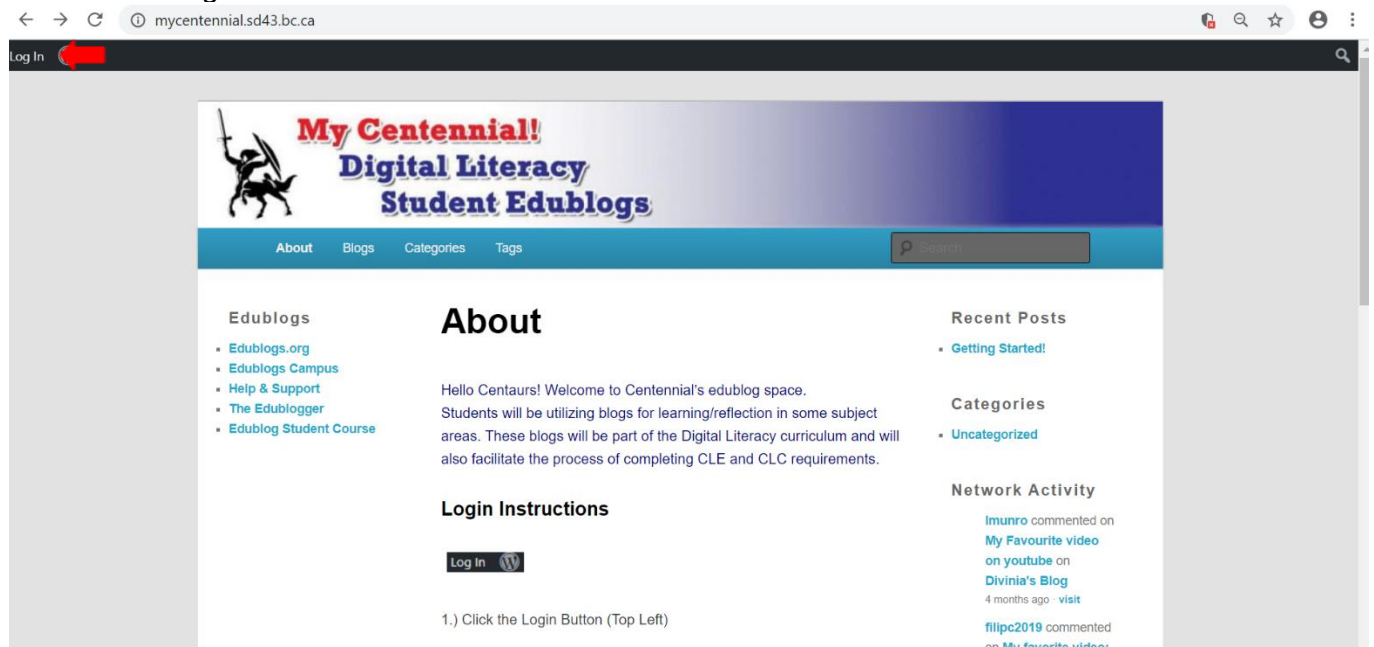


Logging In

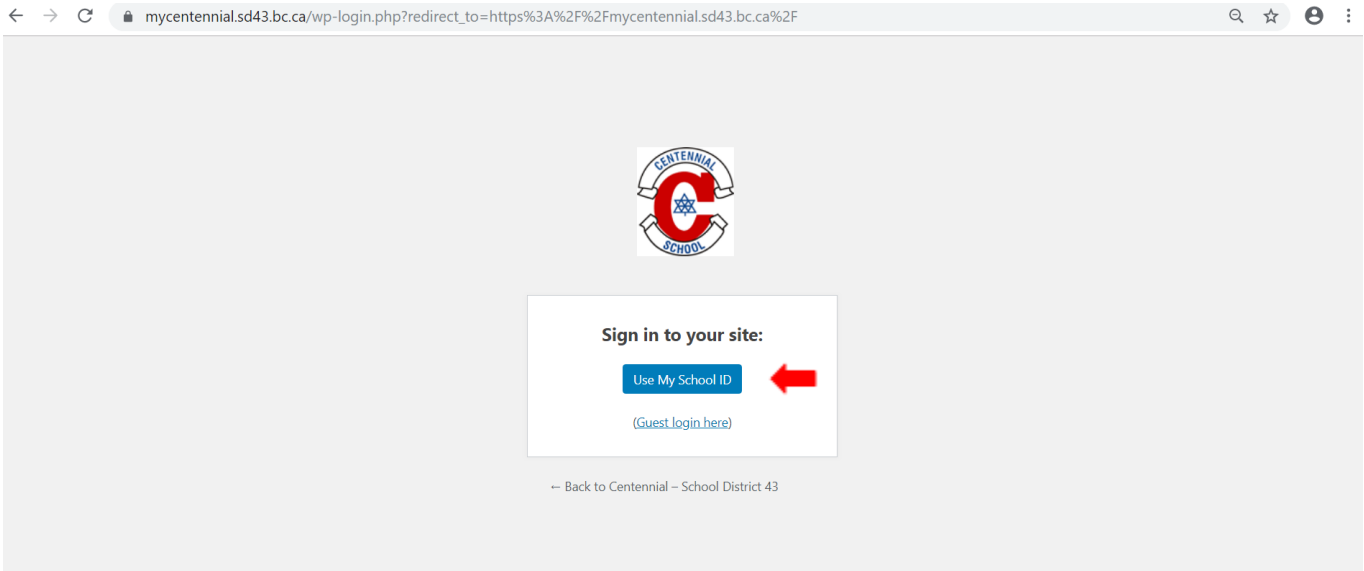
How to Log In to your Edublog:

1. Type in the url: <https://mycentennial.sd43.bc.ca/>

2. Click on *Login*



3. It will direct you to a page that asks you to use your school login. Click on the blue button: Use My School ID



4. Enter your sd43 email/username
5. Enter your sd43 email/username password

Visiting Blogs

How to Visit a Teacher's Blog:

To visit a specific teacher's blog, add a backslash (/), followed by the teacher's first initial and full last name at the end of <https://mycentennial.sd43.bc.ca/>.

For example, to visit Ms. Hothi's blog, simply type in mycentennial.sd43.bc.ca/jhothi

*Note: This may vary depending on the teacher's blog, so it is always best to ask your teacher

How to Visit Another Student's Blog:

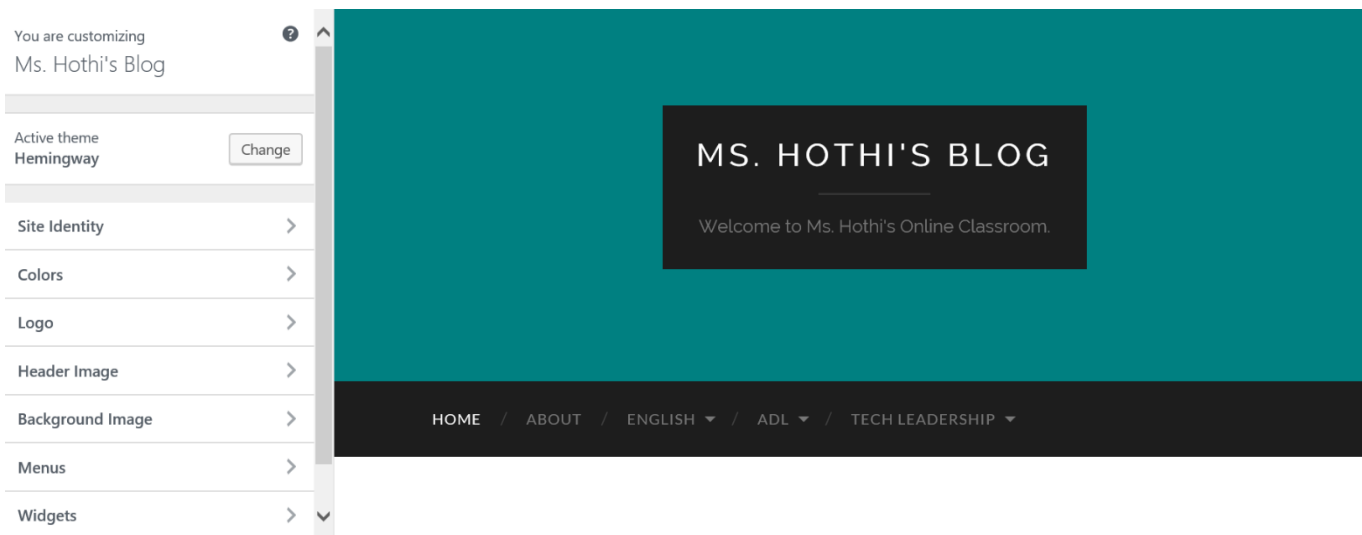
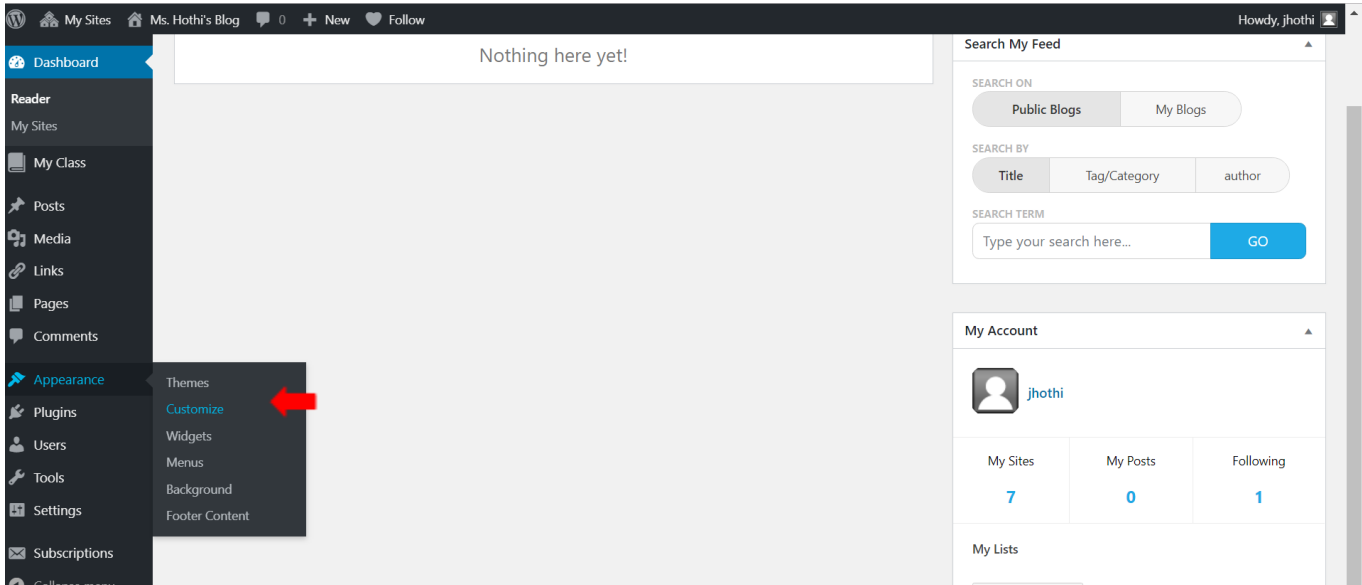
To visit the blog of another student, add a backslash (/), followed by the student's full first name, their last initial and 2019 (or year of blog generated/year student started Grade 9).

For example, to visit Jane Doe's blog, simply type in mycentennial.sd43.bc.ca/janed2019

Customizing your Blog

How to Customize Your Blog:

In your Dashboard, under Appearance, click *Customize*.



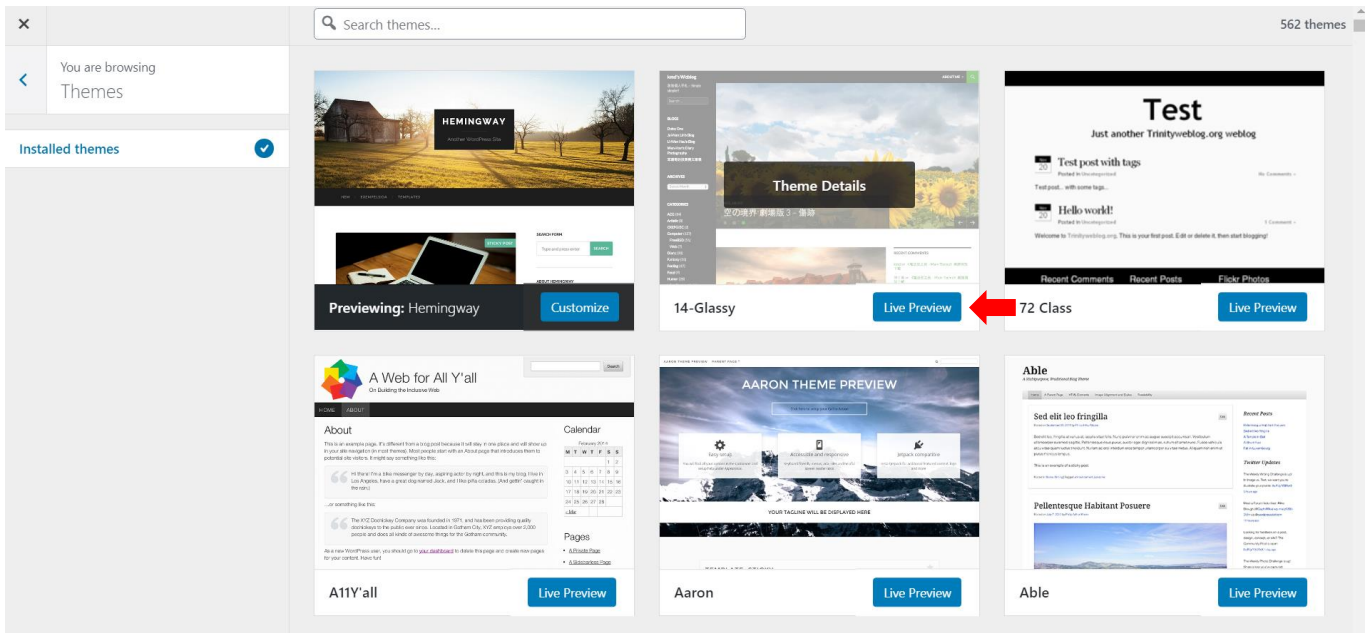
Here you can personalize your blog by changing the title, theme, background, colours, logos, images, menus, and widgets.

Site Title and Tagline

Select *Site Identity* and create a Site Title and a Tagline that represents you. Above you will see *Ms. Hothi's Blog* as a site title and *Welcome to Ms. Hothi's Online Classroom* as a tagline. You can make this unique to you. Another example of a Site Title can be Jane's Blog with the tagline Learn, Eat, Sleep, Repeat.

Theme

You can change the theme of your blog to represent you. You will be directed to a page full of over 400 different theme templates. Choose one that you like. You can hover over the theme and either click *Live Preview* to see what it would look like on your blog or click *Activate*, which would make that your blog's theme.

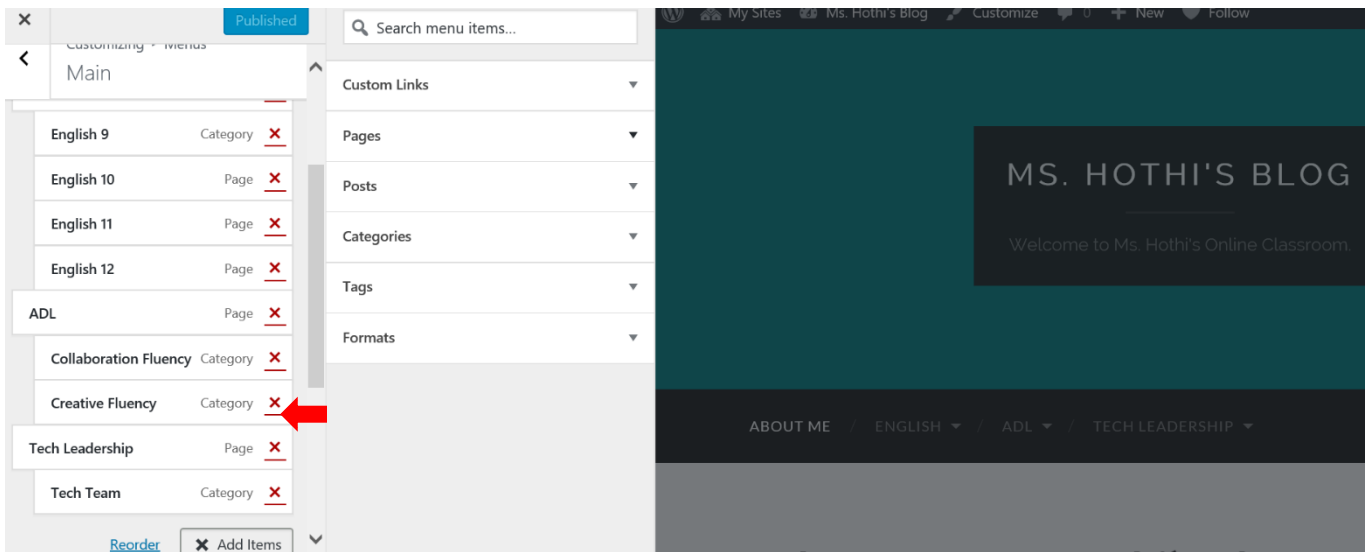


Menu

How to Create a New Menu:

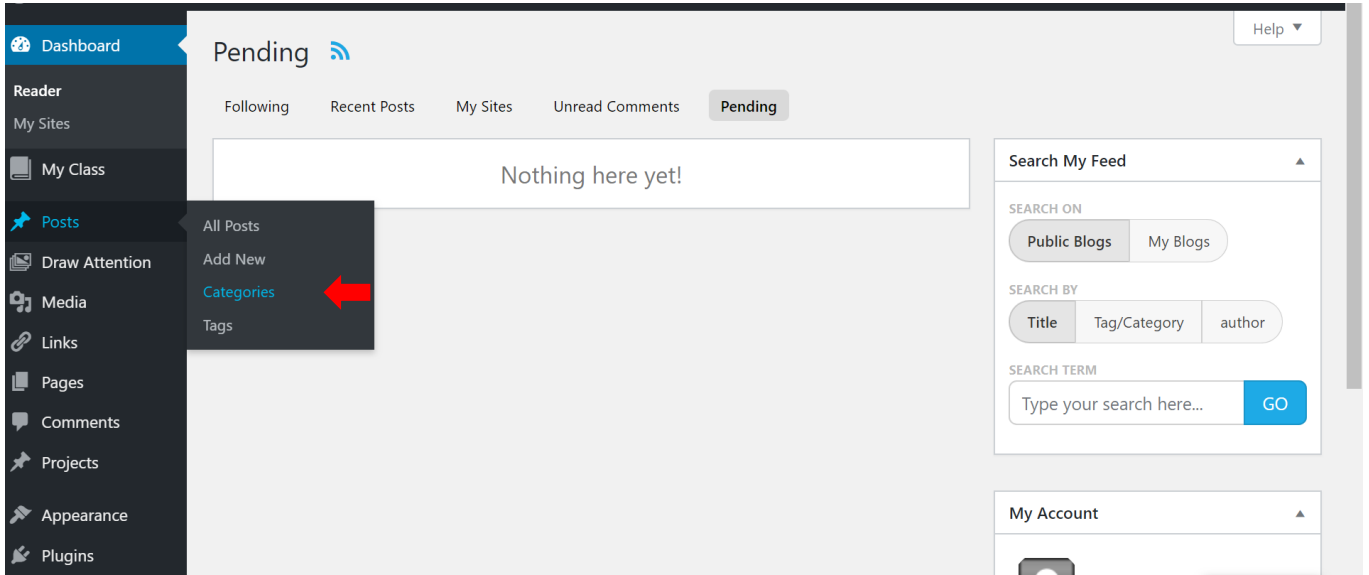


1. Select the *Menu* option and create a new menu. You can title it as your Main Menu.
2. Select *Add Items* and begin adding *Pages* and *Categories* to help others navigate your blog.
3. Add in the *Pages* that will be shown in your menu bar. *Pages* are static and do not get updated.
4. Above you will see the About Me, English, ADL, and Tech Leadership pages in Ms. Hothi's menu bar.
5. Add sub items that will fall under your Menu Pages. These can be *Pages* or *Categories*. Unlike *Pages*, *Categories* will be updated by your Posts. Below you will see under the ADL page, there are two sub items called Collaboration Fluency and Creative Fluency, which are *Categories*. When you make a post, you can file it under the appropriate *Category* and that is where it will be shown.

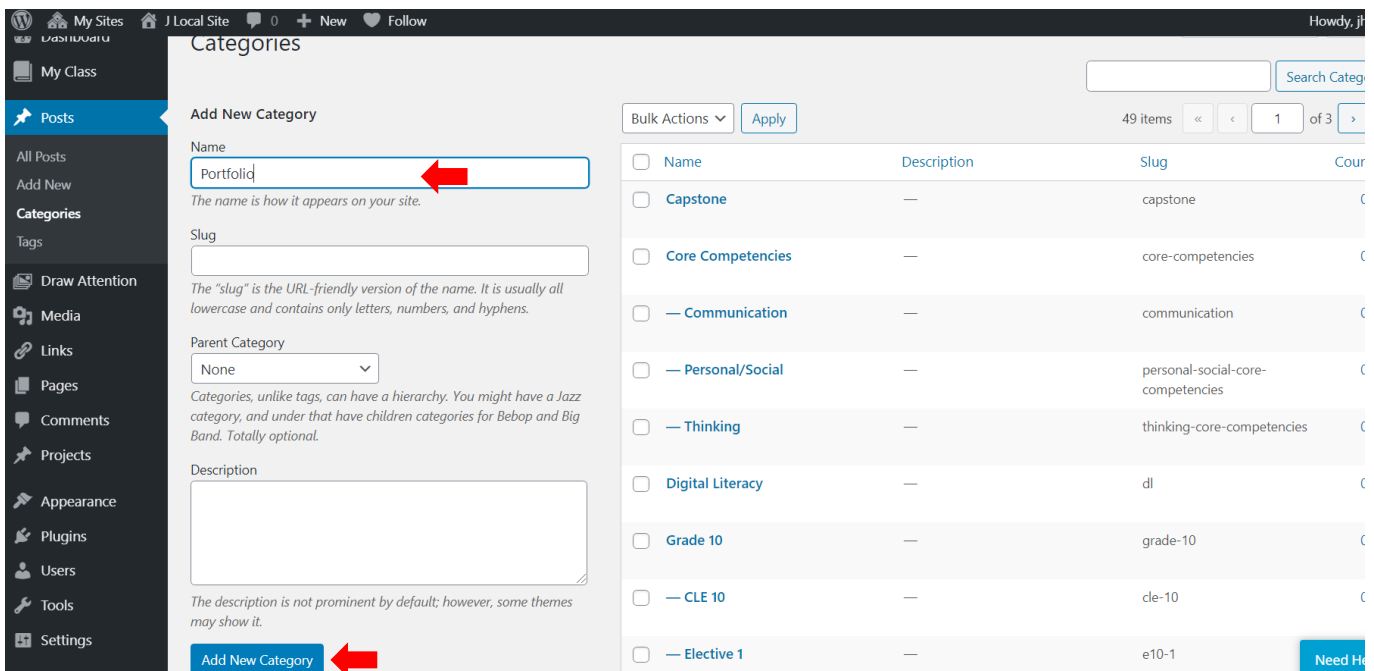


How to Add a New Category Tab to your Already Existing Menu:

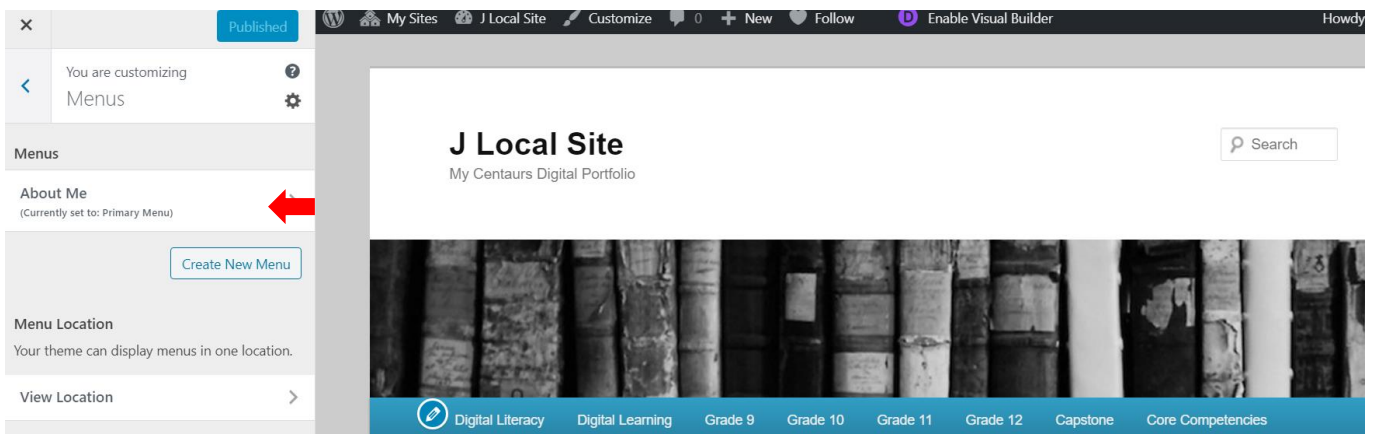
1. Go to your *Dashboard* under your site
2. Scroll down to *Posts*
3. Choose *Categories*



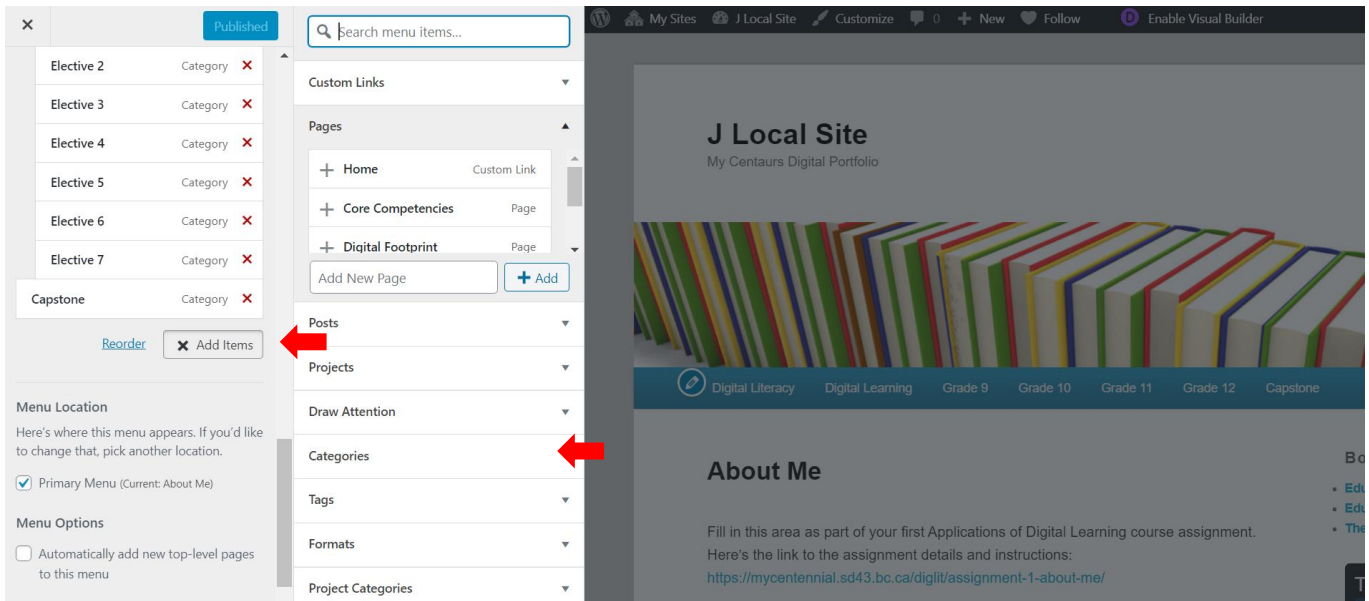
4. Type in a category name (e.g. Portfolio)
5. Scroll down and click on the “Add New Category” button
6. Repeat steps 4 and 5 for other categories (Core Competencies, Communication, Thinking, and Personal/Social)



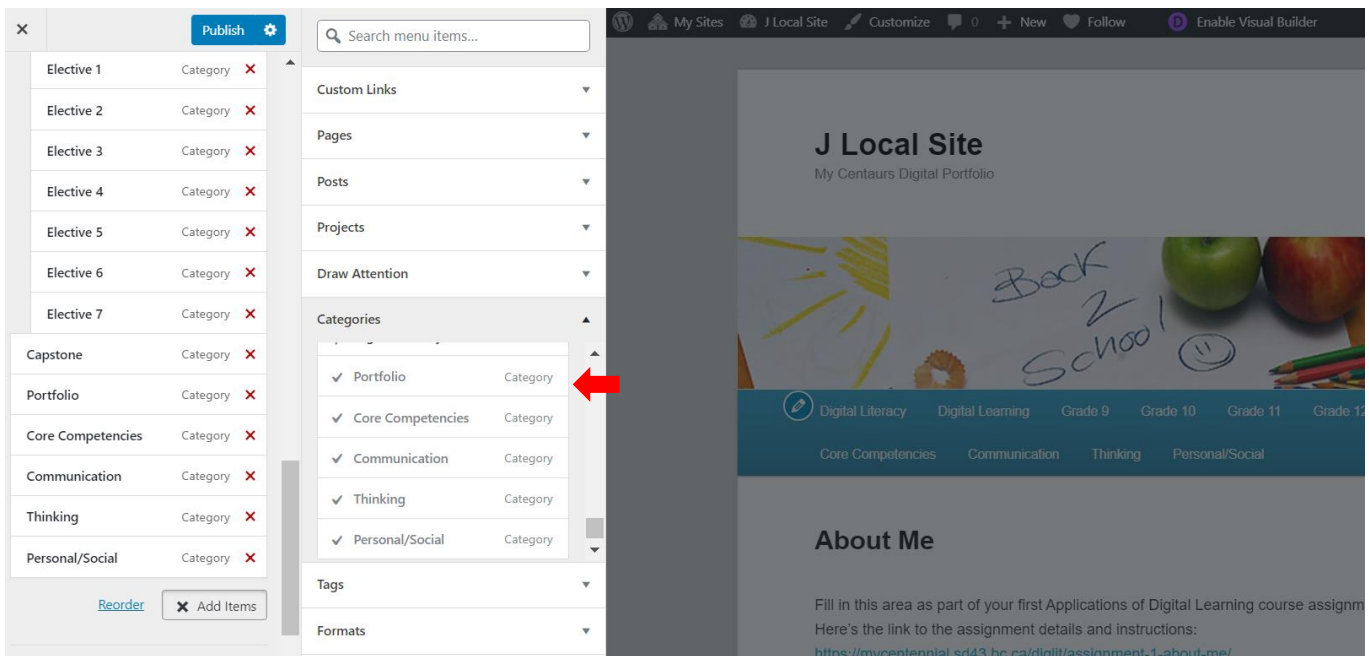
7. Go to your *Dashboard* again on the left of the screen
8. Hover over *Appearance*
9. Select *Customize*
10. Select *Menus*
11. Select *About Me* menu



12. Scroll down to the bottom and click on the “+Add Items” button
13. You will see different item options on the right
14. Select the *Categories* option



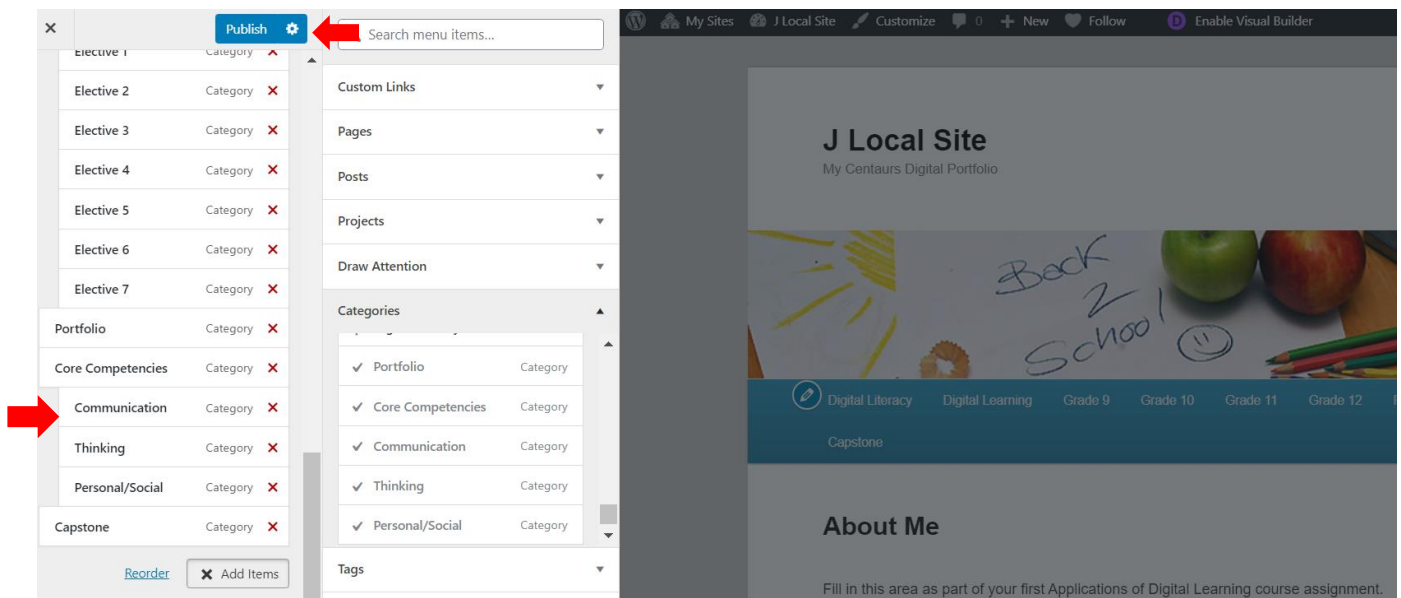
15. Scroll down and click on the new categories you created, one by one



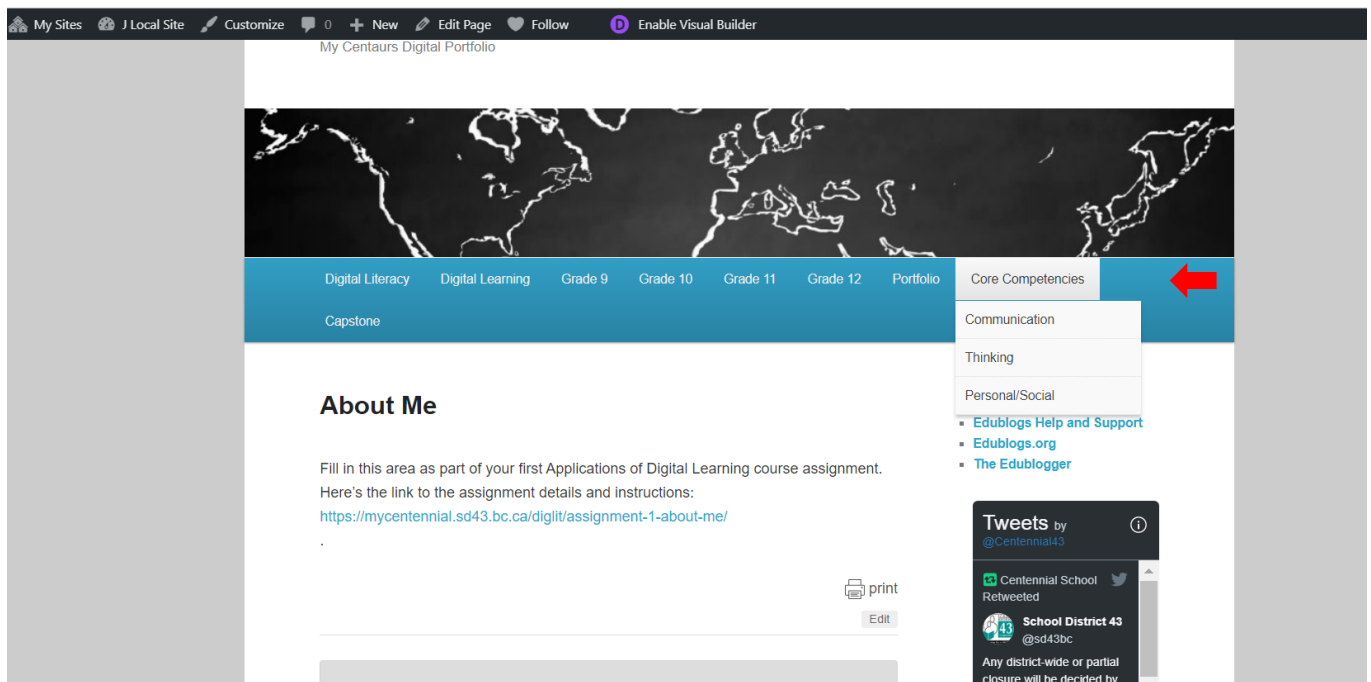
16. Now drag, one by one, the new categories and position them where you want them.

- a. Drag the *Portfolio* category before the *Capstone* category
- b. Drag the *Core Competencies* category after the *Portfolio* category
- c. Drag the three subcategories: *Communication*, *Thinking*, and *Personal/Social* to go under the category called *Core Competencies*

17. Click on the blue “Publish” button at the top

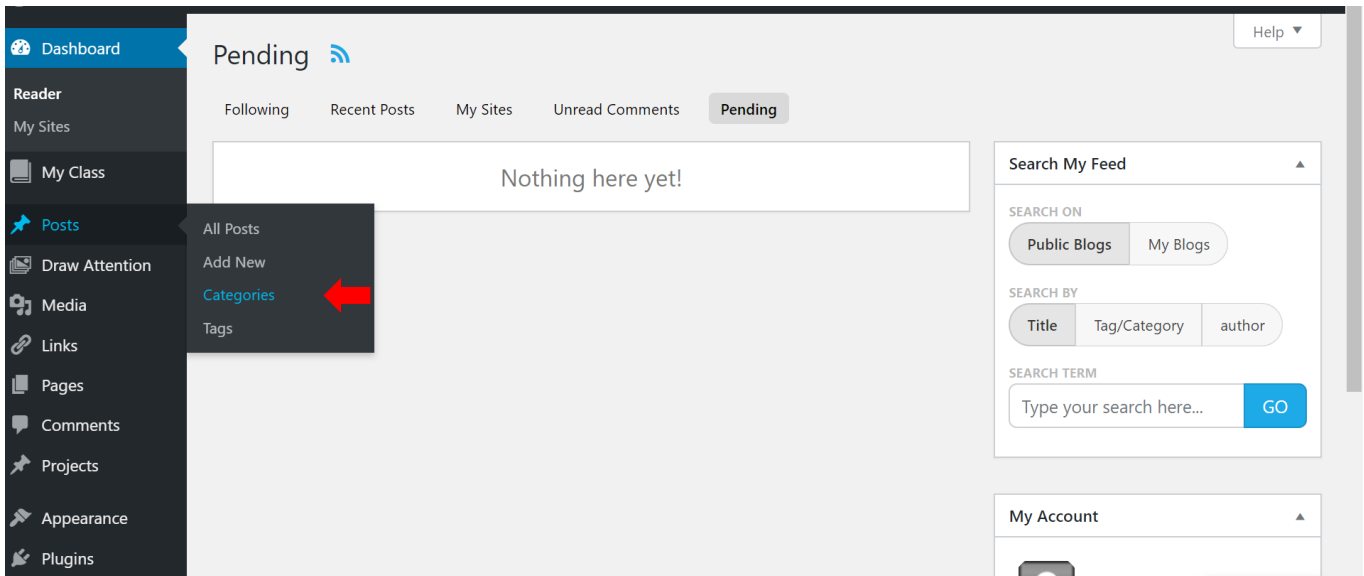


18. Now go back to your site's landing page (*view site*) to see the results!

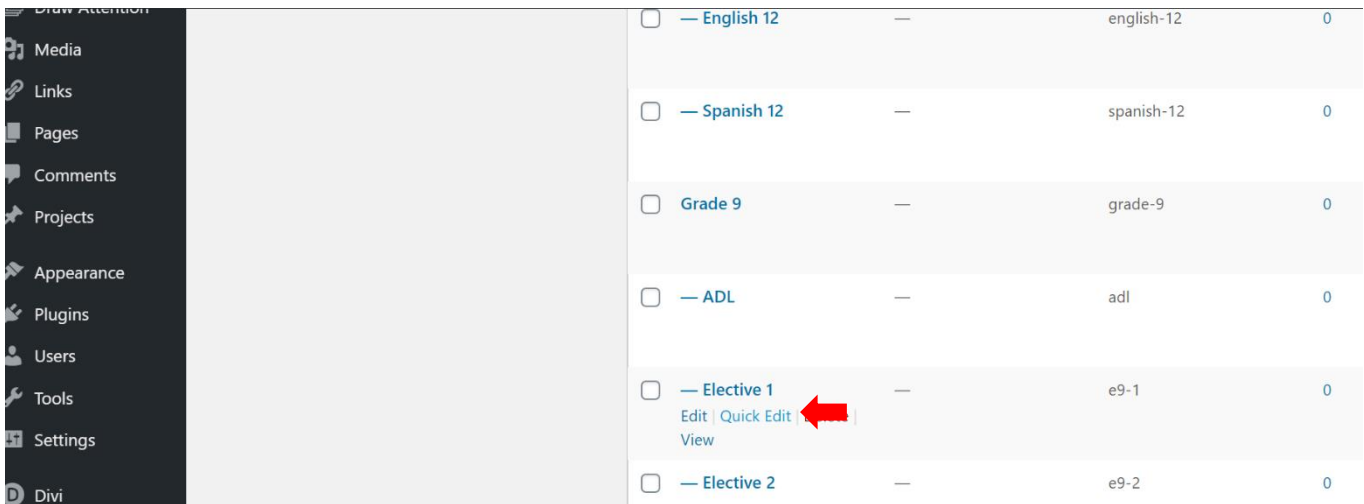


How to Edit your Categories in your Menu:

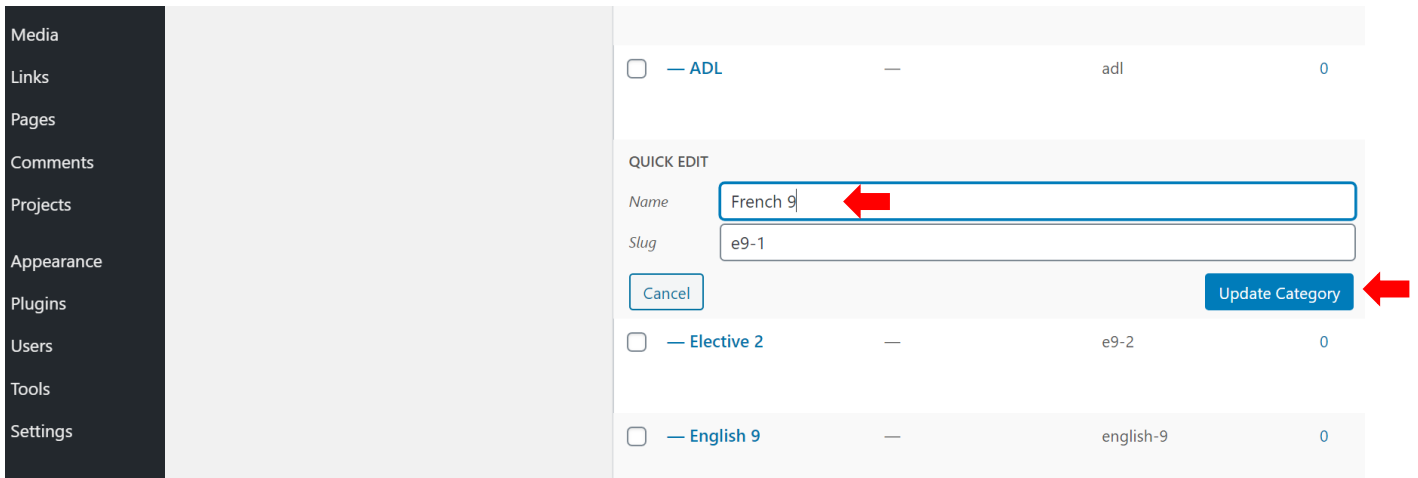
1. Go to your *Dashboard* under your site
2. Scroll down to *Posts*
3. Choose *Categories*



4. Find the category you want to change on the right of the page.
5. Click on “Quick Edit”



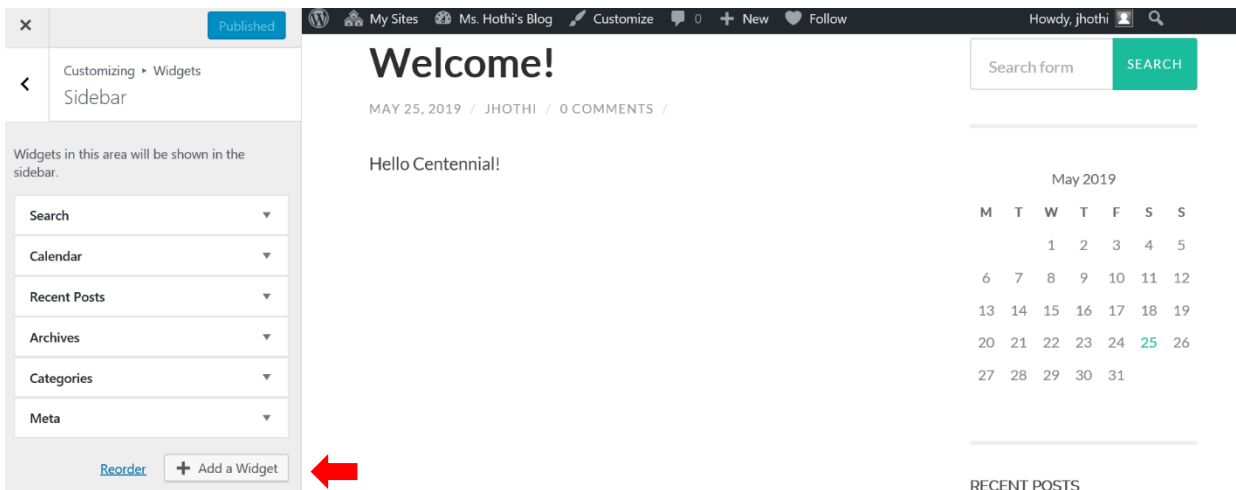
1. Change the name of the selected Category
2. Click on the “Update Category” button



Widgets

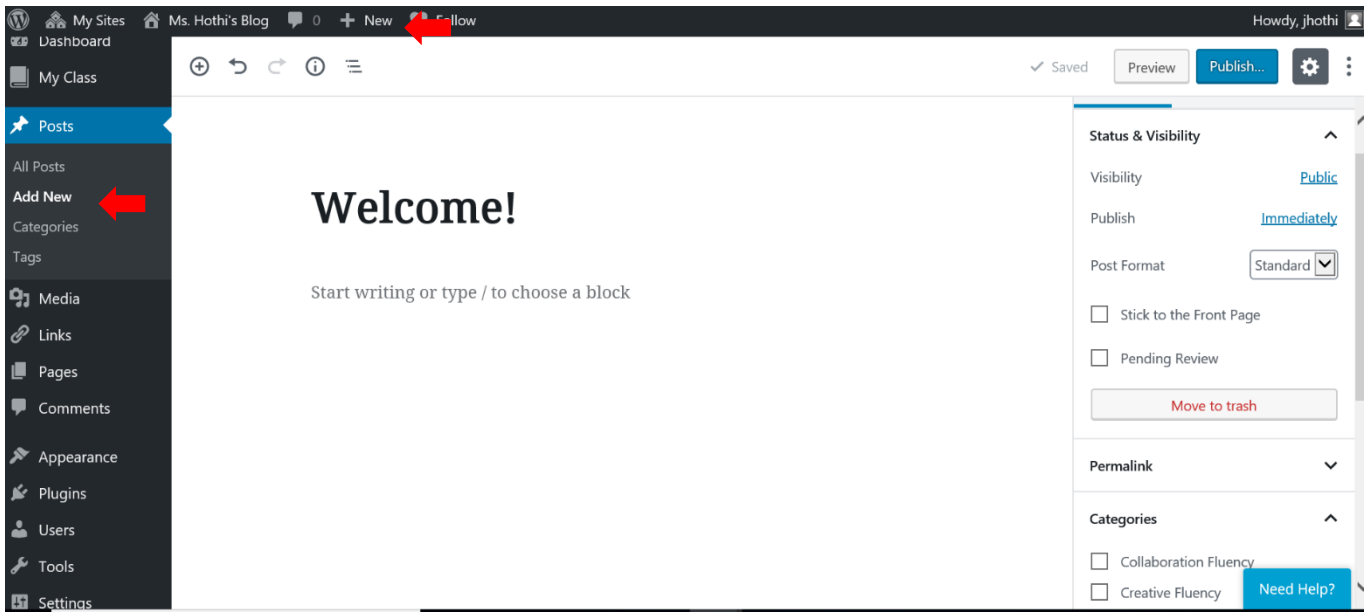
1. Once you have started creating posts, you can organize how you want others to find your posts or navigate your page through widgets. Widgets provide different functions for your blog and allow easy access to information in your blog.

2. Select *Widgets* and review the different widgets available and select which ones you want displayed. Commonly used widgets are *Recent Posts*, *Categories*, and a *Search bar*.

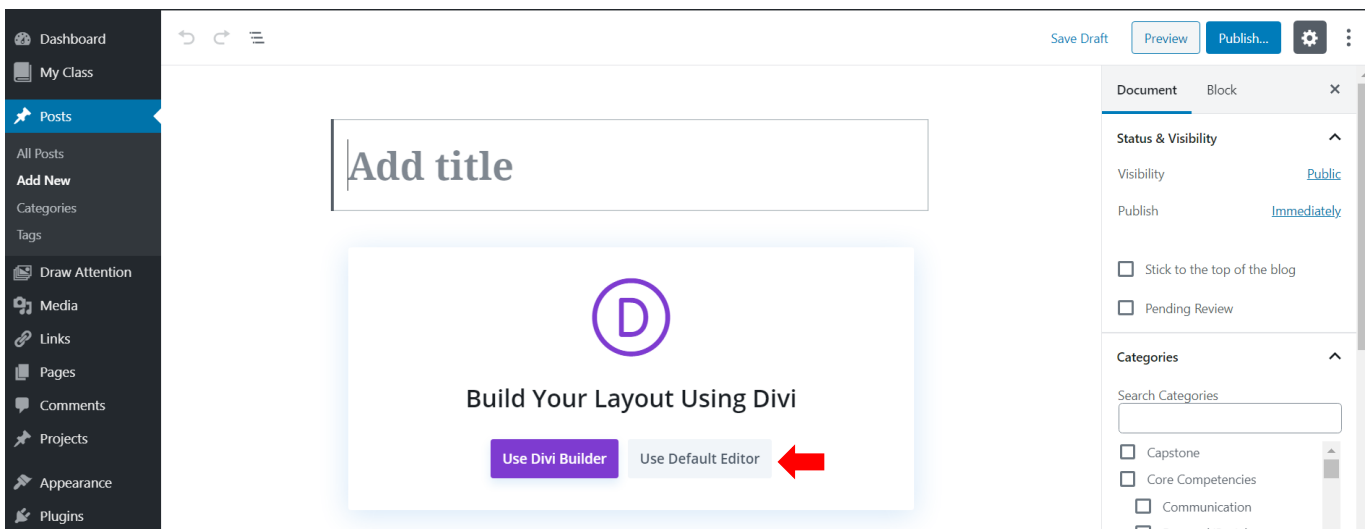


Posting on your Blog

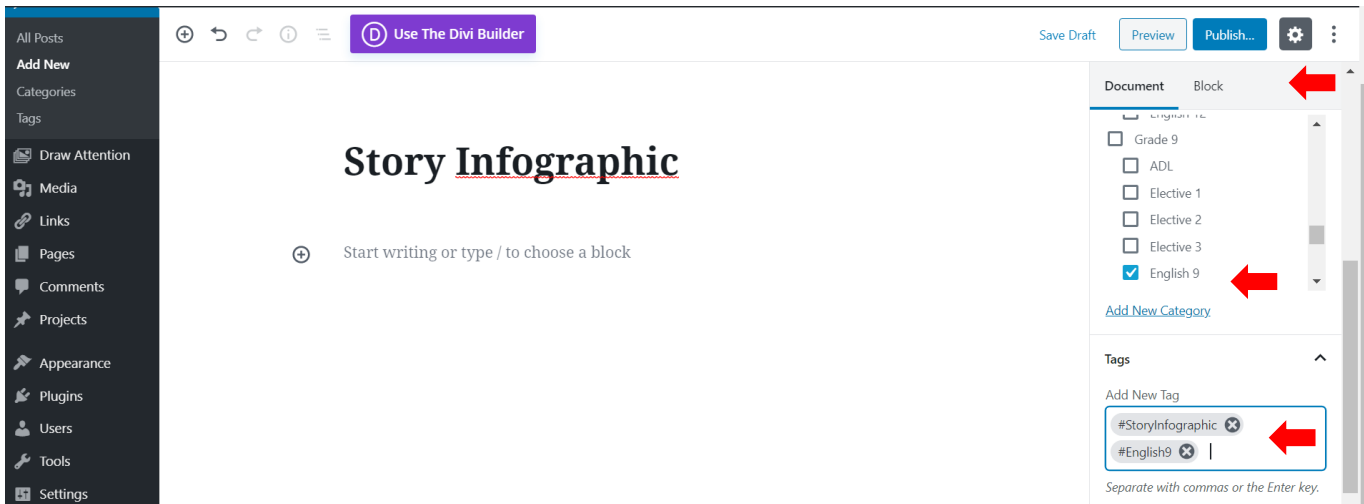
Add a Post



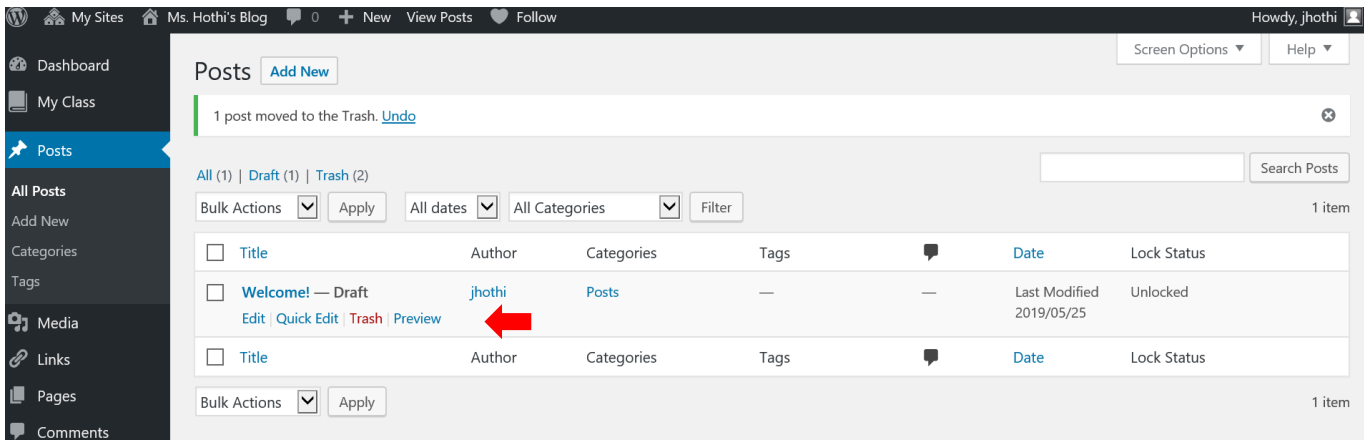
1. Select *New* at the top of your blog and create a new post or go to your *Dashboard* and click on *Posts* and “Add New”. You can type or embed information to your post.



2. Use the *Default Editor* option
3. Give your post a Title
4. Add a block to your post (see “How to Insert Content” information in this document)
5. Adding a *Tag* to your post and placing it under a *Category* can be helpful for others, especially your teachers, to find your assignment posts.
6. To the right of the post, click on Document
7. Scroll down to *Categories* and click on the category for your assignment (e.g. English 9)
8. Scroll down to *Tags* and add the assignment tags and press the “enter” key after each tag (e.g. #StoryInfographic). Usually, your teacher will assign a tag for the assignment. If this is the case, use the assigned tag.
9. Select Preview at the top to check what the post will look like
10. Once you are satisfied with your post, go back and select Publish at the top



Edit/Delete a Post

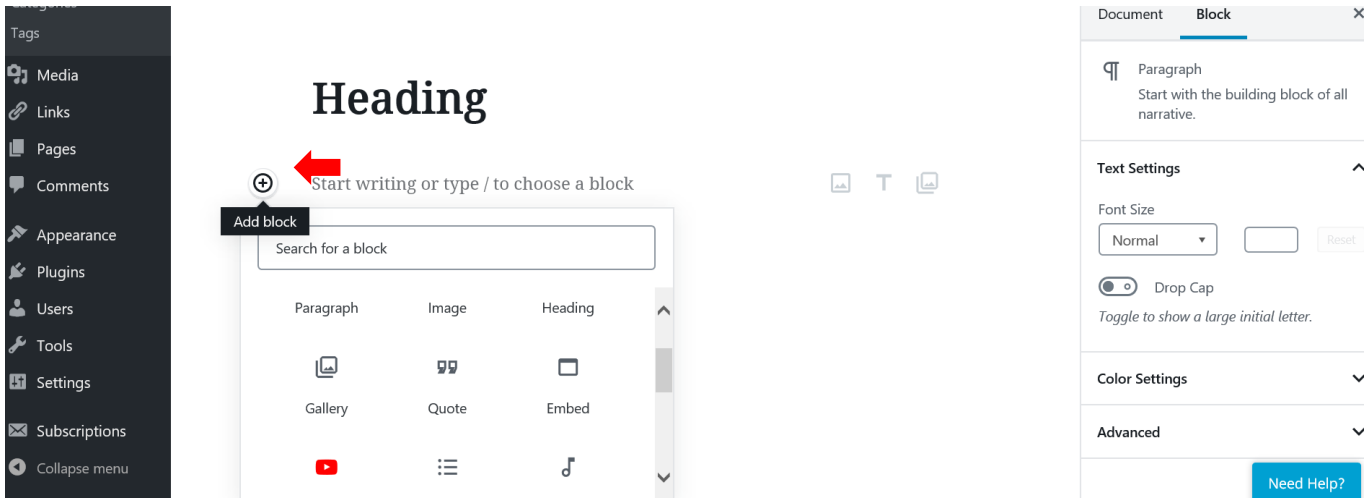


1. Select *All Posts* under *Posts*.
2. Find the post you wish to edit or delete.
3. Click on *Edit* or *Delete*.

Inserting Content

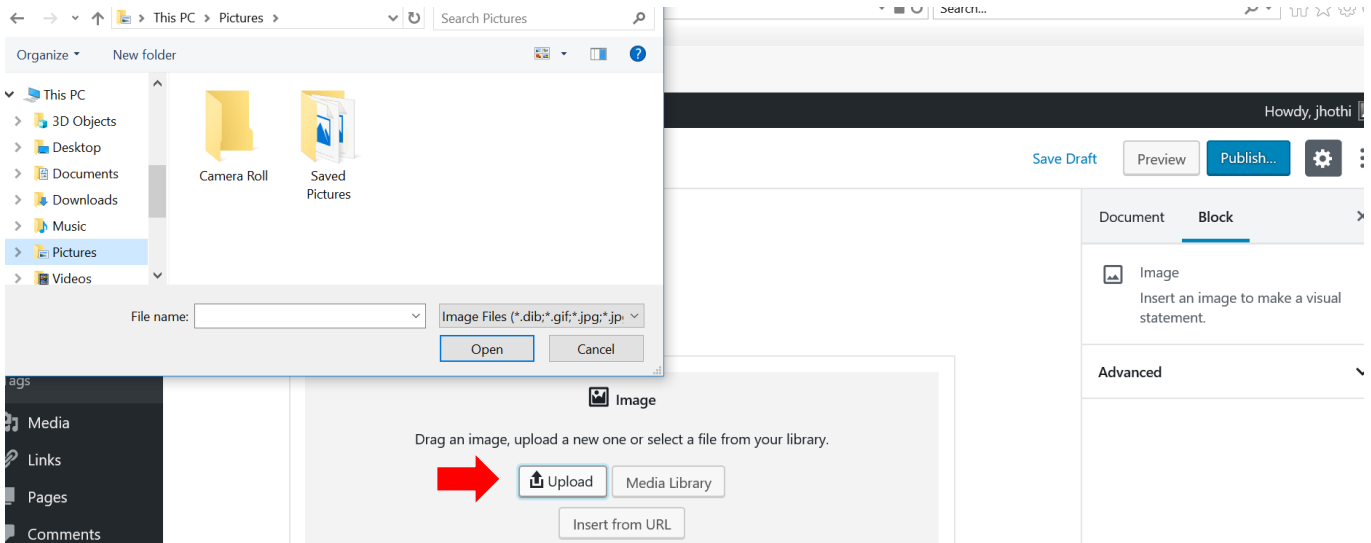
How to Insert Content:

1. Select *Add New* under *Posts*.
2. Select *Add Block* to upload an image, embed media, add audio, a quotation, hyperlink, etc.



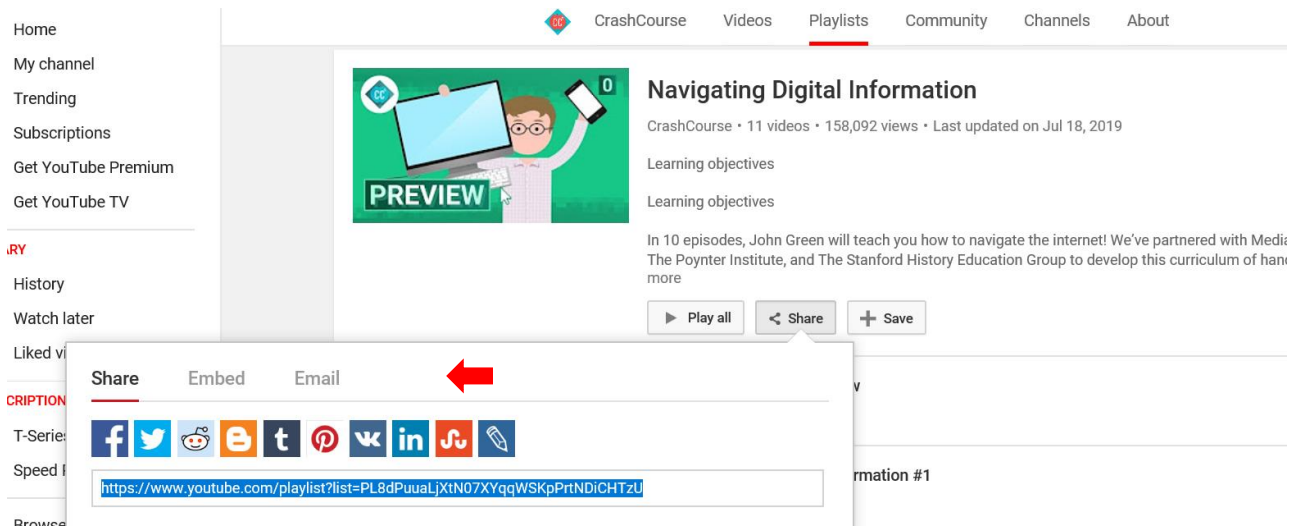
Images

Upload images from your device that you own or are saved on your device with proper citation or insert an image from URL. The same can be done for **Audio**.



Video

You can copy the sharable link from your online video to the typing field and the video will display automatically, or you can use the embed code found on the sharable video's site.

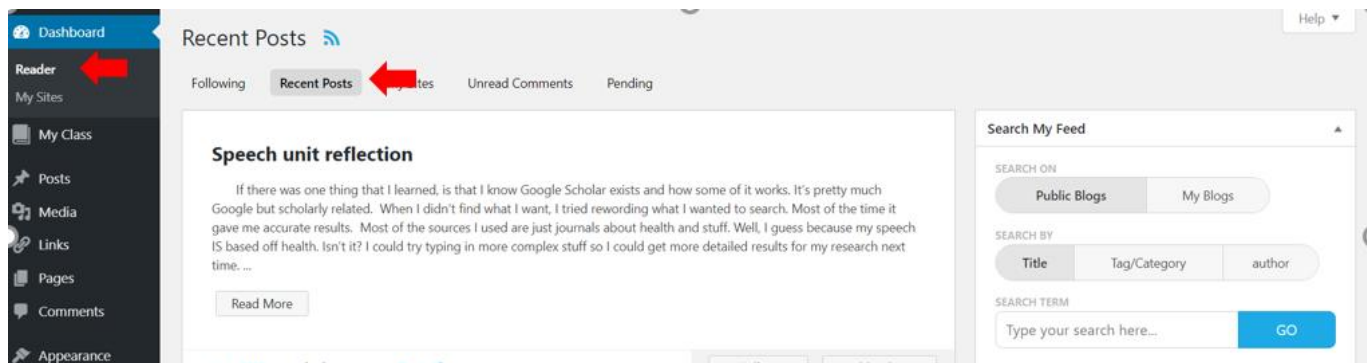


Searching for Posts

The Reader space allows for you to see recent posts that students and teachers have added to their blogs and it also allows you to search for posts.

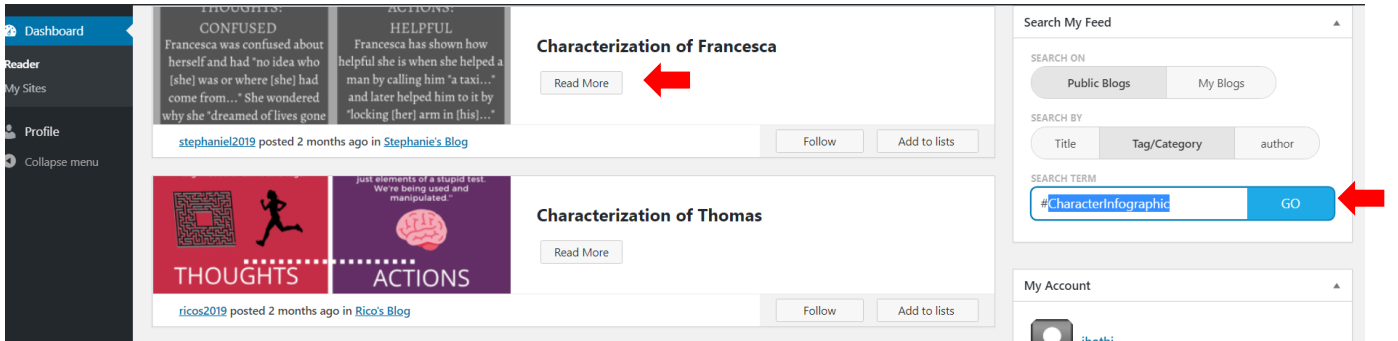
How to View Recent Posts:

1. When you log in, click on *My Sites*.
2. On the left of the page, under Dashboard, click on *Reader*.
3. You will then be directed to a page with recent blog posts.

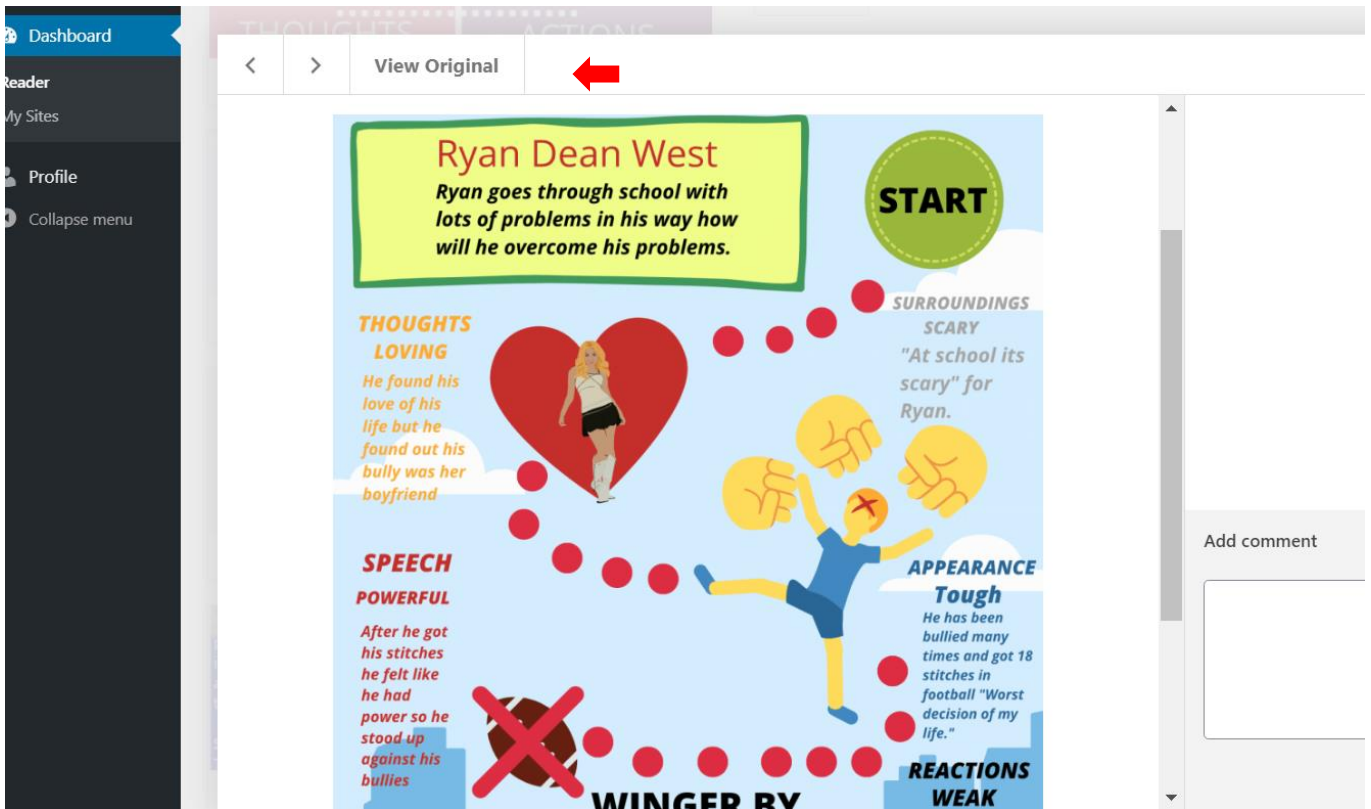


How to View Specific Posts:

On that same page you see *Recent Posts*, look to your right and you will find a section called *Search My Feed*.



1. In the “Search On” section, make sure “Public Blogs” is highlighted.
2. In the “Search By” section, choose what you will use to search for the post. If you know what the post is called, search by *Title*. If you know the post tag or which category it is in, click on *Tag/Category*. If you know the author of the post, search by *Author* (using their blog username, e.g. janed2019).
3. In the “Search Term” enter the appropriate title, tag, category, or username. For example, if you are searching by Tag/Category and you know the tag is #characterinfographic then enter that in.
4. Then choose one and click on “read more”
5. You can then use the arrows to view each one by one (it will move through each post) or if you would like to go to the post, click on view original



Note: If you are a teacher assigning a post/assignment, give the assignment a tag that you can use to search the post. The tag should be specific to the

post/assignment and should be different than the other posts you assign. For example, if you are assigning a story infographic in the 2020 semester, you can ask students to use the tag #StoryInfographic2020 when posting that assignment.

Commenting on Others' Blogs

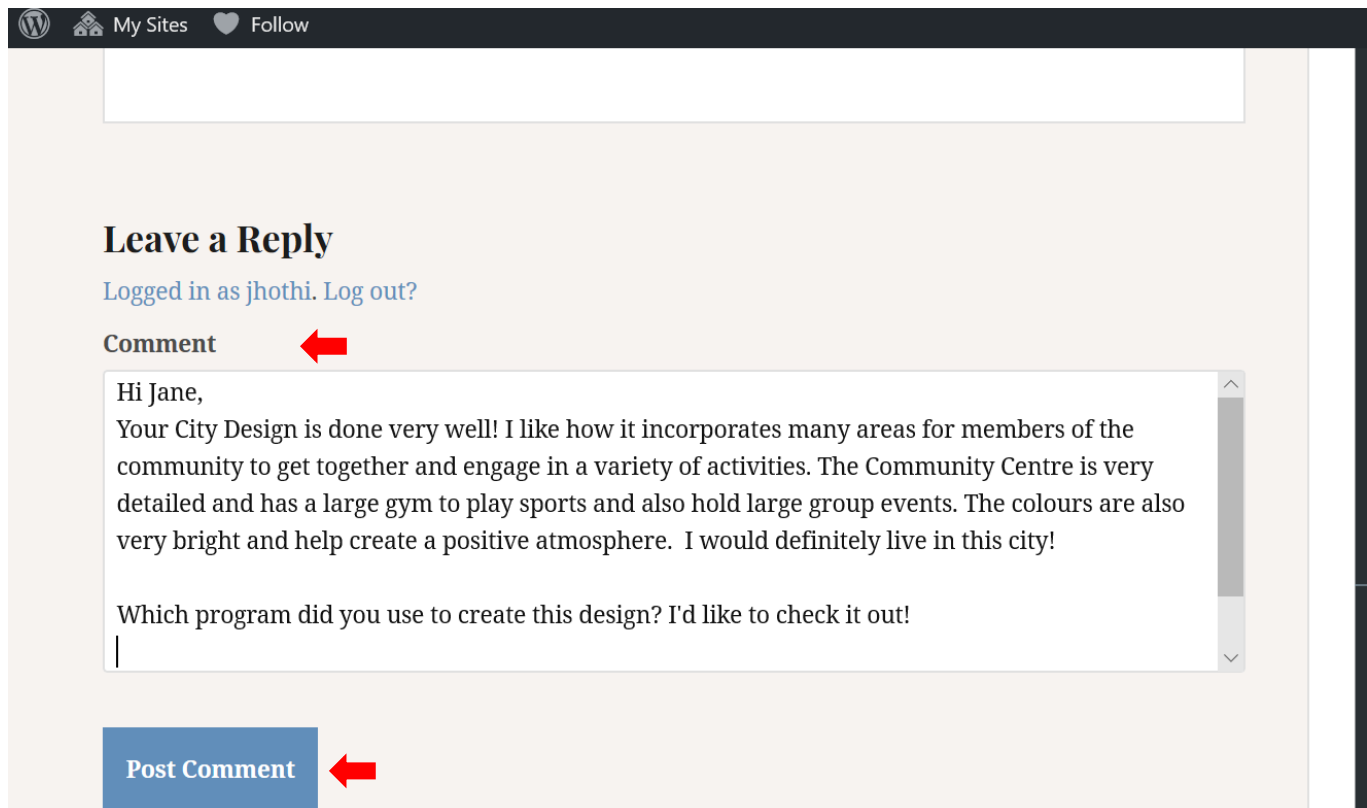
As part of being a digital citizen, it is a responsibility for you to engage in appropriate online behavior, which means thinking about what you are posting before you post. As you do this for posting your work on your blog, it is just as important to think before you post a comment on another individual's blog post.

Below are some helpful considerations and guidelines for commenting on posts:

- Be respectful to the blogger
- Be specific to the post and content presented overall
- Be positive by offering kind words about the post
- Be appropriate in your word choice and language conventions (grammar, punctuation, and spelling)
- Be the best representation of yourself online that you can be

How to Leave a Comment on a Post:

1. Scroll to the bottom of the post and under the *Leave a Reply* section, type your comment.
2. Click on the "Post Comment" button once complete.



The screenshot shows the bottom of a WordPress blog post. At the top, there is a navigation bar with a WordPress logo, 'My Sites', and 'Follow'. Below this is a large empty text box. The main section is titled 'Leave a Reply' in bold. Underneath, it says 'Logged in as jhothi. Log out?'. The 'Comment' label is highlighted with a red arrow. Below the label is a text area containing the following text: 'Hi Jane, Your City Design is done very well! I like how it incorporates many areas for members of the community to get together and engage in a variety of activities. The Community Centre is very detailed and has a large gym to play sports and also hold large group events. The colours are also very bright and help create a positive atmosphere. I would definitely live in this city! Which program did you use to create this design? I'd like to check it out!'. At the bottom of the text area is a blue 'Post Comment' button, which is also highlighted with a red arrow.

Online Safety

Eublogs are publicly accessible. This means that your blog will be accessible to your family, peers, teachers, potential employers and the general public. Please ensure that your posts are considerate and meaningful as your digital footprint reflects your individual character.

All students must abide by the [District Wide Network and Internet Use Expectations](#). Accessing the district network is a privilege which will be revoked if students do not abide by the Code of Conduct.