Acessing Your Blog

Begin by opening a web browser.
1. Navigate to https://blogs.bgsu.edu
2. Click Login in the upper left hand corner of your browser (see figure 1)
3. Log in with your BGSU username and password (figure 2)

Your first blog URL will be: https://blogs.bgsu.edu/(username). For examples of ways to use your personal publishing platform, view the About page.

Blog Layout and Functions

Click on My Sites to access your site dashboard.

The navigating pane has several options to customize your blog.

Posts
Add new posts, allow you to create categories and tags as well as forums for others to comment on your posts.

Media
A library of video, audio and other items you have added. It includes a tutorial on how to configure your dashboard.

Links
The websites you link to your blog. BGSU is automatically linked for you.

Pages
Where you add a new page to your blog. You will see the same tools that you see in Blackboard when using a discussion board.

Comments
Where you put comments.

Appearance
Where you change the theme and add widgets.
Blog Layout and Functions

Activating Widgets

1. To use widgets click on Appearance -> Widgets
2. Click and drag a widget to the Sidebar to activate that widget

Plugins

Where you can turn on or off other tools such as Google, Twitter, Spotify and more.

Users

This how you manage who has what access to your blog. You add a user by typing in their e-mail address and determining their roll. See figures 7, 8 & 9 below.

Settings

This allows you to change your time and date formats.

Available Tools

This is where you import, export, and delete your site.