Accessing Your Blog

Begin by opening a web browser
1. Navigate to http://blogs.bgsu.edu

Accessing your Blog portal
1. Getting your BGSU blog/site takes about a minute. All you need to do is log in with your BGSU username and password (dialogue box on the right), and you are ready to go. Your first blog URL will be: http://blogs.bgsu.edu/(username).
For examples of ways to use your personal publishing platform, view the About page.

Blog Layout and Functions

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.
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 web tools such as Flickr, Twitter and more.

Users
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.

Tools
Includes two unique tools.

1. **Press This** which is a bookmarklet (a little app that runs in your browser and lets you grab pieces of the web). Drag-and-drop the following link to your bookmarks bar or right click it and add it to your favorites for a posting shortcut.

2. Under **Categories** and **Tags Converter**, click **Use This** to convert categories to tags or tags to categories. **Import**, **Export** and **Delete Site** are also available under tools.

Settings
This allows you to change your time and date formats.