

Creating an Edublog Site for 21things4teachers

Get started by creating a blog. Check with your instructor to determine if you are going to be using Edublogs.org, Edublogs Campus, WordPress, or some other blogging service. Edublogs.org provides free blogs (<http://edublogs.org>) for educators, and also offers a premium service for a fee. In addition, there is a Campus version (such as that available for Macomb county educators at <http://edublogs.misd.net>) that some districts subscribe to. Finally, WordPress is the platform blogs use and can be used independently of Edublogs. **Please check with your instructor about which blogging service you will be using**

1. Edublogs.org

To create a blog at <http://edublogs.org>, click on “Get Your Free Blog Now”

The image shows a composite of two screenshots from the Edublogs.org website. The top screenshot displays the homepage with the Edublogs logo, navigation links for 'features', 'schools & universities', and 'community', and the tagline 'The World's most popular education blogging service...'. A quote from Robert C. Barker of John Liechty Middle School is featured, along with a 'Get your free blog now' button and the WordPress logo with the text 'WordPress for education'. The bottom screenshot shows the sign-up form with two sections: 'Your details:' and 'Your blog:'. The 'Your details:' section includes fields for 'username:', 'e-mail:', 'password:', and 'confirm password:'. The 'Your blog:' section includes fields for 'blog domain:', 'blog title:', 'blog type:', and 'language:'. The 'blog domain:' field is pre-filled with 'mysmartsblog' and '.edublogs.org', with a note that users can use their own domain later. The 'language:' field is set to 'English'.

Naming: you will be creating a website, such as “<http://mrssmithsclass.edublogs.org>”, or “<http://edublogs.misd.net/mrsaustinsblog>” so be thoughtful in your naming.

For Macomb county educators, visit <http://edublogs.misd.net>

edublogs Log In

Network Home
Help and Support
The Edublogger
Community

Resources Site Search Tags

Request a Blog!

September 8th, 2010 by admin

MISD Edublogs Access Request
This form is for Macomb county public school teachers to request a blog.

Last Name *

First Name *

Building *

District *

(Please note, this must be a school account)

Email *

Preferred username (if available)

Preferred Blog name (if available)

Blog address will be found at <http://edublogs.misd.net/>_____.
What would you like your blog address to be (if available)?

Blog Address

Other questions you may have?

December 2012
M T W T F S S
1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31
« Sep

Categories

- Information
- Tech Support
- Uncategorized

Google Search

To create your blog, you must complete the online form.

Once you submit the form, your blog will be created in about 24-48 hours.

You will receive an email confirmation with login, password, and blog address information.

Questions , email Denise Jobe at djobe@misd.net.

To create student blogs, you will set them up within your Teacher blog. ***It is not necessary to have students come here for a blog.***

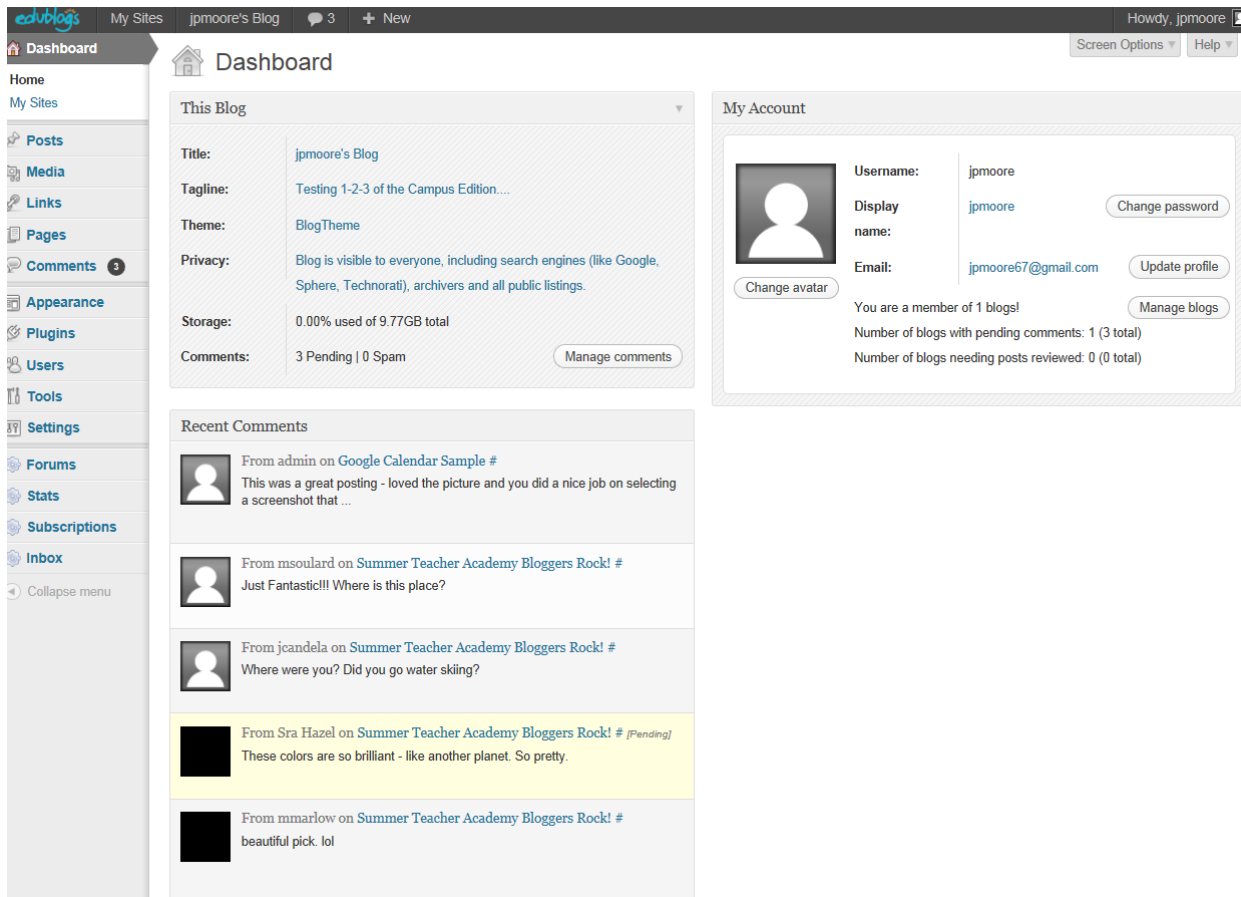
- WordPress – check with your instructor
- Other blogs – check with your instructor

Once you have completed the creation of your blog, you will begin working in the Dashboard to create posts, pages, and categories for content. You will also learn to moderate comments, post images and screenshots, and create custom menus. Review the following pages to gain a basic understanding of blogging menus, commands, and features.

Getting Started with Edublogs

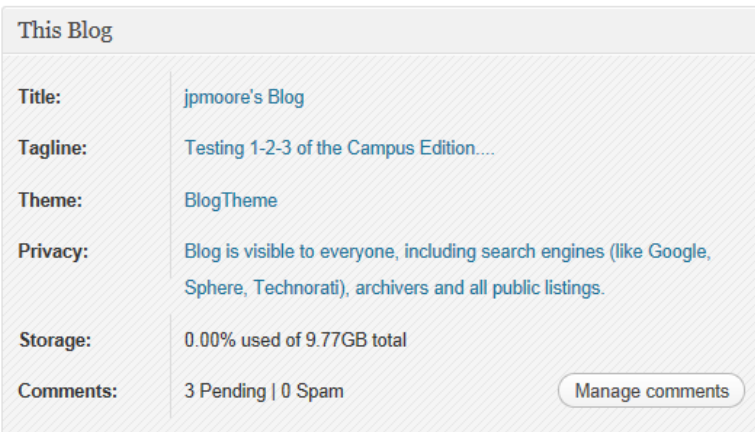
The Blog Dashboard

The dashboard is the control panel for your blog. This is the brain center for creating posts, pages, monitoring and moderating posts, changing themes, and more.



This Blog


Dashboard



This section includes the Title, Tagline, Theme, privacy settings, and storage information. If you post a large quantity of pictures, please note you may need to email and request more storage. In addition, this area tells you if you have Comments that need to be "Moderated", or approved.

My Account

My Account



Change avatar

Username: [Change password](#)

Display name: [Update profile](#)

Email: [Manage blogs](#)

You are a member of 1 blogs!


Number of blogs with pending comments: 1 (3 total)

Number of blogs needing posts reviewed: 0 (0 total)


This area identifies you as a user, and lets you know the information you entered when you created your account. It also lets you know how many blogs you are a member of, pending comments, or posts that need to be reviewed.

Recent Comments


Recent Comments




From admin on [Google Calendar Sample #](#)
This was a great posting - loved the picture and you did a nice job on selecting a screenshot that ...




From msoulard on [Summer Teacher Academy Bloggers Rock! #](#)
Just Fantastic!!! Where is this place?



From jcandela on [Summer Teacher Academy Bloggers Rock! #](#)
Where were you? Did you go water skiing?



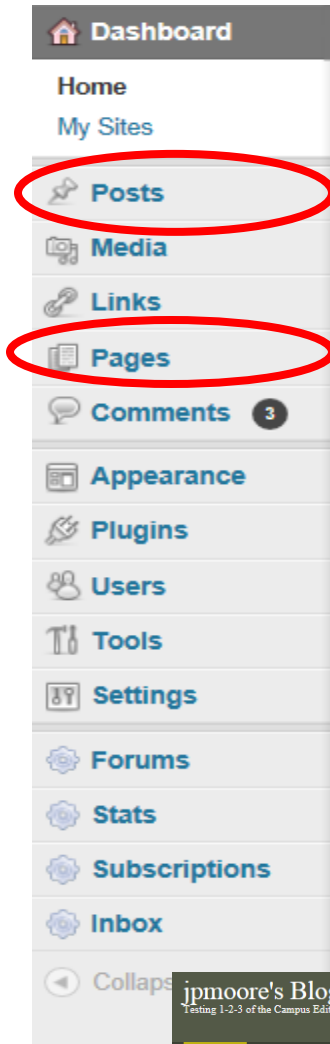
From Sra Hazel on [Summer Teacher Academy Bloggers Rock! #](#) *[Pending]*
These colors are so brilliant - like another planet. So pretty.



From mmarlow on [Summer Teacher Academy Bloggers Rock! #](#)
beautiful pick. lol

In this area, you will see the most recent responses, or comments, that were entered into the blog. In order for these comments to be displayed, the owner/administrator (you!) will need to go in and "Approve" the comments.

Dashboard Left-hand Menu



The Dashboard has a mini-menu on the left side which is used for quick access to tasks. In a blog, it is important to understand the two types of items you will be adding: **Posts** and **Pages**

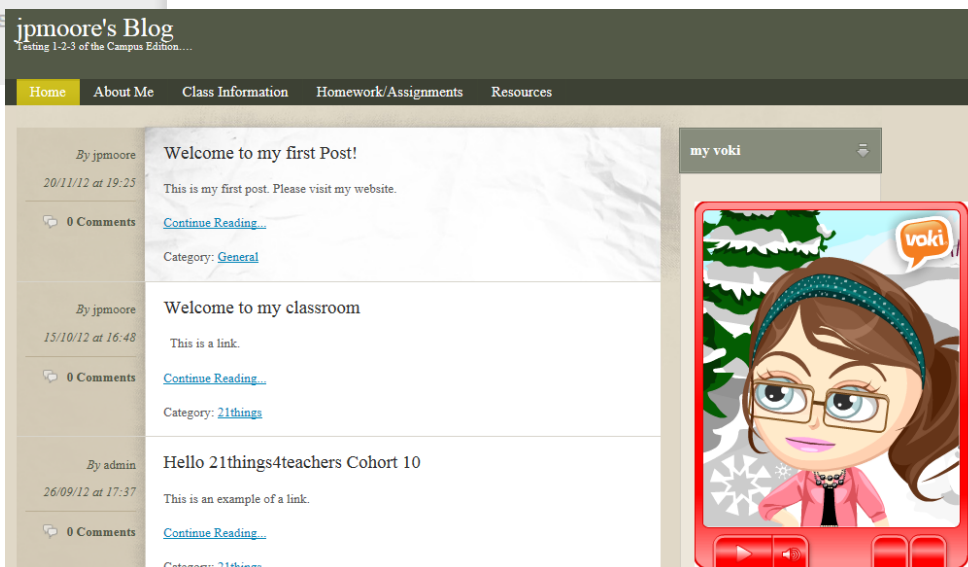
Posts are the items you add to a page, such as an image, video, document, or other type of media.

Title	Author	Categories	Tags	Date	Lock Status
Welcome to my first Post!	jpmoore	General	21things	2012/11/20 Published	Unlocked
Welcome to my classroom	jpmoore	21things	No Tags	2012/10/15 Published	Unlocked

Pages are unique web addresses within the blog, found under separate “tabs” within the blog site.

Title	Author	Date	Lock Status
About Me	jpmoore	2009/06/03 Published	Unlocked
Class Information	jpmoore	2012/11/20 Published	Unlocked
Class Information	admin	2012/02/02 Published	Unlocked
Homework/Assignments	admin	2012/02/02 Published	Unlocked
Resources	admin	2012/09/26 Published	Unlocked

Sample:



Creating a Post

When you have new content to add to a page, you will “Add New”.

1. Begin by entering a title for your post in the “Enter title here” area. For example, “Daily Journal Activity”.
2. Make sure you have the “Visual” tab selected. (You will only use the “HTML” tab when embedding items such as video, Google Calendar, Creative Commons, etc.)
3. Using the “Upload/Insert” area, add “Media” such as video, images, documents, and more. (This will be covered in more detail in the next section.)
4. Key text in the white space and use the hyperlink option in the tool bar to hyperlink items.
5. Organize your posts by assigning them to “Categories”. Click on “Add New Category” to create your own.
6. Further organize with “Tags”. Get recommendations on how to tag your posts using the “Choose from the most used tags”.
7. Preview your Post, save as a draft, or “Publish” to your blog.

The screenshot shows the 'Add New Post' interface in edublogs. The interface is divided into several sections:

- Title Field:** A text input field labeled 'Enter title here' with a large number '1' next to it.
- Visual Tab:** A tab labeled 'Visual' with a large number '2' next to it.
- Upload/Insert Area:** A toolbar with various icons for inserting media, with a large number '3' next to it.
- Main Content Area:** A large white text area for writing the post, with a large number '4' next to it.
- Categories:** A list of categories with checkboxes, including '21things', 'avatars', 'blogging', 'class info', 'copyright', 'Digital Citizenship', 'General', 'IT', 'Productivity tools', and 'Professional Development'. A large number '5' is next to the list.
- Tags:** A text input field for tags with an 'Add' button, with a large number '6' next to it.
- Publish Section:** A section with buttons for 'Save Draft', 'Preview', 'Publish', and 'Move to Trash'. A large number '7' is next to the 'Preview' button.

Upload/Insert

This area of the Post will allow you to add video, images, files, or more.

1. Make sure you are in the “Visual” tab.
2. To insert a hyperlink, key your text in the workspace, highlight the text, then click on the “hyperlink” button.
3. Make sure to turn on the “Kitchen Sink”, which allows you to have multiple tools available for editing posts.
4. To add media, click on the “Upload/Insert” to move to the next screen.

4

1

2

3

Enter post in Workspace

Path:

Word count: 0

Add Media

From Computer From URL Media Library

Add media files from your computer

Select Files

You are using the multi-file uploader. Problems? Try the [browser uploader](#) instead.

Maximum upload file size: 29MB. After a file has been uploaded, you can add titles and descriptions.

21things4teachers [Hide](#)

File name: 21things4teachers-28p6fk5.png
File type: image/png
Upload date: January 14, 2013
Dimensions: 736 × 288

Edit Image

Title * 21things4teachers

Alternate Text
Alt text for the image, e.g. "The Mona Lisa"

Caption

Description

Link URL
<http://edublogs.misd.net/jpmoore/files/2013/01/21things4teachers-28p6fk5.png>

Alignment
 None Left Center Right

Size
 Thumbnail (150 × 150)
 Medium (300 × 117)
 Large
 Full Size (736 × 288)

[Insert into Post](#) [Use as featured image](#) [Delete](#)

[Save all changes](#)

To insert media “From Computer”, click on “Select Files”. You will next be prompted to locate the file using your computer.

You may wish to edit the SIZE of the image because it is too big, and can “Edit Image” to change the dimensions.

Give the image a “Title”.

Add “Alternate Text” if you wish to further describe the image. This may show when users hover over the image.

Add a “Caption” if you wish to have a sentence further describing the image that displays under the image.

Add a “Description” of the image.

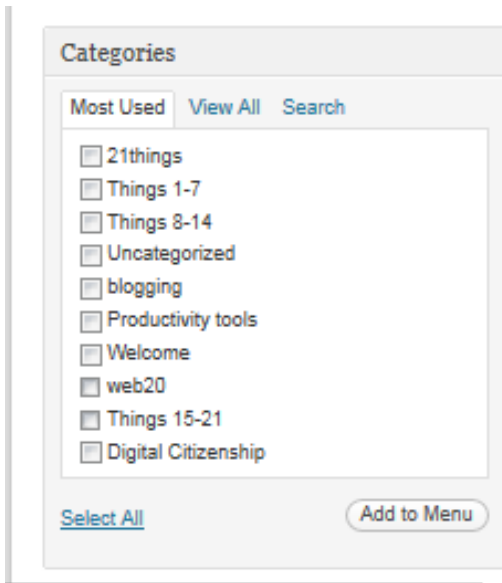
Do not change the “Link URL” – this is where the image is saved in your library.

Edit the alignment if you wish to left justify, center, or right justify the image within your Post.

Modify the size – most users select “Medium” for their size.

FINAL STEP: Click on “Insert into Post”, and “Save all Changes”.

Categories



To assist in organizing your Posts, create categories for your Posts. Click on “+Add New Category” to create a new category. Examples are shown to the left.

Consider adding categories for your classes taught, units of instruction, standards, tools, or etc.

As you create categories, the “Most Used” tab will identify your common categories.

Blogs for 21things4teachers should include the following categories:

Things 1-7

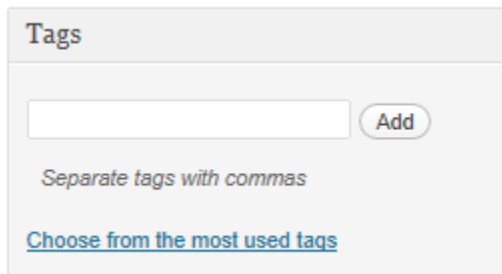
Things 8-14

Things 15-21

CITW Connections

NOTE: We will also use categories in “Creating a Custom Menu”.

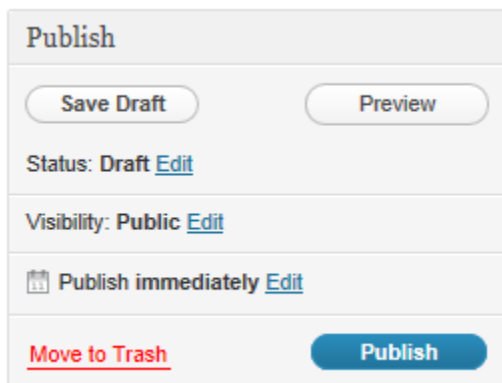
Tags



Further categories your Posts for others by adding “Tags”. Suggestions can be found by clicking on “Choose from the most used tags”.

Publish

To Publish your Post, you have many options.



1. “Save Draft” will not post to the site. It is in draft form.
2. “Preview” will not post to the site, but will show you what the Post may look like live on the site.
3. “Publish” will make the posting live on the site. This should be your selection if you wish your post to display on your blog.

Next we return to the mini-menu on the left-hand side.

Media Library

The screenshot shows the WordPress Media Library interface. On the left is a sidebar with navigation options: Dashboard, Posts, Media (selected), Library, Add New, Links, Pages, Comments (3), Appearance, Plugins, and Users. The main content area is titled 'Media Library' with an 'Add New' button. Below the title, it shows 'All (37) | Images (34) | Unattached (11)'. There is a search bar and a 'Search Media' button. Below that are 'Bulk Actions' and 'Apply' buttons, along with 'Show all dates' and 'Filter' options. A table lists media items with columns for File, Author, Attached to, and Date. The first two items are documents: 'Directions DOC' and 'Main Idea DOC', both by 'jpmoore' and attached to 'Welcome to my first Post!'. The third item is 'Winter' by 'jpmoore' attached to 'Welcome to my first Post!'.

The screenshot shows the 'Add Media' dialog box. At the top, there are three tabs: 'From Computer', 'From URL', and 'Media Library'. The 'Media Library' tab is selected and circled in red. Below the tabs, the text reads 'Add media files from your computer'. There is a 'Select Files' button. A message states: 'You are using the multi-file uploader. Problems? Try the [browser uploader](#) instead.' Below that, it says 'Maximum upload file size: 29MB. After a file has been uploaded, you can add titles and descriptions.' A file named '21things4teachers' is shown with a 'Hide' link. Below the file name, there is a thumbnail and the following details: File name: 21things4teachers-28p6fk5.png, File type: image/png, Upload date: January 14, 2013, and Dimensions: 736 x 288.

The Media Library is where all uploads within your post are stored, such as documents, images, and video. If you wish to use media for future posts, it is stored here.

To add new items, you can use the "Upload/Insert" within a Post, or come here and upload the media to access within the tabs.

Links

The screenshot shows the WordPress Links interface. On the left is a sidebar with navigation options: Dashboard, Posts, Media, Links (selected), All Links, Add New, Link Categories, Pages, Comments (3), Appearance, Plugins, and Users. The main content area is titled 'Links' with an 'Add New' button. Below the title, there is a search bar and a 'Search Links' button. Below that are 'Bulk Actions' and 'Apply' buttons, along with 'View all categories' and 'Filter' options. A table lists links with columns for Name, URL, Categories, Relationship, Visible, and Rating. The first two items are 'WordPress.com' and 'WordPress.org', both with 'Blogroll' as the category, 'Yes' for visible, and '0' for rating. The table has a header row and a footer row with 'Name', 'URL', 'Categories', 'Relationship', 'Visible', and 'Rating' columns.

The links you insert into your blog may be added to your Links area here for quick access.

Pages

<input type="checkbox"/>	Title	Author		Date	Lock Status
<input type="checkbox"/>	About Me	jpmoore	0	2009/06/03 Published	Unlocked
<input type="checkbox"/>	Class Information	admin	0	2012/02/02 Published	Unlocked
<input type="checkbox"/>	Homework/Assignments	admin	0	2012/02/02 Published	Unlocked
<input type="checkbox"/>	Resources	admin	0	2012/09/26 Published	Unlocked
<input type="checkbox"/>	Title	Author		Date	Lock Status

Create pages for your blog using “Add Pages”.

<input type="checkbox"/>	Title	Author	
<input type="checkbox"/>	About Me	jpmoore	0
<input type="checkbox"/>	Classroom Information	jpmoore	0
<input type="checkbox"/>	Homework/Assignments	admin	0
<input type="checkbox"/>	Resources	jpmoore	0

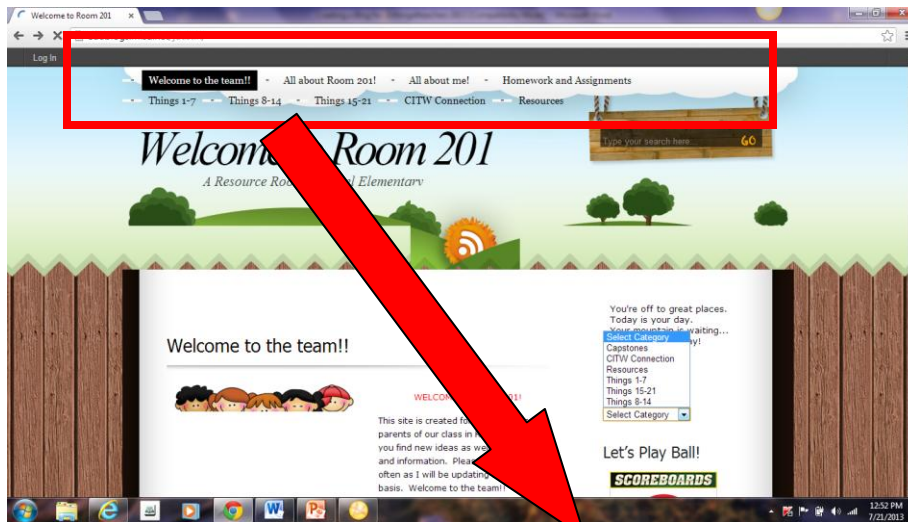
In 21things4teachers you will create the following pages for “Thing 2 – Face of the Classroom”:

- 1) About Me
- 2) Class Information
- 3) Homework Assignments
- 4) Resources

Custom Menus

(How you can have **both** Pages and Categories on your Menu Bar)

You can create a custom menu so that both pages and categories show up within the menu. In this example you will note that across the top there are what appear to be the following Pages: Welcome, All About, Homework and Assignments, Things 1-7, Things 8-14, Things 15-21, CITW Connections, and Resources.



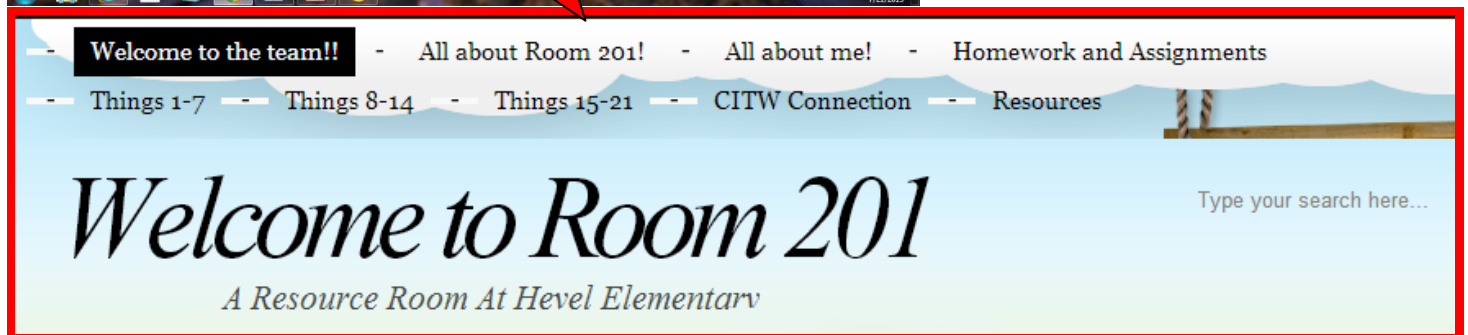
However, using a custom menu, some are Pages and some are Categories.

Pages:

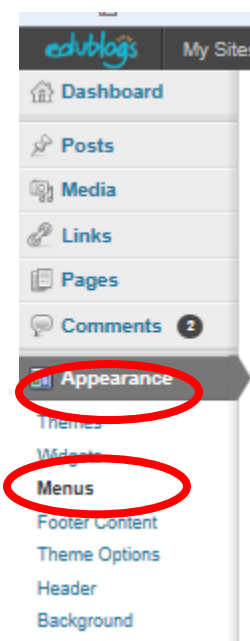
Welcome, All About, Homework and Assignments, Resources

Categories:

Things 1-7, Things 8-14, Things 15-21, CITW Connections

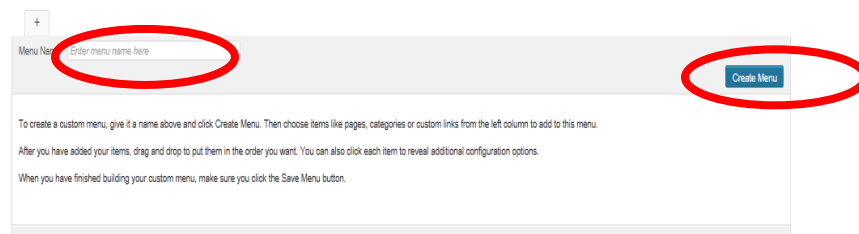


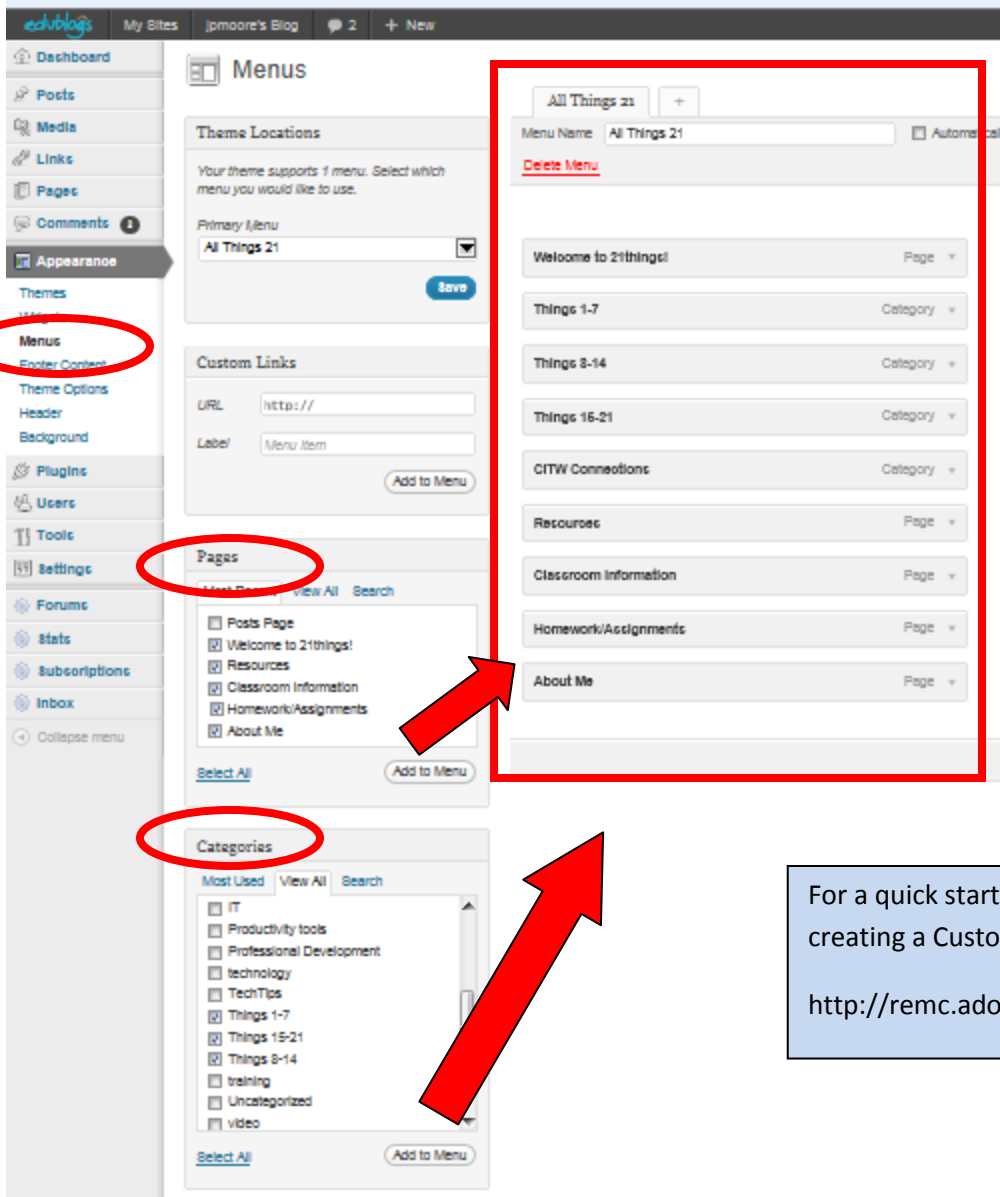
(<http://edublogs.misd.net/jaustin>)



Within the Dashboard, click on "Appearance", "Menus", "Create Menu".

Give the menu a "Name" (e.g. All Things 21)





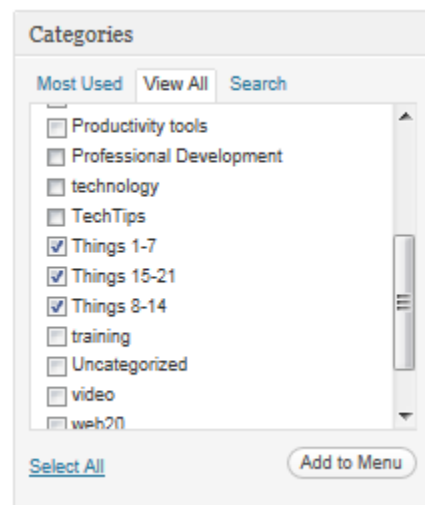
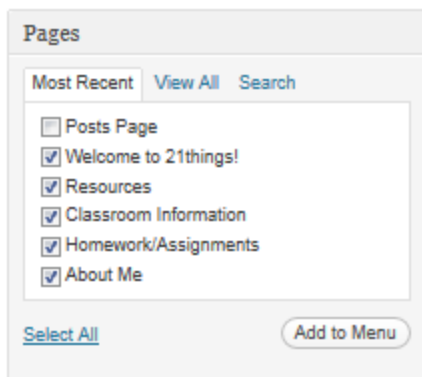
Select the Pages and Categories you wish to include by checking the boxes.

Use the “Add to Menu” to send to the workspace.

NOTE: the identifiers that say “Page” or “Category”.

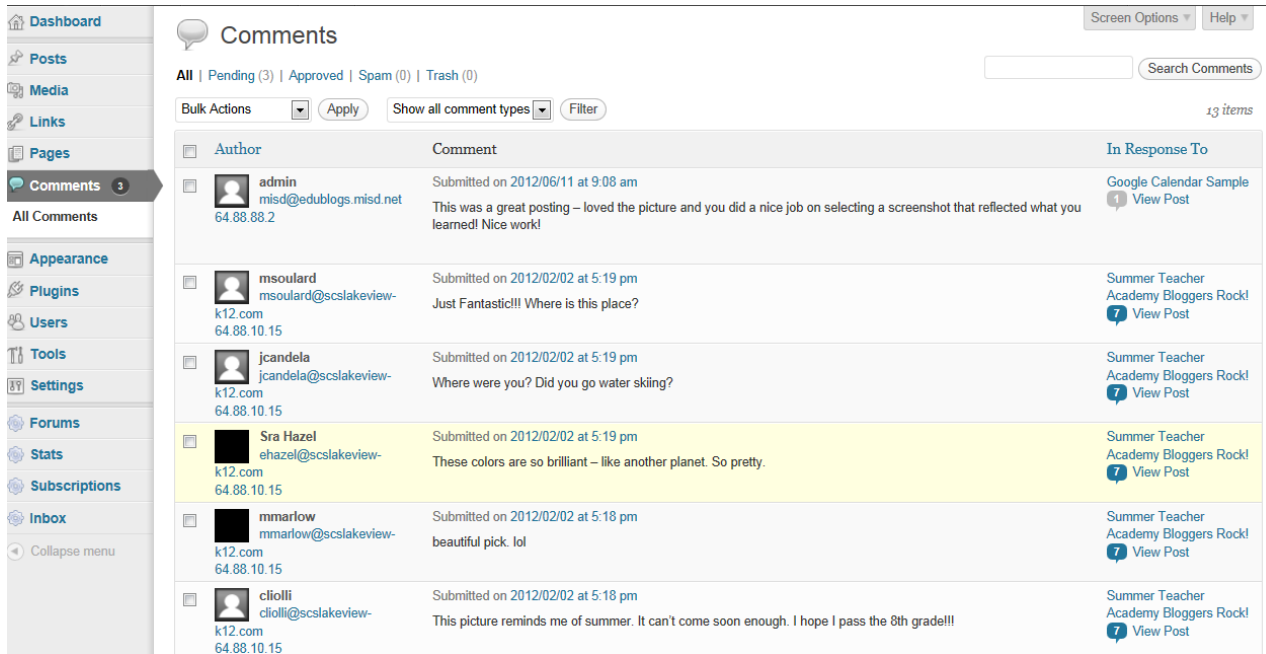
For a quick start video on the process of creating a Custom Menu, visit:
<http://remc.adobeconnect.com/p92ie8nicjt>

Sample Pages and Categories to “Add to Menu” for 21things4teachers



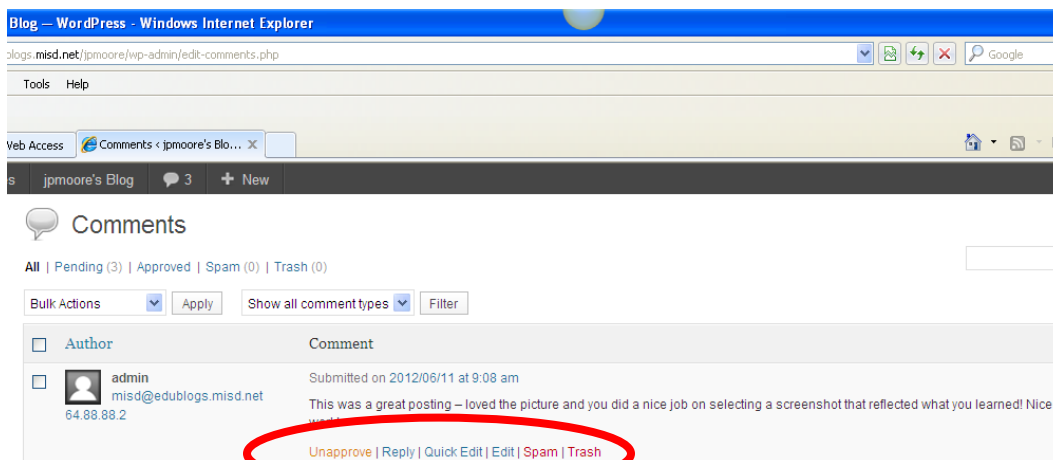
Comments

The “moderate comments” feature in Edublogs is what makes it popular with educators. This feature allows the owner or site administrator to approve or disapprove of comments that are posted to the site before they go live. This allows the administrator to decide what is appropriate or inappropriate before the posts become public.



The screenshot shows the WordPress 'Comments' moderation page. On the left is a sidebar with navigation links: Dashboard, Posts, Media, Links, Pages, Comments (3), Appearance, Plugins, Users, Tools, Settings, Forums, Stats, Subscriptions, and Inbox. The main content area is titled 'Comments' and includes a search bar and a 'Search Comments' button. Below this are filters for 'Bulk Actions' (Apply), 'Show all comment types', and 'Filter'. A table lists 13 items, with columns for 'Author', 'Comment', and 'In Response To'. The first comment is from 'admin' (64.88.88.2) submitted on 2012/06/11 at 9:08 am, with the text 'This was a great posting – loved the picture and you did a nice job on selecting a screenshot that reflected what you learned! Nice work!'. The second comment is from 'msoulard' (64.88.10.15) submitted on 2012/02/02 at 5:19 pm, with the text 'Just Fantastic!!! Where is this place?'. The third comment is from 'jcandela' (64.88.10.15) submitted on 2012/02/02 at 5:19 pm, with the text 'Where were you? Did you go water skiing?'. The fourth comment is from 'Sra Hazel' (64.88.10.15) submitted on 2012/02/02 at 5:19 pm, with the text 'These colors are so brilliant – like another planet. So pretty.'. The fifth comment is from 'mmarlow' (64.88.10.15) submitted on 2012/02/02 at 5:18 pm, with the text 'beautiful pick. lol'. The sixth comment is from 'cliolli' (64.88.10.15) submitted on 2012/02/02 at 5:18 pm, with the text 'This picture reminds me of summer. It can't come soon enough. I hope I pass the 8th grade!!!'. The 'In Response To' column for all comments points to 'Summer Teacher Academy Bloggers Rock!'.

To “Approve Comments”, use the menu that pops up when you hover over with your mouse. You can Approve, Unapprove, Reply, Quick Edit, Edit, mark as Spam, or Trash.



The screenshot shows the WordPress 'Comments' moderation page in a browser window. The browser title is 'Blog – WordPress - Windows Internet Explorer' and the address bar shows 'logs.misd.net/jpmoore/wp-admin/edit-comments.php'. The page content is identical to the previous screenshot, but a red circle highlights the hover menu for the first comment. The menu items are: 'Unapprove', 'Reply', 'Quick Edit', 'Edit', 'Spam', and 'Trash'.

Within the Settings menu, you can restrict the Comment settings in the “Discussion” area.

Suggested settings include:

- 1) “Other Comment Settings” -- Comment author must fill out name and email
- 2) “E-mail me whenever” – Anyone posts a comment
- 3) “E-mail me whenever” -- A comment is held for moderation
- 4) “Before a comment appears” – An administrator must always approve the comment

The screenshot shows the 'Discussion Settings' page in the edublogs interface. The left sidebar contains navigation links for Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, Forums, Stats, Subscriptions, and Inbox. The main content area is titled 'Discussion Settings' and includes sections for Default article settings, Other comment settings, E-mail me whenever, Before a comment appears, Comment Moderation, and Comment Blacklist. Each section contains various checkboxes and input fields for configuring comment behavior.

Appearance

The screenshot shows the 'Manage Themes' page in the edublogs interface. The left sidebar contains navigation links for Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, Forums, Stats, Subscriptions, and Inbox. The main content area is titled 'Manage Themes' and shows the current theme 'BlogTheme' by WooThemes. Below this, there is a section for 'Available Themes' with three theme cards: '72 Class' by Alan Who, 'Almost Spring' by Becca Wei, and 'Ambiru' by Phu Ly. Each card includes a preview image and links to 'Activate', 'Live Preview', and 'Details'.

Change the background theme by selecting “Appearance”, “Themes”. Once you have selected a theme you like, make sure you click “Activate”.

Other elements that can be changed within the Appearance menu include

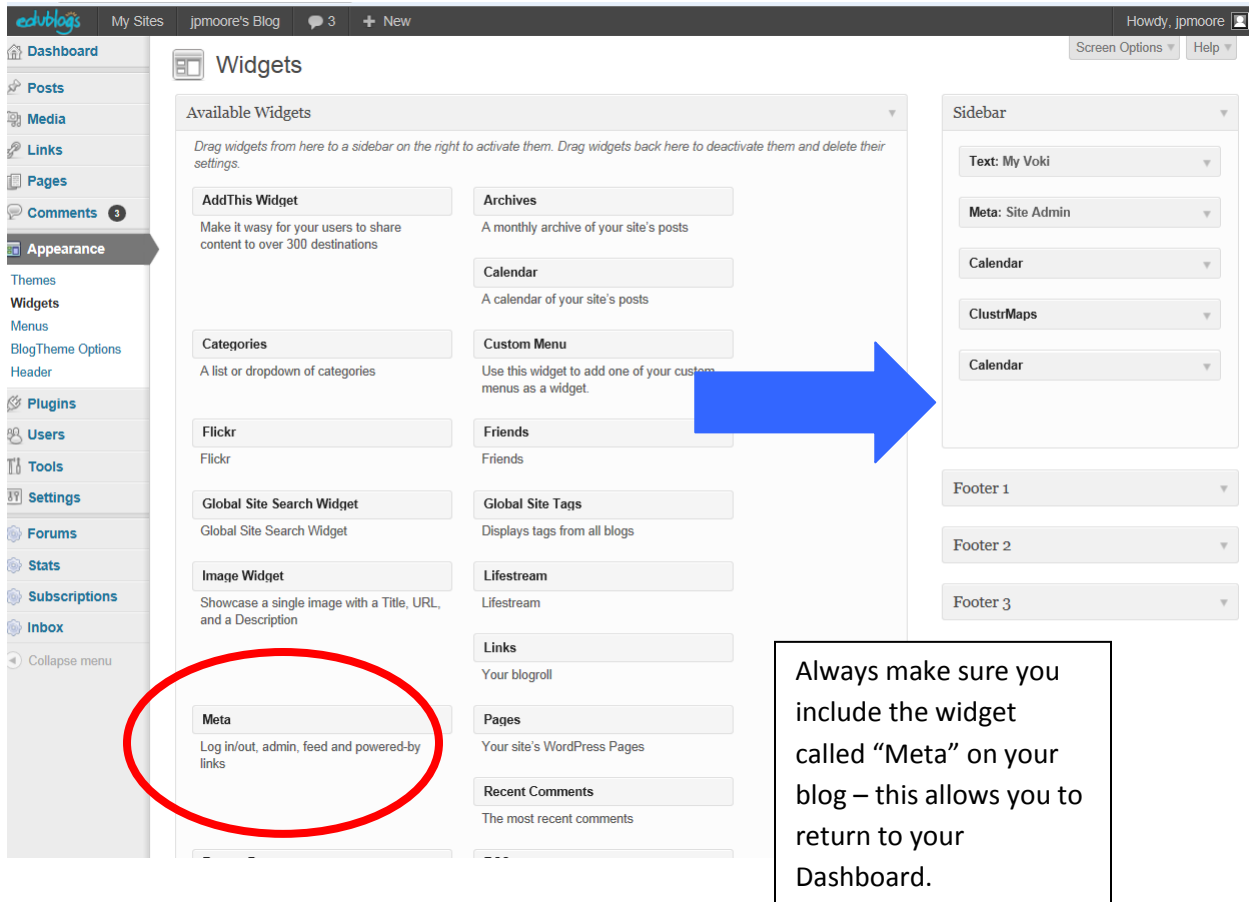
- 1) Widgets
- 2) Menus
- 3) Blog Theme Options
- 4) Header

NOTE: Some themes do not work well with the Custom Menu. You will need to experiment. *Check with your instructor for recommended themes.*

Widgets

Adding widgets to a blog allows you to have flexibility on your site. You can add widgets such as Calendars, blogrolls, and more. Note: Widgets will vary by theme.

To activate a widget, simply click on the widget, then drag and drop it to the “Sidebar”.

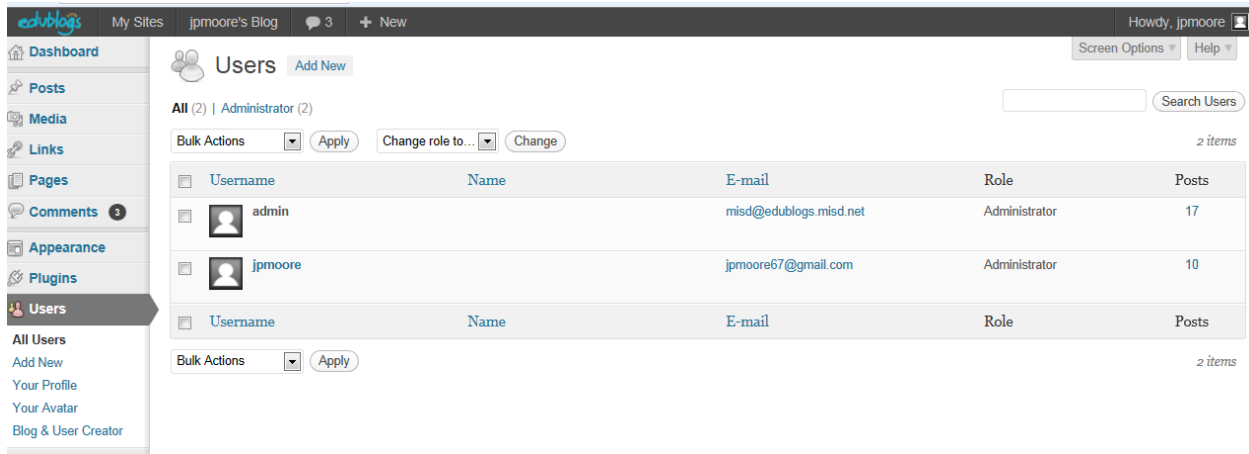


The screenshot shows the 'Widgets' management interface. On the left, a sidebar lists various widget categories. The 'Meta' widget is highlighted with a red circle. A blue arrow points from the 'Meta' widget to the 'Sidebar' area on the right, which contains several widget slots. A text box on the right contains the following text:

Always make sure you include the widget called “Meta” on your blog – this allows you to return to your Dashboard.

Users

To allow others to be administrators (e.g. co-teachers), add them in the “Users” area. In addition, you can create student blogs here using the “Blog and User Creator”.



The screenshot shows the 'Users' management interface. The 'Users' menu item is highlighted in the sidebar. The main content area shows a list of users with the following columns: Username, Name, E-mail, Role, and Posts. The list contains two users: 'admin' and 'jpmoore'.

Username	Name	E-mail	Role	Posts
admin		msd@edublogs.misd.net	Administrator	17
jpmoore		jpmoore67@gmail.com	Administrator	10

Settings

Use the settings area to change how users access your site.

The screenshot shows the 'General Settings' page in edublogs. The left sidebar contains a menu with options: Dashboard, Posts, Media, Links, Pages, Comments (3), Appearance, Plugins, Users, Tools, and Settings. The 'Settings' menu is expanded, showing sub-options: General, Writing, Reading, Discussion, Media, Privacy, Blog Avatar, Admin Bar, Google Analytics, Notify for Review, Subscribe to Comments, AddThis, Forums, Stats, Subscriptions, and Inbox. The main content area is titled 'General Settings' and includes fields for Site Title (jpmoore's Blog), Tagline (Testing 1-2-3 of the Campus Edition...), E-mail Address (jpmoore67@gmail.com), Timezone (UTC-4), Date Format (January 14, 2013), Time Format (7:28 pm), Week Starts On (Monday), and Site Language (English). A 'Save Changes' button is located at the bottom left of the settings area.

Settings include:

- 1) General
- 2) Writing
- 3) Reading
- 4) Discussion
- 5) Media
- 6) Privacy
- 7) Blog Avatar
- 8) Admin Bar
- 9) Google Analytics
- 10) Notify for Review
- 11) Subscribe to Comments
- 12) Add This

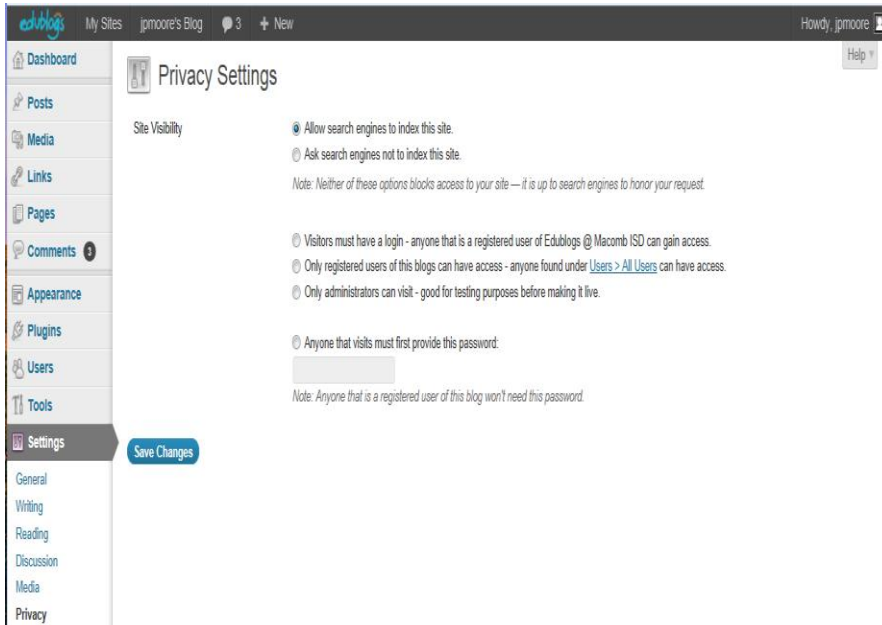
The screenshot shows the 'Media Settings' page in edublogs. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Media Settings' and includes sections for 'Image sizes' and 'Embeds'. Under 'Image sizes', there are fields for Thumbnail size (Width: 150, Height: 150), Medium size (Max Width: 300, Max Height: 300), and Large size (Max Width: 1024, Max Height: 1024). Under 'Embeds', there is a checkbox for 'Auto-embeds' (checked) and a section for 'Maximum embed size' (Width: 600, Height: 600). A 'Save Changes' button is located at the bottom left of the settings area.

Media Settings determine the size and filespace for uploaded images and embedded items (video, etc.)

Blog Avatar Settings allow you to create a Voki or Avatar and upload it using the "Browse" and "Upload" commands.

The screenshot shows the 'Blog Avatar' page in edublogs. The left sidebar is the same as in the previous screenshots. The main content area is titled 'Blog Avatar' and includes a placeholder for the blog avatar. Below the placeholder is an 'Upload New Avatar' section with a 'Browse...' button. A blue arrow points from the placeholder to a Voki avatar. The page also includes text explaining that the blog avatar will appear whenever the blog is listed and provides instructions for uploading an avatar.

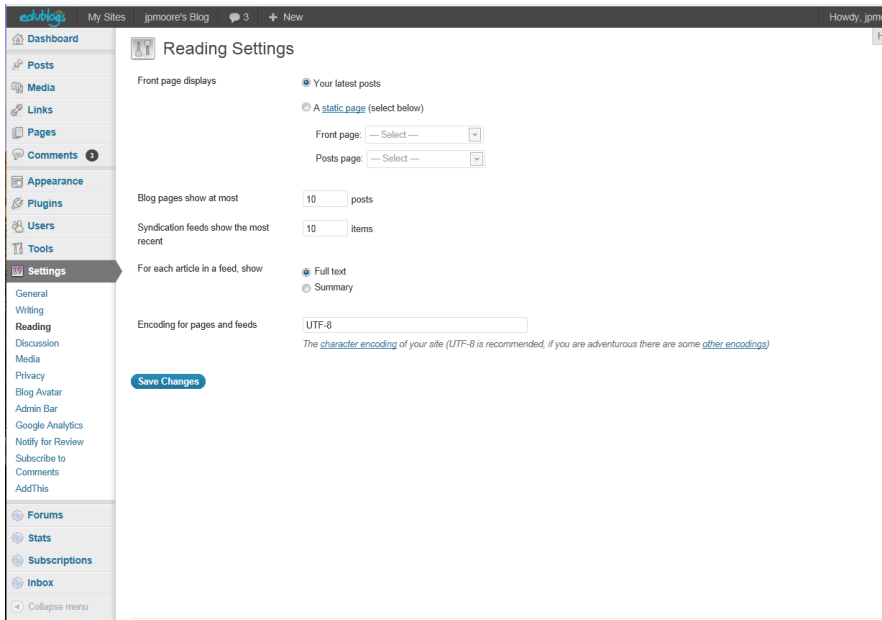
Privacy Settings



Choose from the “Privacy Settings” which include:

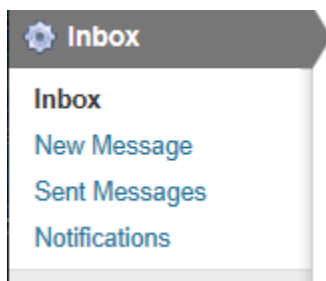
- 1) Visitors must have a login – anyone that is a registered user of Edublogs @ Macomb ISd can gain access
- 2) Only registered users of the blogs can have access – anyone found under Users > All Users can access
- 3) Only administrators can visit – good for looking purposes before making it live
- 4) Anyone that visits must first provide the password (administrator creates one)

Reading Settings



Change the number of blogs posted per page here.

Inbox and Stats

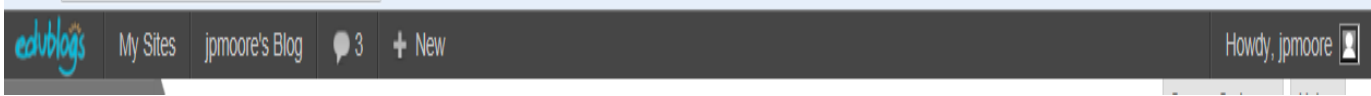


Use the “Inbox” to send/receive mail from your users, or students who have created their own blogs within your site.

Use the “Stats” to monitor traffic on your blog site.

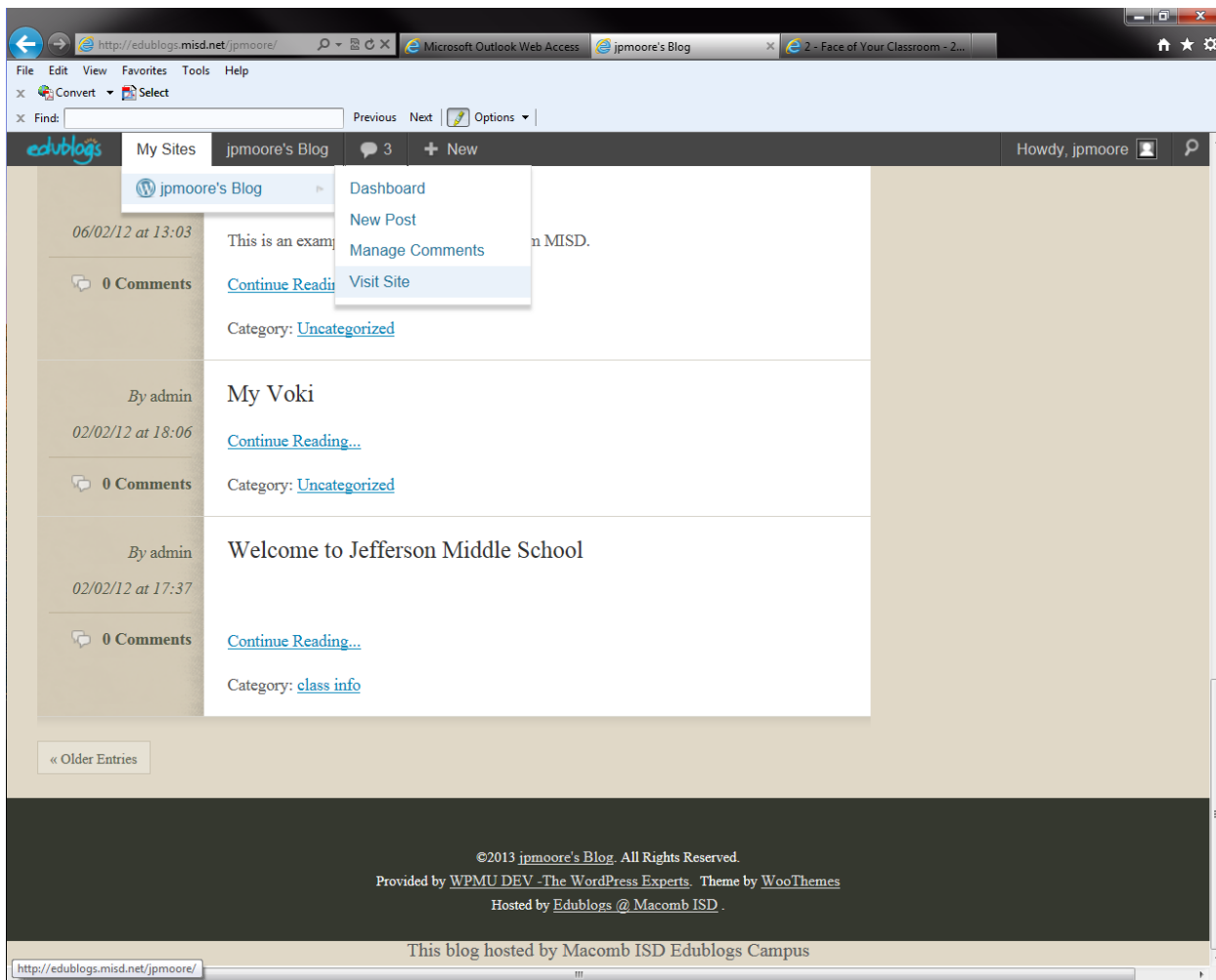


Dashboard Toolbar



The Dashboard tool bar will allow you to change sites using the “My Sites” option, monitor how many comments remain unmoderated, or add new content.

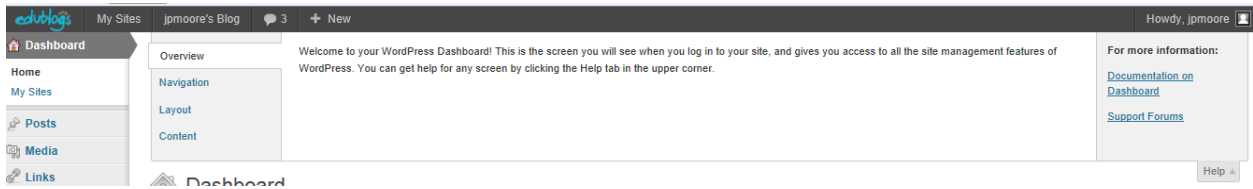
In addition, you can return from your blog site to the Dashboard by clicking on “My Sites”, site name, “Dashboard”.



Additional Help



Check out the “Help” menu



Inserting Screenshots as an Image into Edublogs

Images are a nice compliment to words in a post. Consider using screenshots to show an example of your written text. To do this you will need to use the Paint program to save the screenshot as an image, or .jpg file.

Here are the steps:

21things4teachers Thing 1: About Basics/Cloud Initiation

21things Hands-On Activity and Assignment:

MS Office keyboard shortcuts

1. Before beginning this "Thing", complete the [Pre-Assessment](#) of your technology proficiency for this "Thing".
2. Open any Word document or PowerPoint file, try out the shortcut [create something that shows you have used some of the formatting](#) options.
3. Capture a screen shot (using the Print Screen shortcut) and paste it into a document. Write some reflections on at least three other shortcuts and how they affect productivity.
4. Create your own diigo (or delicious) page, add at least three bookmarks. Copy and paste the URL to your diigo/delicious page in the screenshot of your page and reflect on how diigo/Delicious will help you be more productive.
5. As you learn about new tools from this point forward make sure to bookmark them in diigo/Delicious.
6. Create an account at Dropbox.com. Create at least three folders in Dropbox for content you may want to upload. Upload at least one document into a folder. Take a screenshot of your page showing what you uploaded into Dropbox and put it into your portfolio. **Optional:** download the Dropbox application to your computer, tablet, or mobile device.
7. After completing all of the activities for this "Thing", take the [Post-Assessment](#) of your technology proficiency for this "Thing".

Posts Add New

All (32) | Published (31) | Draft (1)

Bulk Actions Apply Show all dates

<input type="checkbox"/>	Title	Author
<input type="checkbox"/>	Thing 1 – About Basics – Shortcuts	jpmoore
<input type="checkbox"/>	Thing 1 – About Basics – Drop Box	jpmoore
<input type="checkbox"/>	Thing 1 – About Basics – Delicious	jpmoore

For each "Thing" in 21things4teachers, you will be asked to post about the Hands-On Activities. In this example, the Cloud Initiation (formerly About Basics) is shown to have 3 posts.

For the Hands-On activity about Diigo/Delicious, go to the website and capture the screenshot.

Shortcuts for Screenshots

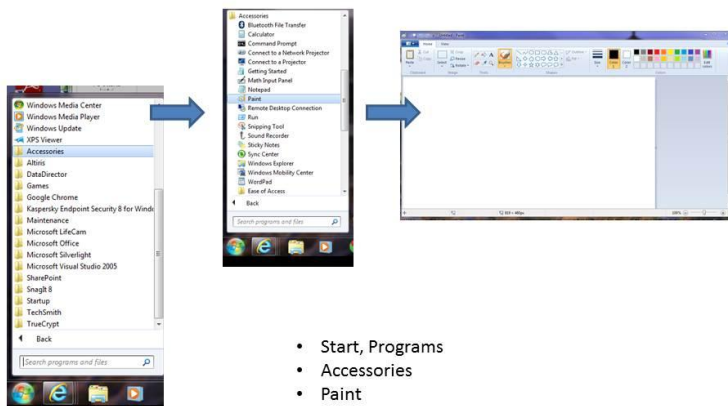


Use the Shortcuts for Screenshots with either a PC or Mac.

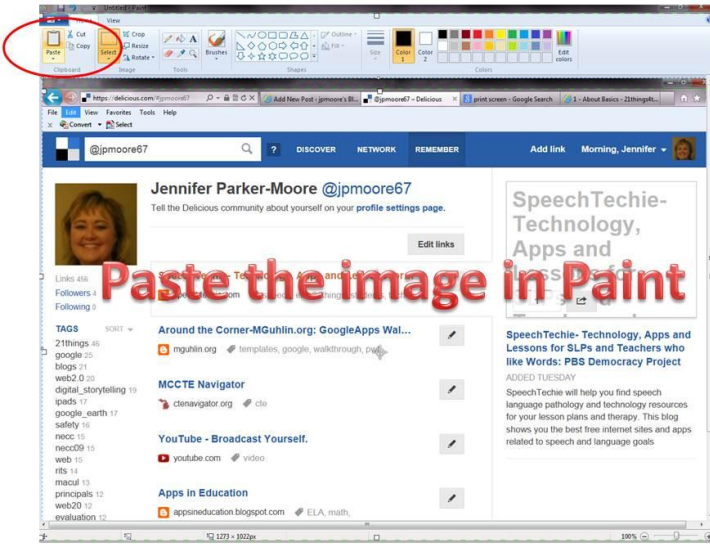
Screenshot keystroke combination for a PC laptop is often “Fn”+“Prnt Scrn”. Other PC computers use the “Ctrl”+“Prnt Scrn”.

Macs screenshots are done with “Command”+Shift+3

Open “Paint” Program

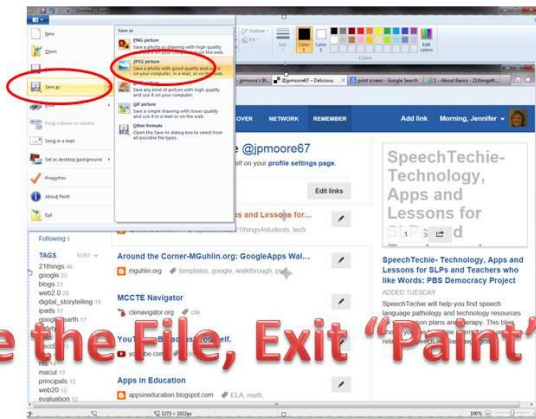


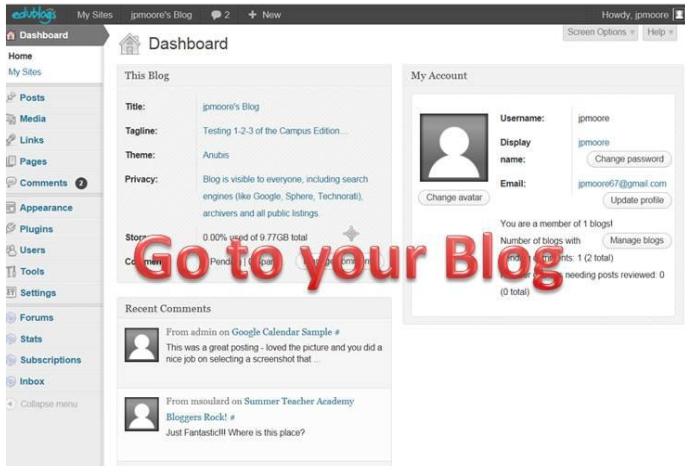
Use the “Paint” program in the Accessories menu of your PC, or the iPaint or Paintbrush program on a Mac.



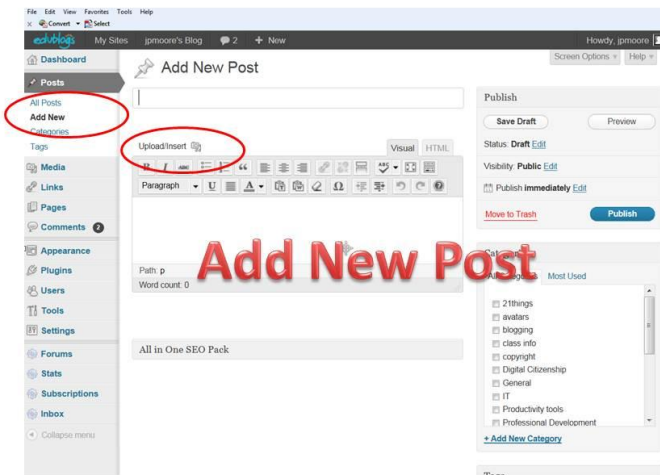
Paste the image in the Paint program.

- File, Save As
- JPEG picture
- Exit Paint

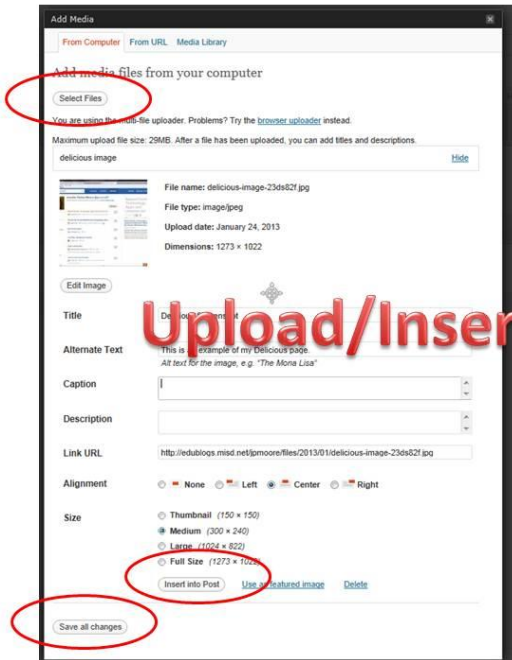




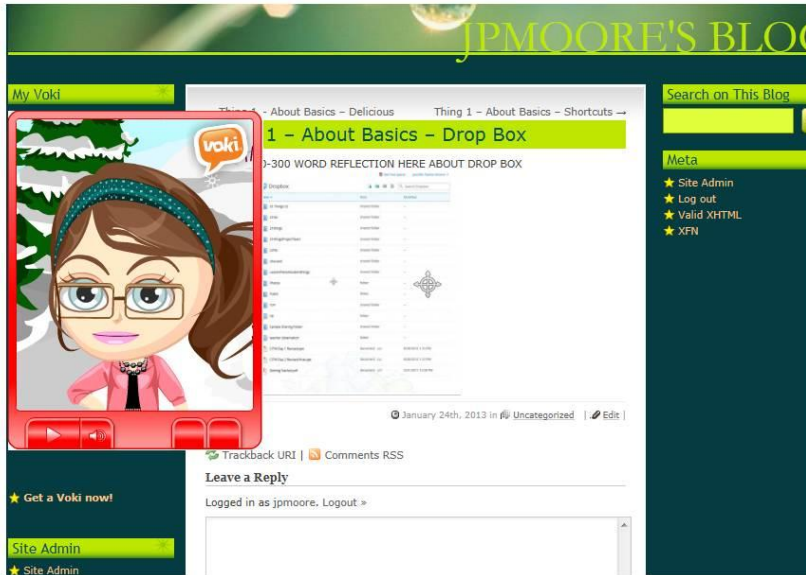
Go to your blog.



Create the Post and use "Upload/Insert" to add media.



Locate the image file, and insert into the post/save.



View the posted screenshot image and check for size, visual appeal, and etc. Critique the image to make sure it demonstrates the Hands-On activity you were asked to complete.