

Creating a Blog at Blogger.com

A weblog or "blog" is like an online diary, where students, teachers, and everyone else can create online comments. We'll be using a blog as a place for your weekly reflections on what you've seen and done. You can create a blog for free at www.blogger.com - here's how!

1. Go to www.blogger.com. If you have and remember a Google name and password, go to Sign in to use Blogger.



Sign in to use Blogger with your Google Account

Username (Email): Password: (7)

Remember me (7)

SIGN IN

If you sign in successfully, just skip to Step 3.

2. If you don't have or don't remember your Google name and password, click on CREATE YOUR BLOG.



1 Create a Google Account

This process will create a Google account that you can use on other Google services. If you already have a Google account perhaps from Gmail, Google Groups, or Orkut, please [sign in first](#)

Email address (must already exist) You'll use this address to log in to Blogger and other Google services. We'll never share it with third parties without your permission.

Retype email address Type in your email address again to make sure there are no typos.

Enter a password Must be at least 8 characters long.
Password strength: ■■■■■■■■

Retype password

Display name The name used to sign your blog posts.

Word Verification  Type the characters you see in the picture to the left.

Acceptance of Terms I accept the [Terms of Service](#) Indicate that you have read and understand Blogger's Terms of Service

CONTINUE

Fill in the blanks on the next page. Use your email name or try another name. NO SPACES!

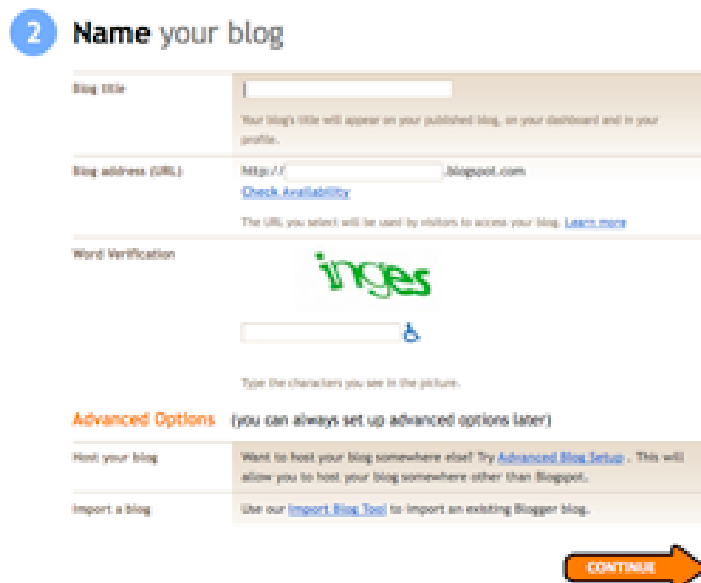
Your password needs to be at least 6 characters (letters or numbers) long.

Do your best to type the Word Verification - it may take more than one try.

Make sure you click on I accept the Terms of Service.

When you're finished, click Continue to go on.


3. Your next step is to name your blog. The title can have spaces.



2 Name your blog

Blog title Your blog's title will appear on your published blog, on your dashboard and in your profile.

Blog address (URL) .blogspot.com [Check Availability](#)
The URL you select will be used by others to access your blog. [Learn more](#)

Word Verification  Type the characters you see in the picture.

Advanced Options (you can always set up advanced options later)

Host your blog Want to host your blog somewhere else? Try [Advanced Blog Setup](#). This will allow you to host your blog somewhere other than Blogspot.

Import a blog Use our [Import Blog Tool](#) to import an existing Blogger blog.

CONTINUE

The Blog Address has NO SPACES. Make sure you click Check Availability. This has to be unique, so it probably can't be short and easy.

Type the word you see in Word Verification.

Click Continue to go on.

5. Choose a template. You can do it later, so don't take a long time with this step.



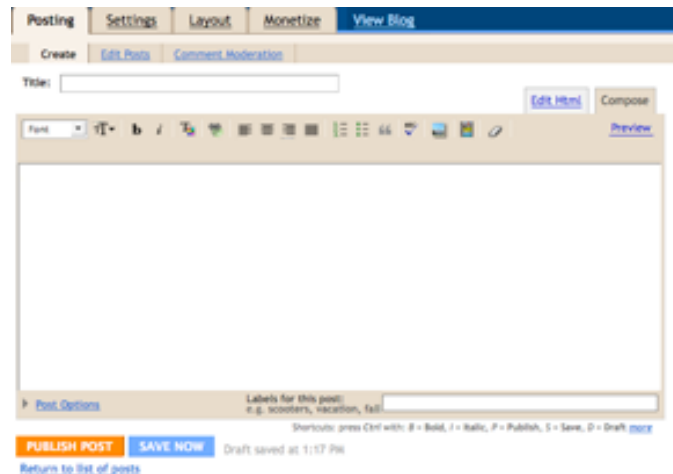
ge

Click on Use this Template for the one that you want.

6. Now, you're ready to start posting messages!

Type your first post. Make sure you have a title on each post. Please include the week part of your title (e.g., Week 1 Reflections)

When you are finished, you can click SAVE NOW to come back to it later, or PUBLISH POST to put it online right away.



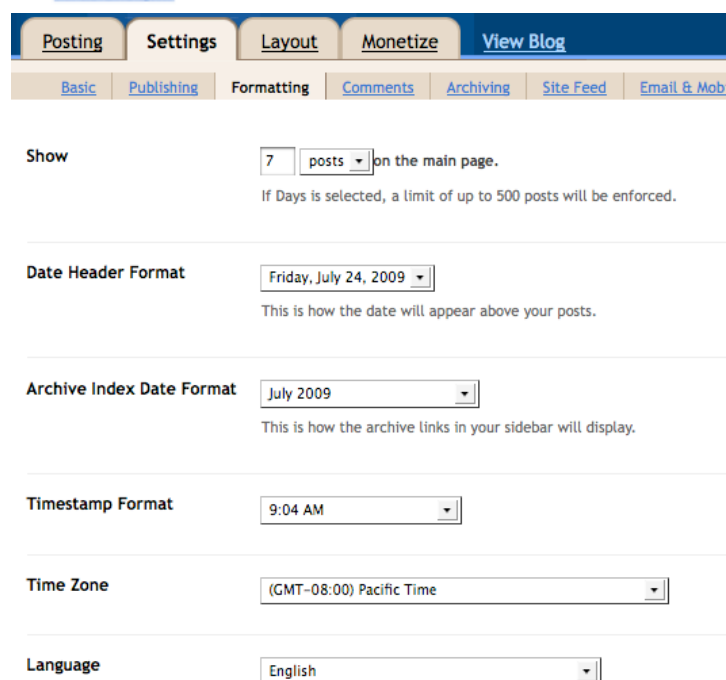
as

7. If this is for an English class, make sure the blog will be in English. Click on the Settings tab, then on the Formatting tab.

Your menus may be in a different language, so select the appropriate menu. The sixth choice (or so) should be Language.

- Pull down Language until you see English.
- VERY IMPORTANT: make sure you go to the bottom of the page and click on

SAVE SETTINGS



That's all! Your blog should now be in English.

A quick note: When you are in Settings, you see an option for Adult Content. This means pornography. The default is NO – leave it as NO.

8. You need to be sure that people can comment on your blog. To do that, go to Settings.



Next, click on Comments. Select Show, and Anyone (see below for more details). Again, make sure you SAVE SETTINGS.

Comments on Your Blog

It's good to let others comment on your blog. Here are suggested settings:

Comments Show Hide

Note: Selecting "Hide" does not delete existing comments - You can show them at any time by re-selecting "Show".

Who Can Comment? Anyone - includes Anonymous Users
 Registered Users - includes OpenID
 Users with Google Accounts
 Only members of this blog

Comment Form Placement Full page
 Pop-up window
 Embedded below post

The embedded comment form can not be used if you have Post Pages disabled.

Comments Default for Posts

Comment moderation Always
 Only on posts older than days
 Never

Review comments before they are published. A link will appear on your dashboard when there are comments to review. [Learn more](#)

Put your email here to know when someone adds a comment

Email address

We will email you at this address when a non-member leaves a comment on your blog. Leave blank if you don't want to receive these emails.

Show word verification for comments? Yes No

This will require people leaving comments on your blog to complete a word verification step, which will help reduce comment spam. [Learn more](#)
Blog authors will not see word verification for comments.

Show profile images on comments? Yes No

Comment Notification Email

If students are doing a blog for class, have them put your email here:

[Choose from contacts](#)

You can enter up to ten email addresses, separated by commas. We will email these addresses when someone leaves a comment on your blog.

Adding Posts

When you come back to www.blogger.com and log in, you'll see something like this:



Click New Post to post a message. When you are finished, you can view your blog.

Two important things to remember:

1. When YOU want to add a post or edit your blog, you will go to www.blogger.com and sign in with your name and password.
2. When OTHER PEOPLE want to look at your blog, they will go to your blog's name - something like blog-efl.blogspot.com or techteachingworldwide.blogspot.com.

Happy blogging!