Using Blogs to Support Learning
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About the Workshop

Blogs are one of the most common types of web service found on the Internet. They contain online personal journal with reflections, comments, and hyperlinks selected by the creator. Blogs strengthen class community, provide a tool for reflective writing, break down barriers among faculty and students, and enhance online discussions.

This workshop will provide you with an overview of how you can use Blogs in your classes and will demonstrate several examples that are currently in use.

Workshop Objectives

By the end of this workshop, participants should be able to:

- Understand how blogs can support learning
- Use blogs to collaborate with students
- Use RSS to subscribe to useful links
- Reflect on the best practices/practical use of blogs

Session Prerequisites

Participants are expected to activate their Blog account prior to attending the workshop. [http://blog.nus.edu.sg/wp-signup.php](http://blog.nus.edu.sg/wp-signup.php)

It would also be good for participants to have basic formatting and internet surfing skills.
What is Blog.NUS?
Blog.NUS is a blog platform for academic, educational, research and administrative use in the National University of Singapore. This is a useful tool when you want to write your personal learning or reflection, and can be an alternative venue to conduct module or tutorials, developing a department news blog, or posting an event.

Setting Up a Blog Account
1. In your browser, type [http://blog.nus.edu.sg](http://blog.nus.edu.sg), and click Create a Blog or user account.

2. Enter a username. A username is a name to be used as your NUS blog address. For example if you enter your name, your blog address will be set to http://blog.nus.edu.sg/username. It is suggested that you put in a unique name such as your NUSNET user ID.

3. Enter your NUS email address. Once your blog account is generated, username and password will be sent to this email address. It is suggested that you use your NUS email address.

4. Read the terms and conditions and click on the box below I agree.

5. If you intend to create a blog space, choose Gimme a Blog. If you only want to participate in a blog, choose Just a username, please.

6. Click Next.

7. Check your email account. You will receive an email with an activation link.

Gimme a blog allows you to create a blog space
Just a username allows you to participate in a blog
Activating your Blog Account

Once you have received an email notification, you can start writing your blog. Take note that if you do not activate your account within two days, it becomes invalid. This means that you will have to make another request from CIT.

1. Check the email confirmation to activate your blog account.

   -----Original Message-----
   From: Blog.nus [mailto:damotreply@blog.nus.edu.sg]
   Sent: Wednesday, May 13, 2009 3:41 PM
   To: Kiruthika Ragupathi
   
   To activate your blog, please click the following link: 
   http://blog.nus.edu.sg/wp-activate.php?key=f7b77edff3e2767d

2. In case you did not receive any email notification, double check the Spam folder of your Outlook account.

Adding a Blog to your Existing Account

Blog.NUS allows a user to add and maintain as many blogs as you want. You can create one for your class and add another one for personal use with your existing account. When you enter the system, a list of all blogs under your account is displayed.

To add a new blog to your existing account:

1. Login to your own blog.
3. Click Create a blog.
4. Type a Blog name and title of your new blog.
5. Specify if you want your blog to appear in search engines.
6. Choose your preferred language from the list.
7. Click Create Blog.

8. A message will display on screen that you have successfully created your blog. Click the link to access your new blog.
Changing Language Options

Add a Language

1. Click Start, and select the Control Panel.
2. Double click on the Regional and Language Options.

3. Select the Languages tab, and click the Details button.
4. The Text Services and Input Languages dialog box opens. Click Add.

![Image of Text Services and Input Languages dialog box]

5. Choose your desired Input Language from the list.
6. Check the Keyboard layout/IME box and then click OK.

![Image of Add Input Language dialog box]

7. In the Text Services and Input Languages dialog box, click Apply, and then choose OK.
8. In the Regional and Language Options dialog box, click Apply, and then choose OK.

**Switching to Different Languages**

1. In the Taskbar, click the small arrow beside your default language setting to switch to the added language.

![Image of Taskbar with language settings]

2. Open MS-Word or type the content directly to your blog.
Getting Started

WordPress Interface

When you view your blog for the first time, the default look as shown above will be displayed in your browser. The layout is called a Theme. The default theme features a header at the top with the title of your site. Along the side, you will see some titles and links. This is your Sidebar menu. Within the main middle section of the page is the post. At the bottom of the page is the Footer.

The information below the post title the post meta data. It contains the date and time the post was made, the author, and the categories that the post belongs to.

The sidebar contains different sections with information. Among these you may find a list of Pages, Categories, Archives, Calendar, and Dates. This is part of the menu or navigation panel that people will use to move around your site, visiting posts from different categories or time periods.
User Interface vs. Admin Panel

A blog has two types of interface. As a blog owner, you want to manipulate what you can do with your blog such as writing the content users will see, approve comments to be posted in your blog, etc. All these things can be done using the Dashboard and administration panel. On the other hand, when a user enters your blog address in the browser, elements that will display on screen refers to the user interface.

Checking the Users Interface

To check how your blog looks like, click the Visit Site button. Use this button every time you want to see changes that have been made to your blog.

Tip: Bookmark the URL of your blog and the WP-admin for easier access.

Using the Dashboard and Administration Panel

On the right sidebar of your blog, you can see a section called Meta contains the Site Admin link. This page brings you to your site’s Administration login page.

To log-in to the site admin panel:

1. Type in your blog address in your browser. For example: http://blog.nus.edu.sg/username/wp-login.php
2. Enter the **username** and **password** supplied by CIT and click **Log-In**.

3. Once you are logged in, the first thing you will see is the **Dashboard** of the Administration Panel. The Administration Panel is the brain behind your website. It provides access to the control features of your blog. Each Administration Panel is presented in sections: the header, the main navigation, the work area, and the footer.

![Dashboard](image)

4. The left side of the screen is the main navigation menu detailing each of the administrative functions you can do. Major functions, such as Posts, etc. contain a pull down arrow which expands to display submenu choices. Clicking that arrow again collapses the submenu.

![Major function and Submenu](image)

### Configuring Settings of your Blog

The entire configuration of your blog is handled through the Settings menu. This can be accessed using the Settings tab in the left navigation.

The Settings tab allows you to change the blog title, your email address, time zone settings, etc.

![General Settings](image)
Setting Your Profile

Editing Personal Profile
This feature allows you to set your color scheme, name preferences and contact information to display, as well as telling the system how to display your name next to your posts.

1. From the Dashboard, click Users, and choose Your Profile from the list.
2. Under Personal Options, choose a color scheme to be used.
3. Enter details such as your name, contact information, and biographical information.
4. Enter a new password if you intend to change the default password provided during the initial setup.
5. Click Update Profile.

Inserting Picture
Avatar is one of the popular tools when instant messaging started. It helps you to recognize your students if you see their pictures. This is especially useful if you have large class size or conducting consultations online.

To upload a picture:

1. From the Users list, click Your Avatar.
2. Click Browse to locate your picture. The image you uploaded will be displayed when people see you online.
3. Click Upload.
Managing Users

**Adding Students to your Blog**

You can register your students to your class blog in two ways. For bigger class size, either you can provide CIT with your class list, ask assistance from your teaching assistant, or appoint student leaders. For smaller class size or tutorial sessions, you can manually add your students to your blog.

To add students to your blog:

1. From the Dashboard, click **Users** and select **Add Users**.

2. Add the email addresses of the people you want to participate in the blog. Add one email per text field (e.g. u054321@nus.edu.sg). You can add up to 15 users at a time. Please take note that the email address has to be an existing NUS account.

3. Once all the emails have been added, scroll down to the bottom of the page, and click **Next**.

4. Emails will be sent out to the users you have added. Students can click to the link in order to join the blog.

**Tip:** Users must create an account first before they can participate in a blog.
**Editing Roles**

By default, all users are identified as subscribers. However, you can edit the user’s rights permission as contributors or authors. Setting your users as authors will allow them to freely post and comment while contributors will need the instructor’s approval before they can post comments.

1. Click **Authors & Users**.

2. Select the name of the user.
3. Using the **Change Role to** drop down option, choose whether editor, author, contributor, or subscriber.
   a. Author, Editor- user with this permission can edit and delete anybody’s post
   b. Contributor- user can write a post but will need the author’s approval before it can be published
   c. Subscriber- user can only read and comment to the posts
4. Click **Apply**.

**Deleting Users**

1. Select the name of the user/s you want to remove from your blog.
2. Click **Remove**.
3. In the warning message, confirm that you want to delete the user/s.
Writing your Blog

A blog refers to an entry that one posts. Usually the blogger is in control of the discussion, but allows questions and comments from the audience. Content can be constantly updated and can be assigned as categories and tags. It is displayed in reverse chronological order. This means the recent post is always displayed on top.

Post vs. Pages

Posts and pages are the content of your blog. Posts are the entries that display in reverse chronological order on your home page. It usually have comments fields beneath them and are included in your site’s RSS feed.

Pages contain information that never change and are not dated or have time stamps like your blog posts. Pages are great for providing information that will not require users to comment.

Creating a Post/Page

1. From the Dashboard (admin page), click the Post drop down menu, and choose Add New.

2. In the Title box, type a good descriptive heading. The title of your post can be part of the permanent link.

3. Type the main content in the space provided.

4. Use the formatting toolbar to change the text style or font properties.
5. Type some text in the **Excerpt** box if you wish to write a summary or description of a post.
6. In the **Discussion** section, specify whether users can comment not, allow trackback option, etc.
7. Enter keywords in the **Post Tags** box and click **Add**. These keywords can be useful when the users are searching for specific topics in your blog.
8. Choose a category where this post can be assigned to. The default category is set to Uncategorized. You can also add a new category name to organize your posts by topic or month.
9. Click **Preview** if you want to see how your post blog looks like to the public.
10. Set the Publish status either as a **Draft** or **Public Document**. You can also set the date and time when you want the post to be published.
11. When you are ready to share your post, click **Publish**.

**Insert Media**

You can add media to your post such as image, video, audio, or flash animation. Files can be taken from your computer, an external source, or the system’s media library.

**Adding Image**

1. In the **Upload/Insert** section, click the **Frame** icon to insert an image.
2. Specify the image source. The file can be uploaded from your **local computer**, **URL**, or **media library**. Assuming that the file will be taken your local computer, click **Select Files** to locate the file.

3. Enter details such as **Image Title**, **Caption**, and **Description**. The caption will be used as an alternative text in case the image doesn’t load properly.
4. In the **Link URL** section, choose **None**.
5. Set the alignment of the image. Choose either **none**, **left**, **center** or **right**.
6. Specify the display size of the image to either **thumbnail**, **medium**, or **full size**.
7. Click **Insert into Post**.
8. When you are back to the post page, click **Update Post**.

**Tip:** You can quickly add a new post/page, write a draft or upload media using the quick link located at the top bar, beside the title of your blog.
Adding Attachments
You can write a post with attachments such as PDF, PowerPoint, word Document, Spreadsheet etc.

To attach file to your post message:

1. In the **Upload/Insert** section, click the **Star** icon to insert an attachment.

2. Locate the file by clicking **Select Files**. The file can be uploaded from your **local computer**, **URL**, or **media library**. When you upload a file from your local computer, the system stores it in the media library for your future use.
3. Enter details such as **Title**, **Caption**, and **Description**.
4. In the **Link URL** section, choose **File URL**.
5. Click **Insert into Post**.
6. When you are back to the post page, click **Update Post**.

Inserting Audio
You can also insert audio podcasts to your blog. Similar to the other media files, the audio lecture can come from your local computer or you can also link it to an existing podcasting site. Students can listen to the lecture straight from your class blog or download it in their portable media player.

1. In the **Upload/Insert** section, click the **Note** icon to insert an audio.

2. Locate the file by clicking **Select File**.
3. Enter details such as **Title**, **Caption**, and **Description**.
4. In the **Link URL** section, choose **File URL**.
5. Click **Insert into Post**.
6. When you are back to the post page, click **Update Post**.
Embedding Video

Videos can be large in size depending on the duration. One of our concerns as educators is how to make these videos accessible to our students. Having your own web hosting is one solution to store video files but one good option to consider is embedding it from an existing source like NUS Youtube channel, Vimeo or Vodpod. This way you do not need to duplicate the available materials online.

1. Go the source where the video is stored. Assuming that we have found an interesting video in Youtube that you want to share to your class.
2. Copy the source code beside Embed by pressing CTRL + C.
3. Add a new post or edit an existing post.
4. Type a title.
5. Click the HTML tab, and paste the code in the space provided by pressing CTRL + V.
6. Enter keywords in the Post Tags option and click Add. This feature is helpful when a user is searching for keywords within your blog.
7. Click Publish.
8. Preview the video by clicking Visit Page button.
Creating a Page

Basically creating a page is similar to creating a post. The only difference is that post constantly updates and may require users to comment. A page is similar to static pages where it is used to feed information to the users but do not necessarily require them to give comments.

To add a new page:

1. From the Pages list, click Add New.
2. Add a page title.
3. Type the content of the page in the box provided.
4. Modify the font properties using the Formatting toolbar.
5. Specify if you allow users to comment on the page.
6. Set the status of the page wither as a draft or a public document.

Creating Reference Links

WordPress allows users to enter important resources that students may find useful in understanding the lesson. When you add links in your blog, it automatically creates a list of links under the Blogroll (blog’s sidebar).

1. From the Links list, click Add New. The links page options displays on screen.

   Name
   Blogs in Plain English
   Example: Nifty blogging software

   Web Address
   http://commoncraft.com/blogs
   Example: http://wordpress.org/ -- don’t forget the http://

   Description
   explanation of blogs - the simplest
   This will be shown when someone hovers over the link in the blogroll, or optionally below the link.

2. Type a title in the Name box.
3. Type the complete address in the Web Address box. Be sure to include http://.
4. Enter a short description about the reference link in the Description box.
5. Specify a category the reference in which links should display. The default category is set to Blogroll. You may add your own category.
6. In the Target section, specify whether the link will be opened in the same page or a new window.
7. Click Add Link.
Managing Posts, Pages, Links, and Comments

Sorting Posts/Pages

When a lot of users have subscribed to your blog, it becomes challenging to track information posted. The filter option allows you to sort data by date or category. This way, it will be easier for you to monitor and organize your blog.

To sort the post/page/comments:

1. From the Dashboard, choose a Post, Page, Link, or Comment.
2. Select the **Date** and **Category**, and then click **Filter**.

![Filter option for sorting posts/pages](image)

Editing Post/Page/Links

To edit the content of the post/page/link:

1. From the Dashboard, choose a Post, Page, Link, or Comment.
2. Under each section, you can see the **Edit** link. Use it to see the list of titles.
3. Hover to the title of the post/page/link, and choose **Edit**.

![Editing Post/Page](image)

4. Apply changes and click **Update Post/Page**.
**Editing Post/Page/Links Settings**

To immediately change the post/page settings:

1. From the Dashboard, choose a Post, Page, Link, or Comment.
2. Under each section, you can see the Edit link. Use it to see the list of titles.
3. Hover to the title of the post/page/link, and choose Quick Edit.
4. Apply changes and click Update Post/Page.

5. To edit the content of the post or page, click Edit.

**Deleting Post/Page/Links Settings**

There are two ways to delete posts, pages, links or comments. One is manually removing the entry and the second one allows you to delete multiple items at the same time.

To remove the individual entry:

1. From the Dashboard, choose a Post, Page, Link, or Comment.
2. Under each section, you can see the Edit link. Use it to see the list of titles.
3. Hover to the title of the post/page/link and choose Delete.

To remove multiple entries at a time:

1. From the Dashboard, choose a Post, Page, Link, or Comment.
2. Under each section, you can see the Edit link. Use it to see the list of titles.
3. Click the box beside each title.
4. From the Bulk Actions list, choose Delete, and then click Apply.
Managing Comments
What would a blog be without a place for your readers to give their two cents on your posts?

Comments allow your users to comment on individual posts in an open forum where other users can see and comment on their comments. It's almost like every post is its own little forum.

1. From the Dashboard, click Comments. The Edit Comments pane opens with a list of all of the comments made to your blog. You can see the author info, including the date and time of their comment, as well as the comment itself and what post it was made from.
2. To approve comments individually, hover to the title and click Approve.
3. To approve multiple comments at a time, select the titles. From the Bulk actions menu, choose Approve and click Apply.

4. To delete comment individually, hover to the title and click Delete.
5. To delete multiple comments at a time, select the titles. From the Bulk actions menu, choose Delete and click Apply.
Customizing your Blog

Changing your Blog Theme
A theme refers to the overall design of your blog. Be careful while choosing a theme. You have to take note that each theme behaves in certain way. One feature from a design may not necessarily be available in other designs. It is suggested that you focus more on the features/functionalties that you want to have.

1. From the Appearance list, select Themes.
2. Browse through the different design templates and choose a theme that is suitable to your subject.

3. When you click on a design, a preview of the actual blog is displayed. Click Activate to immediately apply this design to the blog or click x to go back to the original design.

4. Click Visit Site to check the look of the newly selected theme.

Editing the Image Header
Depending on the design theme you chose, the default image displayed in the image header can be changed. You can check on the dimension of the image header and create your banner in graphic software such as Photoshop or Fireworks.

1. From the Appearance list, click Custom Header.
2. Check on the dimension of the image header. This will be your guide when you design your banner in Photoshop or Fireworks.

3. Once the image is ready, click Browse to start uploading your file, and click Upload.
4. Click Visit Site to check the new banner.
Activating Widgets

Widgets are also known as sidebar accessories which are plug-ins or add-ons to your WordPress blog sidebar. It allows the easy addition of design elements, gadgets, content, images, and more to your WordPress sidebar to personalize your blog without having to know HTML, PHP, or any code.

1. From the Appearance list, click Widgets. The system will display a list of available Widgets you can add to your blog.
2. Among the useful ones are:
   a. Delicious - allows you to import the bookmarks from your existing Delicious account
   b. Videos - allows you to import the videos from VodPod account
   c. Meta - allows you to include user log-in, entries RSS, comments RSS, etc.
   d. RSS - can be used to add feeds to your sidebar. As with the text widget, you can have as many RSS widgets as you need.
3. Drag the widget to the sidebar.

4. To customize the widget, click on the drop down list and choose Edit.
5. Apply changes you want and click Save.

Adding Widgets not from the list

Whenever there is a need to add widgets not available from the list, you could simply look for the code and embed to your blog.

1. From the Appearance list, click Widgets.
2. In the Available Widgets list, drag Text to the sidebar.
3. To edit the widget, click the drop down menu.
4. Enter a Title in the first box and paste the code in the second box.
5. Click Save.
6. Refresh the window of your blog by pressing F5 or click Visit site.
Really Simple Syndication (RSS)

RSS or Really Simple Syndication is a family of web feed formats used to publish frequently updated works such as blog entries, news headlines, audios and videos in a standardized format. This includes the content and the metadata such as the date and author. It benefits the readers who want to subscribe to timely updates from their favorite websites, putting them into one place using an RSS reader which can be web-based, desktop-based, or mobile-device-based.

The user subscribes to a feed by entering the feed's URL into the reader or by clicking an RSS icon in a browser that initiates the subscription process. The RSS reader checks the user’s subscribed feeds regularly for new work, downloads any updates that it finds, and provides a user interface to monitor and read the feeds.

Subscribing to an RSS Feed

1. Sign up for an RSS Reader (Example: Google Reader, Yahoo, Bloglines, Microsoft Outlook, etc.). For this demonstration, we will use Google Reader as your feed reader.
2. Go to your favorite website where you need updated information.
3. Click the RSS icon and press CTRL + C to copy of the URL of the website that you want to subscribe.
4. Log-in to your feed reader by entering your username and password.
5. Inside Google Reader, click Add a subscription.
6. Inside Google Reader, click Add.

7. The website is now added to the list, while contents and updates of the website are displayed on the small boxes found on the right side of the screen.

8. The RSS reader will automatically be updated each time there is a new post on the website.
9. Double click on the title to read the details. The page will be opened in a new window/tab.
Adding an RSS Feed in Outlook 2007

1. Double check the website if it contains an RSS feature. Click the RSS icon and copy of the URL displayed on screen.
2. Open Microsoft Outlook.
3. Right click on the RSS Feeds category, and choose Add a New RSS Feed.
4. Paste the link in the box provided, and click Add.
5. A confirmation message appears on screen asking if you want the link to be added to the Outlook RSS feed. Click Yes to continue.
6. Notice that the new URL is now added to the RSS Feed list. MS-Outlook will automatically prompt the user each time there is an update.

![Image of MS-Outlook with RSS Feed highlighted]

7. Click **View article** to read full details of the website.

### Best Practices and Practical Use of Blogs

Listed are some of the best practices and practical use of blogs from educators worldwide. You may want to consider using blogs if you want to:

- Reflect on students’ reading or classroom discussions
- Investigate topics online and then report on their research
- Record group progress on a project
- Talk about shared classroom experiences
- Reflect on thought-provoking quotes from other blogs
- Provide feedback

### General Advice

- Never use technology for the sake of technology
- Identify teaching and learning needs
- Identify the potential advantages and applicability of technologies
- Matching technologies with teaching/learning needs
  - Blogging can be used for developing writing and reflective processes
  - Wikis can be used for collaborative writing and project-based work
## Activity Checklist

Below is the list of tasks you need to accomplish during the workshop. Simply check the items you have completed and write if there are clarifications or topics you want to be further discussed by the facilitator.

<table>
<thead>
<tr>
<th>Setting up a Blog</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Create a blog account/ Add a blog using existing account</td>
<td></td>
</tr>
<tr>
<td>[ ] Activate blog account</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Configuring Blog Settings</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>[ ] Enter title and tagline for the blog</td>
<td></td>
</tr>
<tr>
<td>[ ] Set language preference</td>
<td></td>
</tr>
<tr>
<td>[ ] Discussion settings</td>
<td></td>
</tr>
<tr>
<td>[ ] Change blog avatar to NUS logo</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Setting Your Profile</th>
<th></th>
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<tbody>
<tr>
<td>[ ] Set admin page color scheme</td>
<td></td>
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<tr>
<td>[ ] Set public Name Display</td>
<td></td>
</tr>
<tr>
<td>[ ] Enter contact Info</td>
<td></td>
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<tr>
<td>[ ] Enter short profile about yourself</td>
<td></td>
</tr>
<tr>
<td>[ ] Change password (if applicable)</td>
<td></td>
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<tr>
<td>[ ] Upload your personal avatar</td>
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<table>
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<tr>
<th>Adding and Managing Users</th>
<th></th>
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<tbody>
<tr>
<td>[ ] Add at least 3 users to participate in your class blog</td>
<td></td>
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<tr>
<td>[ ] Change student roles</td>
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<table>
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<tr>
<th>Writing and Managing a Post/Page</th>
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<tbody>
<tr>
<td>[ ] Write a post/page with external link</td>
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</tr>
<tr>
<td>[ ] Write a post/page with attachment (PDF, PPT, etc.)</td>
<td></td>
</tr>
<tr>
<td>[ ] Write a post/page with picture</td>
<td></td>
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<tr>
<td>[ ] Write a post/page with embedded video</td>
<td></td>
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<tr>
<td>[ ] Write a post/page with audio</td>
<td></td>
</tr>
<tr>
<td>[ ] Edit post/page settings (draft, public document)</td>
<td></td>
</tr>
<tr>
<td>[ ] Manage posts/pages (viewing, sorting, deleting)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Creating Reference Links</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Add links to main navigation (blogroll)</td>
<td></td>
</tr>
<tr>
<td>[ ] Add category links</td>
<td></td>
</tr>
<tr>
<td>[ ] Manage links (sorting, deleting unwanted post)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Customizing your Blog</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Change blog theme</td>
<td></td>
</tr>
<tr>
<td>[ ] Edit design theme</td>
<td></td>
</tr>
<tr>
<td>[ ] Add widgets</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Adding and Managing Comments</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Add comments to an existing blog:</td>
<td></td>
</tr>
<tr>
<td>• Please visit <a href="http://blog.nus.edu.sg/edublog">http://blog.nus.edu.sg/edublog</a> and write a comment on the post “Views about the e-learning week”</td>
<td></td>
</tr>
<tr>
<td>[ ] Record voice comment</td>
<td></td>
</tr>
<tr>
<td>[ ] Approve comments to display</td>
<td></td>
</tr>
<tr>
<td>[ ] Manage comments</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Using RSS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Subscribe to an RSS feed using Outlook/Google Reader/Yahoo</td>
<td></td>
</tr>
<tr>
<td>[ ] Manage feeds</td>
<td></td>
</tr>
</tbody>
</table>