

Guidelines for Using the Supported Literacy Blog



These guidelines are organized under the following five headings:

- **Entering the Supported Literacy Blog and Logging In**
- **Reading a Blog Entry**
- **Commenting on an Entry**
- **Posting a New Entry**
- **Using “My Workspace”**

Entering the Supported Literacy Blog and Logging In

The following URL will take you to the “PD Online” section of the Literacy Matters web site:

<http://www.literacymatters.org/pdonline/intro.htm>

The Supported Literacy section is located near the bottom of the PD Online introduction page. It has a light blue background and features the Supported Literacy logo. Underneath the logo, you will see a link that reads, “Enter The Supported Literacy Seminars!” Click on this link, and then click on “ENTER the Discussion Blogs.” A log-in with fields for your username and password will appear. Logging in is required in order to read, post, or comment. If you have misplaced your log-in information, or have technical questions, please email Heather at:

hrivero@edc.org

Once you have logged in, you will be brought to the front page of the Supported Literacy Blog. On that page you will see links to the following discussions:

- **Institute Discussion** is for conversation on the article “Learning to Write: Writing to Learn.”
- **The School Seminars** provides a chance to talk about the seminar activities and the strategies that teachers are trying in their classrooms.
- **Your Role as a Coach** focuses on discussions related to what it means to be a coach and techniques for coaching successfully.

The screenshot shows the LiteracyMatters website. At the top, there are navigation links: About Us | Site Map | Search | Contact | Privacy | Accessibility | Home. The main header features the LiteracyMatters logo and buttons for TEACHERS, PARENTS, and 18+ UNDER. Below this is a secondary navigation bar with links for P.D. Online, Adolescent Literature, Content Literacy, Student Activity, and Resources. The main content area is titled 'The Supported Literacy Blog' and includes a brief instruction on how to participate in discussions. Below this are four colored boxes representing different discussion categories: Announcements (orange), Institute Discussion (green), The School Seminars (purple), and Your Role as a Coach (grey). Each box lists recent entries with hyperlinks.

Reading a Blog Entry

The titles of the discussions and the most recent entries are on the front page of the Supported Literacy Blog. They are located in the colored boxes on the bottom half of the screen. Once you are on the front page of the blog, you have two options for reading entries:

- Clicking on the main title of a discussion (at the top of a colored box) will take you to the main page for that discussion which allows you to see a complete list of entries for that particular discussion. The entries appear in chronological order with the most recent entry at the top.
- Clicking on the title of a particular entry (on the front page of the blog) will take you to a page with the full text of that entry and a place to write your comments. No other entries will appear on the screen if you click directly on the title of a specific entry.

This is a close-up of the green 'Institute Discussion' box. It shows the title 'Institute Discussion' at the top, followed by 'Recent Entries:' and a single entry: 'Learning to Write: Writing to Learn in 7th Grade Science' with a blue hyperlink.

This screenshot shows a full blog entry. At the top, it says 'September 08, 2003'. The title is 'Learning to Write: Writing to Learn in 7th Grade Science'. The main text discusses tectonic plates and student learning. Below the text, it says 'Posted by hivers at September 8, 2003 12:42 PM'. There is a 'Comments' section with a 'Post a comment' form that includes fields for Name, Email Address, and a 'Remember personal info?' checkbox.

Commenting on an Entry

You can add a comment to a blog entry by filling out the comment section at the bottom of the page that has the full contents of the particular entry. Please do the following:

- Add your name so that others will know who posted the message.
- Add your e-mail address to the comment so that anyone who wishes to email you when reading your comment can do so with one click.
- If you have a web site you would like other participants to access, then add that to the comment, as well.
- If you click the “Remember personal info?” box, then the next time you are logged in and ready to post a comment, the name, email address, and URL fields will be filled in already.
- Preview your draft posting by clicking on the “Preview” button.
- When you are finished writing and previewing your comment, remember to click the “Post” button or your entry will be lost.

Comments

Post a comment

Name:

Email Address:

URL:

Remember personal info?

Yes No

Comments:

Preview

Post

Posting a New Entry

To post an original entry on the main page of a discussion, click on the title heading for the discussion group to which you would like to post. For example, if you would like to post an original entry in “Institute Discussion,” click on that heading on the front page of the blog.

[Institute Discussion](#)

Recent Entries:

- [Learning to Write: Writing to Learn in 7th Grade Science](#)

Click on the “Post a New Entry” link. For your convenience, this link appears in the following three places in the left-hand column of the page:

- Under the discussion question(s) near the top of the page
- Under “Links” near the middle of the page
- Under “Recent Entries” closer to the bottom of the page



The “Post a New Entry” link will open the Create New Entry form in a new window.

There are a few steps for completing the new entry form. They are as follows:

- **Add a title:** This is the title of your entry that will appear on the main page of the discussion. Try to make this title brief yet descriptive to convey what the blog entry is about.

A screenshot of a form field labeled "Title" with an orange arrow pointing to the text label. Below the label is an empty rectangular input box.

- **Fill out the entry body:** The “entry body” field is where you enter the full content of your blog entry.

A screenshot of a form field labeled "Entry Body" with an orange arrow pointing to the text label. Below the label is a large, empty rectangular text area.

- **Preview your entry:** You can preview your draft posting by clicking on the “Preview” button. It is located near the bottom of the form. Once inside “Preview” you have the option to revise your entry before posting. To do this, click the “Re-Edit this Entry” button. If you do not wish to make changes, then click the “Save” button.

A screenshot of four buttons arranged in two rows. The top row contains "PREVIEW" and "SAVE". The bottom row contains "RE-EDIT THIS ENTRY" and "SAVE THIS ENTRY". Orange arrows point to the "PREVIEW" and "RE-EDIT THIS ENTRY" buttons.

- **Select a post status:** You can select a post status from the pull-down menu near the top of the entry form. By default, the post status is set to “Draft.” Use “Draft” if you want to come back to the blog at a different time and make changes before you post it to the discussion. Saving a draft is a good idea if you are still gathering

A screenshot of a dropdown menu labeled "Post Status (?)". The menu is open, showing three options: "Draft" (selected), "Draft", and "Publish". An orange arrow points to the dropdown menu.

your thoughts about the entry topic or if you do not have enough time to write a full posting. When you are satisfied with your blog entry, select “Publish” as the status. Be sure to click the “Save” button once you have selected either “Draft” or “Publish.”

- Remember to close the pop-up window that contained the entry form once you have finished. The main discussion window will still be open once you have closed the pop-up window.

Using “My Workspace”

The section called “My Workspace” gives you a chance to do three things: 1) edit a previously posted blog, 2) post a new entry, and 3) edit your profile.

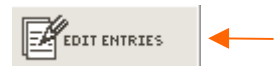
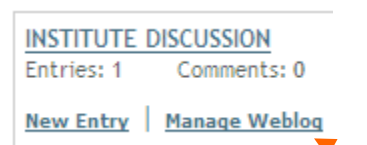
There are two ways to access “My Workspace:”

- By going to the following URL:
<http://sl.literacymatters.org/mt.cgi>
- From a link called “My Workspace” located under “Links” on the left side of each discussion page.

LINKS

[Post a New Entry](#)
[Blog Front Page](#)
[My Workspace](#)

To Edit a Previously Posted Entry: Once you have entered “My Workspace,” find the title of the discussion to which you previously posted and select “manage weblog” (directly underneath the title). This will take you to a page with links on the left-hand side of the page. One of the links is titled “Edit Entries.” Click that button. Next, you will see a list of your blog entries for that discussion. Click on the title of the entry you wish to edit. This will bring up your blog entry inside a “post” form. Simply edit the entry, select “Draft” or “Publish” from the “Post Status” pull-down menu near the bottom, and then hit “Save.” Saving the revised entry with the “Publish” status will update your old blog entry. You also have the option to remove the entry altogether. Rather than selecting “Save,” hit the “Delete” button at the bottom of the form.



To Post a New Entry: Click on “New Entry” for the discussion you want to post to. Then writing and posting a new entry is the same as described in the “Posting a New Entry” section of this handout.



To Edit Your Profile: Click on the “Edit Your Profile” link on the right-hand side of the main page of “My Workspace.” Then fill in and/or change the fields that you would like to update, and click on the “Save” button.

