

How to use your school's blogging platform

HERE'S OUR QUICK AND EASY GUIDE TO USING YOUR PRIMARYSITE
BLOGGING PLATFORM

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 PrimarySite

Welcome to our step by step guide for using your blogging platform within your PrimarySite Website.

In this guide we will cover:

- How to log-in to the blogging platform
- How to manage your admin area (setting up your adults, classes and children)
- How to approve posts, comments and profiles
- How to edit your profile
- How to create blog posts

This document will help you achieve all these things in an easy step by step process. If you have any questions, please get in touch.

GETTING STARTED

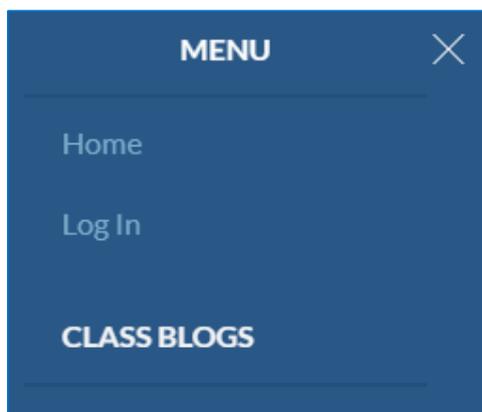
Firstly, you will need to locate your blogging platform within your school website. This can usually be found under the children navigation as shown below.



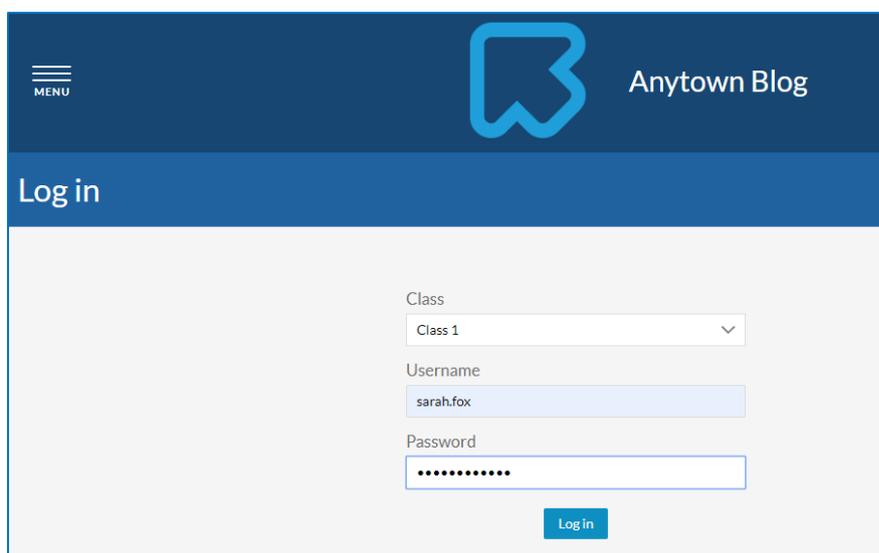
HOW TO LOG-IN TO THE BLOGGING PLATFORM

Once having clicked the Blog, you will be taken to the homepage of the blogging platform which will open in a new window. In the top left-hand corner, you will see a menu button.

Click the menu button and then select log in.



You will then see the below log in screen. You will need to select which class you are associated with from the drop-down list and enter your unique username and password. This information will have been provided to you upon the set-up of the blog.

The login screen for 'Anytown Blog'. At the top, there is a dark blue header with a 'MENU' button on the left, a blue bookmark icon in the center, and the text 'Anytown Blog' on the right. Below the header is a blue bar with the text 'Log in'. The main content area is light grey and contains a login form with three fields: 'Class' (a dropdown menu showing 'Class 1'), 'Username' (a text box containing 'sarah.fox'), and 'Password' (a text box with masked characters). A blue 'Log in' button is positioned below the password field.

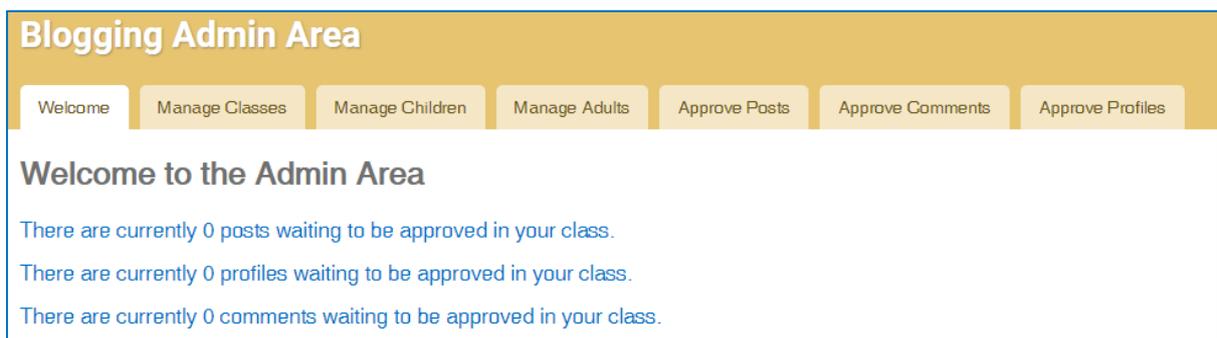
Click the blue 'log in' button, you will then be taken to the main home screen of the blog. This area will list all your class and grown up blogs that have been set up within the platform along with showing you the very latest blog posts that have been created.



HOW TO MANAGE YOUR ADMIN AREA (SETTING UP YOUR ADULTS, CLASSES AND CHILDREN)

In the admin area of the blog you will be able to set up your classes, and your adults log in details. In this area you can also approve comments, posts and profiles.

Click the blue 'Admin Area' button on the blog home screen, you will then see the below screen appear.



We always recommend firstly setting up your adults. This can be done by clicking the fourth tab along the top called 'Manage Adults'. You will then see the below appear.

Blogging Admin Area

Welcome Manage Classes Manage Children **Manage Adults** Approve Posts Approve Comments Approve Profiles

Manage Adults

[Add New Adult](#)

Adults Assigned to Class

Little Acorns Homework ▾

Selected Adults Options

Move Delete

<input type="checkbox"/> Select All	First Name	Last Name	Username	Role	Password	Blog Enabled	Edit	Delete
<input type="checkbox"/>	Sarah	Fox	sarah.fox	school_admin	Reset Password	✓		

You will see a list of any existing users and have the option to reset their passwords, edit their blog permissions or delete them should they no longer require access.

To add a new user, click the blue 'Add New Adult' button. You will then see the below screen appear for you to enter their details and assign them their blogging permissions.

The school admin permission will be able to create, delete and edit adults, whereas the teacher permission will not. Anyone who is to have full admin rights to the blog will need to be set up as school admin.

Blogging Admin Area

Welcome Manage Classes Manage Children **Manage Adults** Approve Posts Approve Comments Approve Profiles

Create Adult

Adult belongs to class

Select Class

Little Acorns Homework ▾ [Assign this class](#)

Title

Choose title... ▾

First Name

Last Name

Username

Enable blog?
 Yes
 No

Role

	Create, delete & edit Adults	Create, delete & edit Children	Assign Adults & Children to classes	Approve Children's posts & profiles	Edit Class Privacy Settings	User's Posts are auto-approved
<input checked="" type="radio"/> Teacher		✓	✓	✓	✓	✓
<input type="radio"/> School Admin	✓	✓	✓	✓	✓	✓

[Add New Adult](#)

An adult's username will automatically be generated as you type their first and last name into the free text fields.

When adding an adult, you will need to select the 'assign this class' link next to the class dropdown before the adult is assigned. Please do remember though, that assigning an adult to a class is optional rather than mandatory.

You will also need to remember at this point that all adult posts are auto approved on the blog and that their posts are public.

Any adult post that is created, and should the adult be assigned to a class, that post from the adult will automatically populate onto the class page.

Please note there is a minimum (3) character requirement for the first name field when adding a new user.

A password must be set up for new users before they can log in. Please note for any of you users that have been migrated from the old blogging system you will retain your old password.

The requirements for password resets are: a minimum of 8 characters, at least one of which must be a lower-case character and at least one that is an upper-case character.

Please note if a person's name is only two letters, this will not be recognised on the system and you will see an error message line. We would recommend, trying to populate the two-letter name with a hyphen or adding a space between the middle of the name. This will show the username on the blog homepage as having that space when displayed.

The below screen print will show the error message displayed should the first name only be 2 letters in length.

Title

Mr

First Name

You can only use letters, numbers, and the following punctuation characters: '-', '_', ''.

Li

Last Name

Young

Should a username already be taken and used within the system, this will automatically generate the same name but with a number to follow at the end of the name. The example below shows this username name as the number '2' after it.

Username

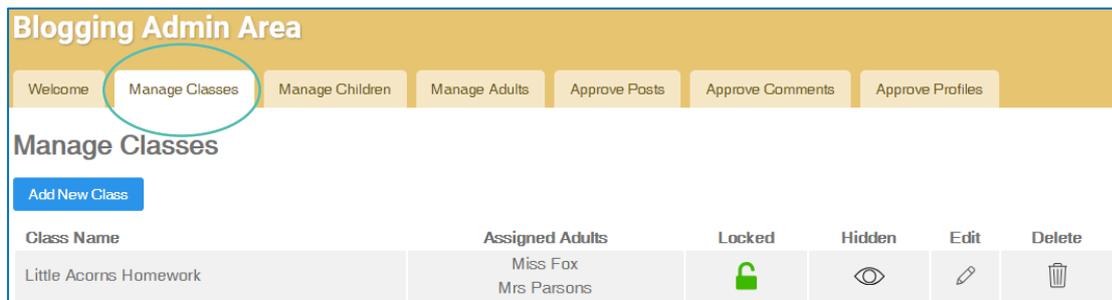
stephen.ostler2

This username has been taken. The following username is available: stephen.ostler2

Once you are happy that all the details are correct, click the blue 'Add New Adult' button in the bottom left. The adult will now be created.

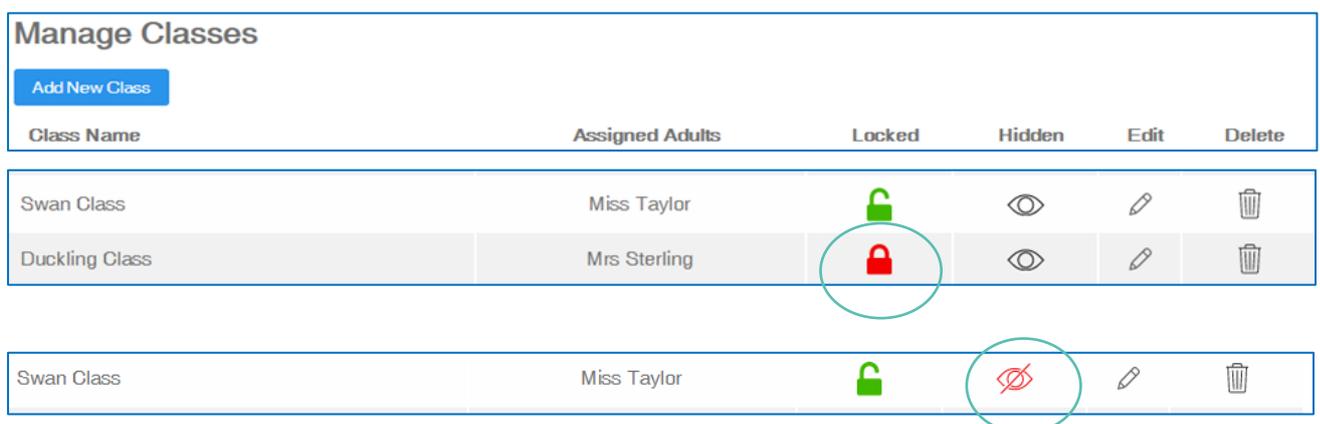
<input type="checkbox"/> Select All	First Name	Last Name	Username	Role	Password	Blog Enabled	Edit	Delete
<input type="checkbox"/>	Sarah	Fox	sarah.fox	school_admin	Reset Password	<input checked="" type="checkbox"/>		

The next step we would recommend, is to add your classes into the blogging platform. To do this, you will need to select the second tab along titled 'Manage Classes'. You will then see the below screen.



In the class settings, having the red padlock enabled will mean that no children can add any new posts to the blog.

Should the 'eye' symbol have a strike through on it and is red in colour, this will hide a class from the public view. However, please do remember, that the post will be available for all logged in users to see.



Click the blue 'Add New Class' button to create a class;

Blogging Admin Area

[Welcome](#)[Manage Classes](#)[Manage Children](#)[Manage Adults](#)[Approve Posts](#)[Approve Comments](#)[Approve Profiles](#)

Create Class

Class Name

Adults Assigned to Class

Select Adult

[Assign this adult](#)

Class Privacy Settings

Who may read children's posts?

- All visitors
 Logged-in users

Do children's posts require approval before they are published?

- Yes
 No

Who may leave comments?

- All visitors
 Logged-in users
 Nobody

Do children's comments require approval before they are published?

- Yes
 No

Do children's profiles require approval before they are published?

- Yes
 No

Save

You now can add your class name in the free text field and assign your adult to the class using the drop-down box.

Please do make sure that you click the assign this adult link after choosing the adult from the dropdown.

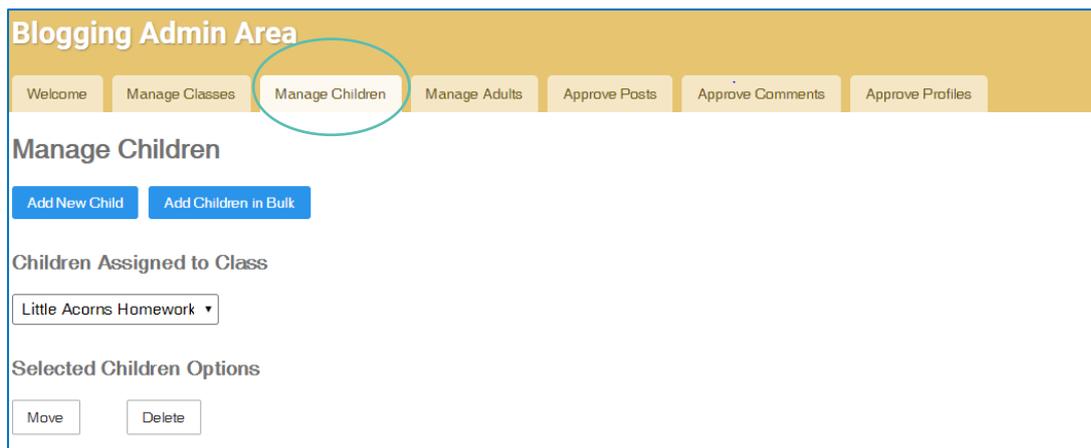
In the manage class area you can also set your privacy settings for the blog posts, using the radio buttons. By using these it will dictate who can read the children's blog posts, if they require approval, who may leave comments, if comments from children need to be approved and if children's profiles will also need to be approved.

As default, it will show that a child's post needs to be approved before it will be posted. It is our recommendation that posts are reviewed. However, should you feel you do not need to approve the posts of your children, please do remember that you cannot individually turn this on/off for each child, it is managed on a whole class basis.

Once you are happy, click the blue 'Save' button.

The next step we would recommend, is to add your children into the blogging platform. To do this, you will need to select the third tab along titled 'Manage Children'. You will then see the below screen.

At this point, please do check that all classes are set up first before adding the children under the relevant class for them being able to blog, you will firstly need to make sure you select using the drop-down box.



There is the ability to add one child at a time, using the 'add new child' and you can also 'add children in bulk'

This allows you to upload your class of children in one go but do remember you will have to wait a few minutes, for this to happen, as it will be dependent on the amount of data being uploaded.

We recommend if you would like to add children in bulk, that you use a txt or csv file to do this.

There is also the ability to paste data into the relevant section, remembering to look at the example you will see on screen, as we require the data to be set in a certain way, for this to work for you uploading your children. It is; last name, first name, and class. This order will need to be separated with a comma and must follow that pattern.

The screen prints below, show how this will appear on the screen.

Add Children in Bulk

This is an advanced feature designed to speed up account creation.

Using a text editor (such as Notepad) or your school MIS export facility, create a comma separated file (.txt or .csv) with data in the following order:

1. Last Name
2. First Name
3. Class

For example:

```
Parkinson, Jade, Class 1  
Jones, William, Class 2  
Green, Emma, Class 3  
Smith, Harry, Class 4
```

Upload data

import.csv

Or paste data

Data

```
Parkinson, Jade, Class 1
```

Your data is being processed

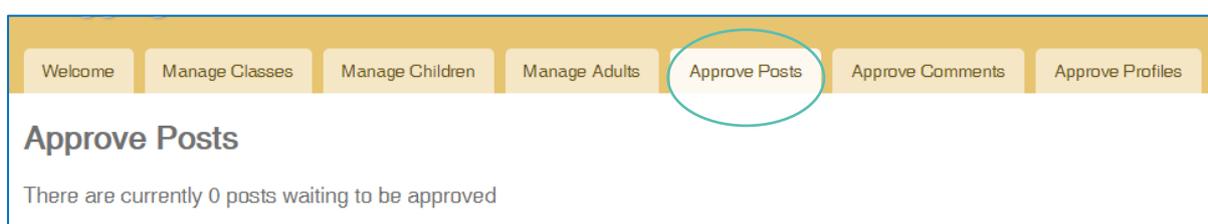
This may take a few minutes depending on the amount of data.

You can safely leave this page.

HOW TO APPROVE POSTS, COMMENTS AND PROFILES

The next three tabs within the Blog Admin area, are all for approval. This is to approve Posts, Approve Comments and Approve Profiles.

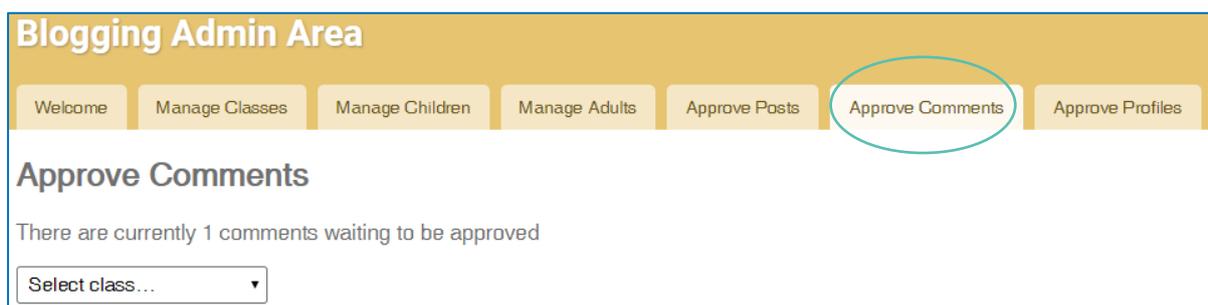
You will also have a note to see if you have anything to approve under these sections. Please do remember, that you must log into the Blogging Platform, to see if anything does need approval, there is no email or notification you will get outside of the Blogging Platform to inform you.



Welcome Manage Classes Manage Children Manage Adults **Approve Posts** Approve Comments Approve Profiles

Approve Posts

There are currently 0 posts waiting to be approved

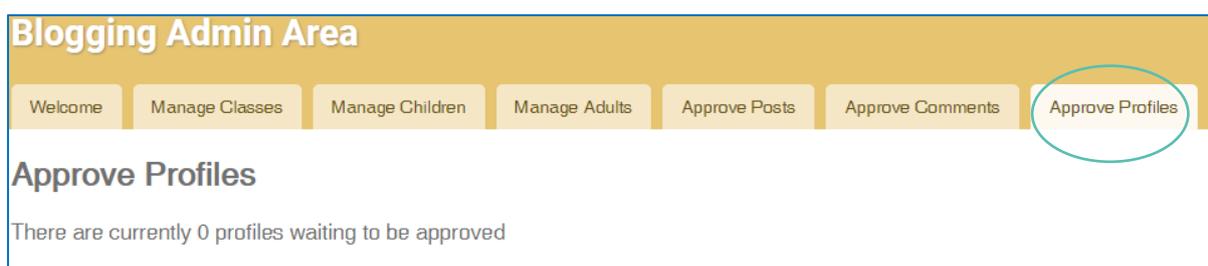


Welcome Manage Classes Manage Children Manage Adults Approve Posts **Approve Comments** Approve Profiles

Approve Comments

There are currently 1 comments waiting to be approved

Select class... ▾



Welcome Manage Classes Manage Children Manage Adults Approve Posts Approve Comments **Approve Profiles**

Approve Profiles

There are currently 0 profiles waiting to be approved

To approve a post, you will need to go into this section within the admin area and select the class. Once you have clicked this class, and the post appears, you can see who has written this, and whether you choose to approve this post or delete this post. If you are happy to approve the post, you will need to click the blue 'approve button' and to delete this is shown with a 'grey rubbish bin' icon. Should you wish to delete this post, you will see a deletion prompt box, and please note, once you hit the 'red' delete button' you cannot retrieve this post.

Approve Posts

There are currently 1 posts waiting to be approved

Select class... ▾

Approve Posts

There are currently 1 posts waiting to be approved

Little Acorns Homework ▾

Post Title	Post Content	Written by	Approve	Delete
Adventure at Whisby Nature Park	In spring and summer, flocks of tits and finches are joined by warblers. The lakes attract feeding sand martins and swallows, and terns nest on the islands. Chiffchaffs along with reed and sedge warblers can be heard. Whisby Nature Park has also become synonymous with nightingales.	Richard W.	Approve	

Do you want to delete this post? ×

Once you delete this you cannot get it back.

[Delete](#)

To approve a comment, you will need to go into this section within the admin area, and select the class, you can see there will be a number at the side of the name of the class. The example you can see below is for Little Acorns Homework Class.

Approve Comments

There are currently 1 comments waiting to be approved

Select class... ▾

Select class...

Little Acorns Homework [1]

Once you have clicked the correct class, you will see the comment that has been put on the blog post will show here, along with the post title the comment is attached to, and you can approve or delete at this stage.

Approve Comments

There are currently 1 comments waiting to be approved

Little Acorns Homework ▾

Comment Content	Post Title	Written by	Approve	Delete
Hope you have a great Thursday!	Future Activities?		Approve	

To approve a comment, you would click the blue 'approve' button. Should you hit the grey 'rubbish bin' icon, you will automatically delete this comment – and you will not be prompted before you delete, the comment will just disappear.

If a post has no comments attached to it, the actual blog post will not show by saying '0 comments' it will only show who has written this and the published date. The screen print below shows a post with no comments

Future Activities?

 Written by Miss Fox  Published on 25th Apr 2019

Good afternoon all!

Now the Easter Holidays are all done and dusted, we would like to start getting ideas on what kind of fun events and trips you would like to see offered next year?

Are there other holidays we could celebrate in school? Is there a favourite subject you would like to base an adventure on?

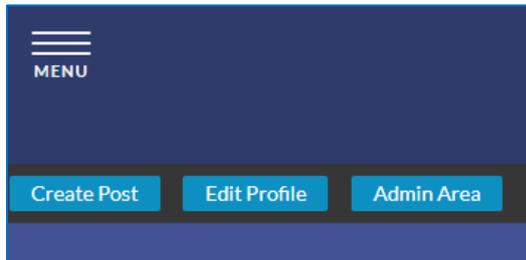
Please reply to this post with any ideas and we will see what grows from there. We love getting feedback from all of you so that they feel more in control of how they learn and experience new things.

Thank you and happy Thursday!

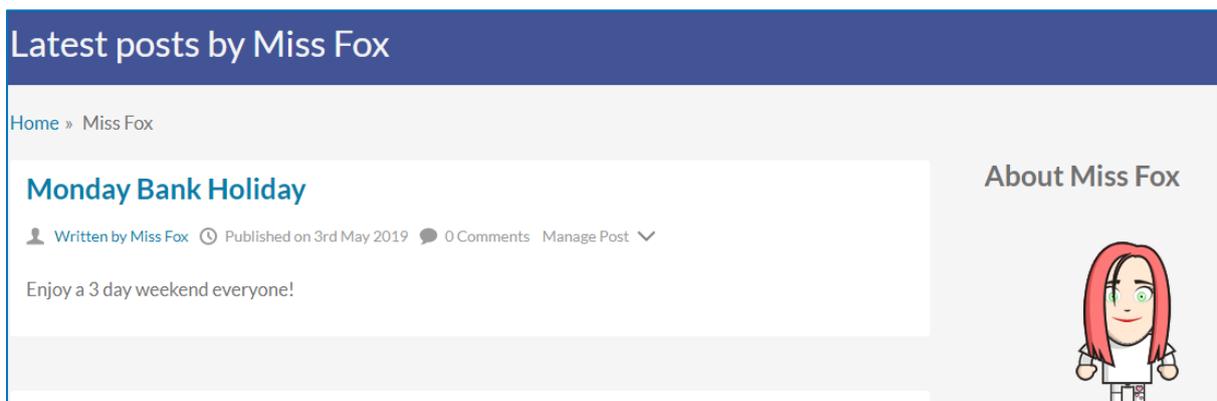
HOW TO EDIT YOUR PROFILE

To create a profile for your individual blog, you will need to click the edit profile button. Here, you will see a screen to allow you to start building your avatar.

This is the start of you building your profile. You can add as little or as much, and work through the categories. Children can make this individual and have a little fun with the creation.



Once your avatar is created, you will be able to see this on the right-hand side of the posts you have created, by clicking the blog homepage.



My profile

Home » Edit Profile

About Me

Create your avatar

Expressions >

Hair >

Eyewear >

Hats >

Tops >

Bottoms >

Shoes >

Extras >

Accessories >

< Start again

Items marked with can be tinted with colour. Use the colour boxes to the right to change the colour.

Write a couple of sentences about yourself

B I U | | | | |

Hi

My name is Sarah and I work for PrimarySite

Change password

Save profile

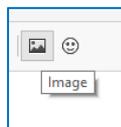
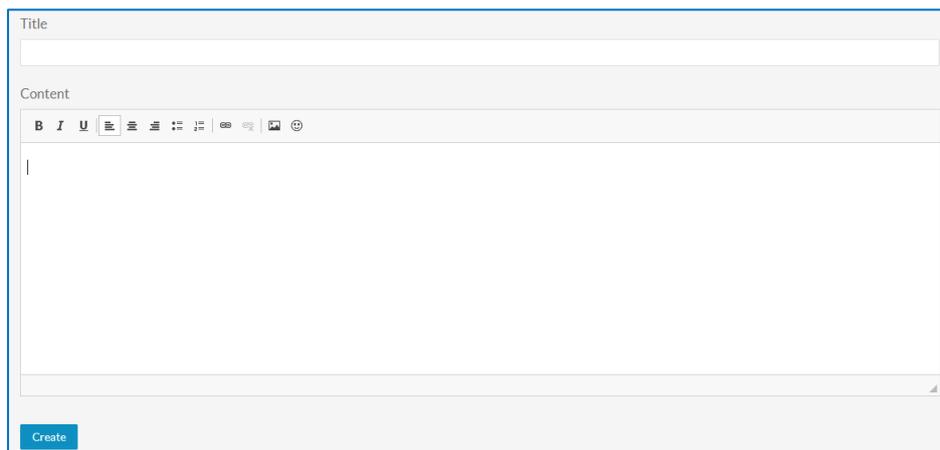
To make sure your profile is saved, it is a requirement that a sentence is written about yourself, this could be as simple as 'hello this is..' you can do this by filling in the field text box, where you can see some familiar icons for editing. You can once happy, click the blue 'save profile' button.

HOW TO CREATE BLOG POSTS

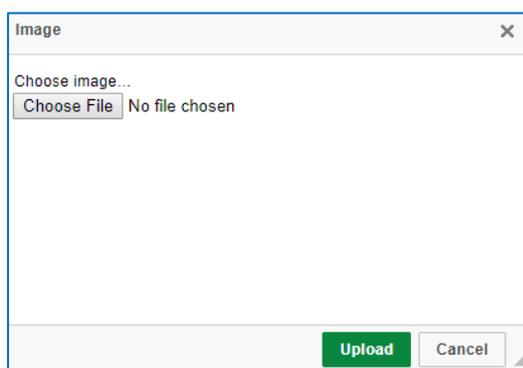
To create a new blog post, click 'Create Post'

Firstly, a title will need to be added for the post and then the content of your post putting within the relevant text box. In this area, you can format your text, using familiar icons.

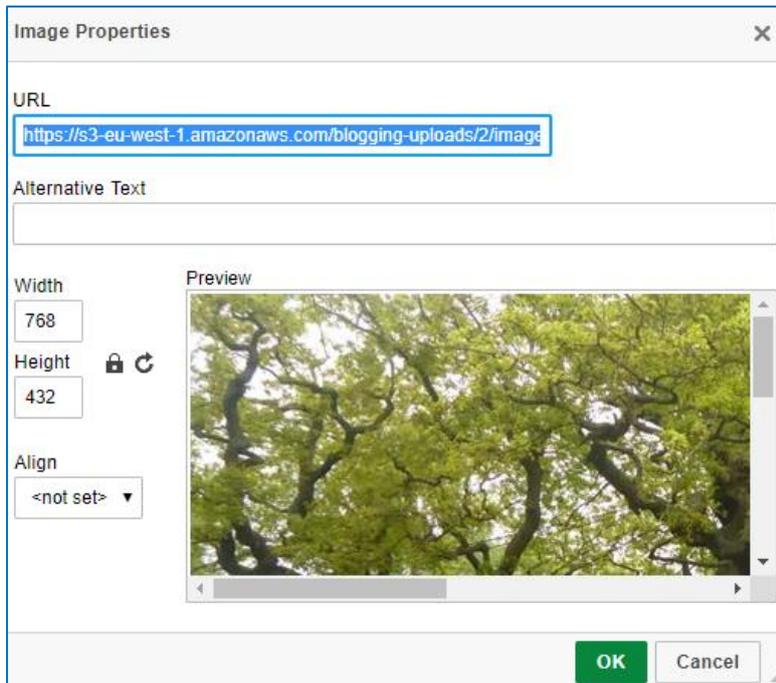
The ability to upload an image is also possible when creating a blog post



If you click the image icon, you will see the below pop up box, to upload your image.



Once your image has been uploaded, you will see an image properties box appear, this allows you to change the width, height and align the picture image.



Below is an example of a post written with an image and a comment attached, this comment will only be visible should the post and comment have been through approval. Comments from adults are auto approved. Comments from children or non-logged in users would need to go through the approval process (if the class settings allow for these comments).

