



Blogging – A Guide to Best Practice

BTEC Level 3 – Creative Digital Media Dip. (Film & Television)

Dashboard

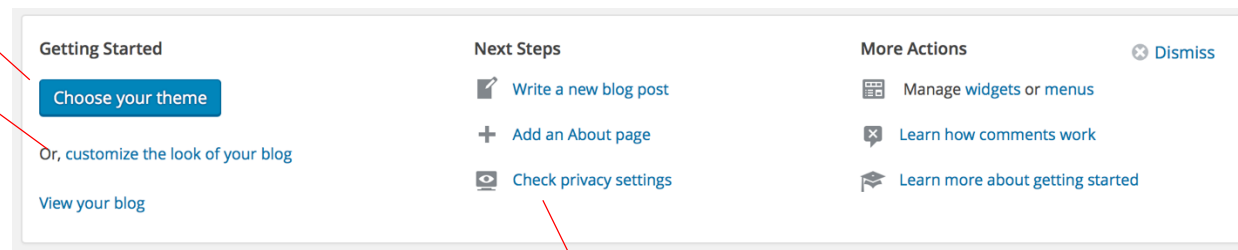
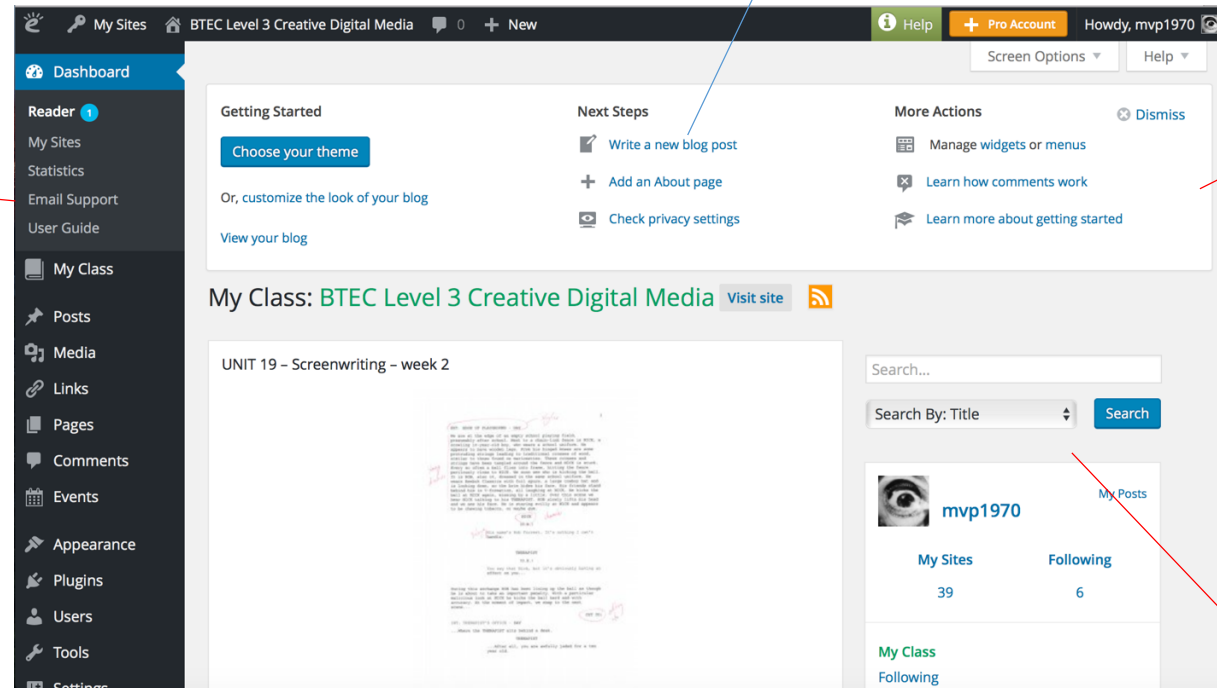
The dashboard is where all your blogging decisions are made. It is the default screen when you log on and looks like this...

About page – allows you to introduce yourself and your blog. *Please add a couple of lines about yourself.*

Search; this allows you to search by title and category

Allows you to change the destination theme and the look of your blog.

Your blog details are here, along with your chosen avatar.



Privacy settings have been set up for you already

Adding a 'post'

When adding a NEW POST, remember to write the full relevant unit title, such as: UNIT 19 Screenwriting or UNIT 10 Genre.

The ADD MEDIA tab is so you can add images, photos, video clips, links etc.

Every piece of media should be submitted with a written explanation as to why the media added is relevant.

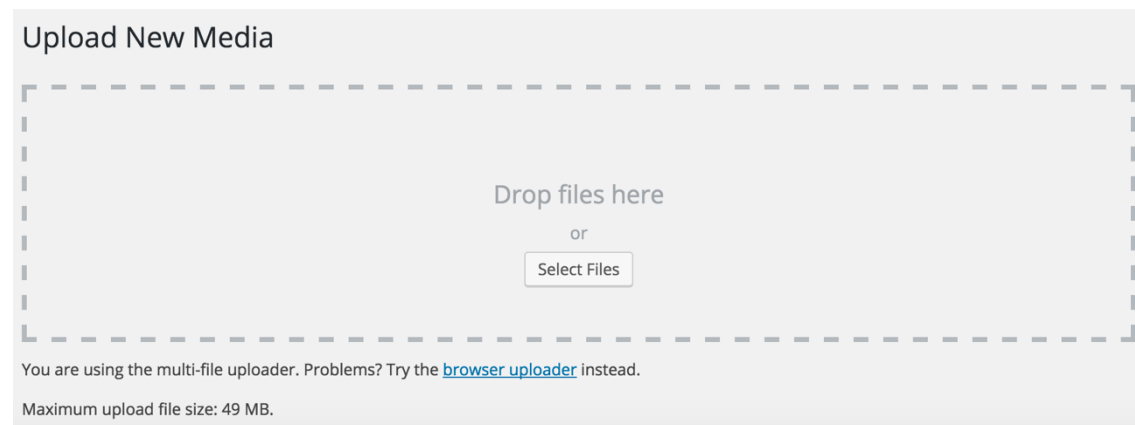
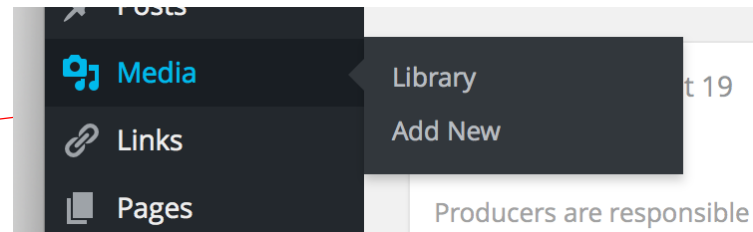
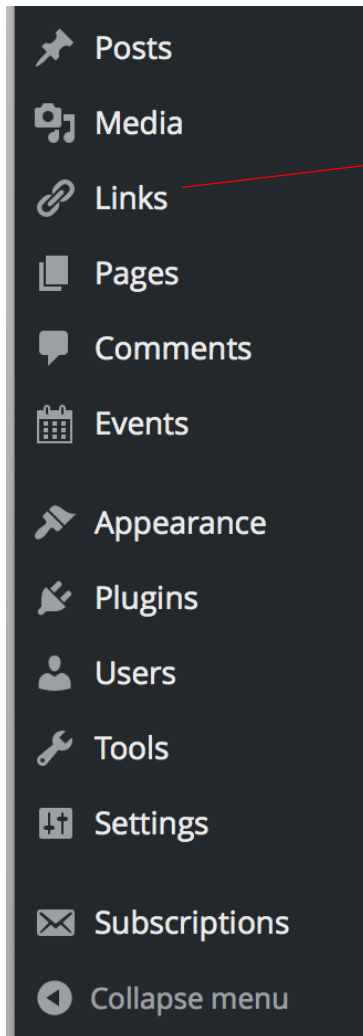
The screenshot shows the WordPress 'Add New Post' page. The title field contains 'UNIT 19 - Screenwriting'. The 'Add Media' button is circled in red. The 'Visual' and 'Text' tabs are also circled in red. The main content area contains the text 'Task A1 a. Who do screenplay writers have to work with?'. A red arrow points from the 'Add Media' button to the main content area. The right sidebar shows the 'Publish' section with the 'Preview' button circled in red. The 'Categories' section is visible at the bottom right.

Switch between VISUAL and TEXT when you are creating your page and working on the layout.

Of course, here is where you create the blog content.

I recommend using the PREVIEW tab regularly, to see how it looks. Remember to close the window once you are finished as it can get a little confusing.

Adding images and moving image files



Before adding images / video / audio to your blog you must first upload it to edublogs. Click on – ‘Media’ and ‘Add New’.

You can either drag and drop your files into the box or search for files from your local drive using the ‘select files’ button.

If you have several files it is important that you upload them one at a time.

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The screenshot shows a 'Media Library' interface with a grid of media items. A red arrow points from the text 'Select the media you want and click on it...' to the 'KANE' image. Below the grid, an 'Attachment Details' window is open, showing the image and its metadata. A red arrow points from the text 'It is essential that all of your images are given caption and a title.' to the 'Caption' field in the 'Attachment Details' window.

Media Library [Add New](#)

All media items All dates Bulk Select Search

Attachment Details

File name: kane-1er288k.jpg
File type: image/jpeg
Uploaded on: September 18, 2016
File size:
Dimensions: 500 x 333

URL:

Title:

Caption:

Alt Text:

Description:

Uploaded By: mvp1970
Uploaded To: [UNIT 10 - Genre - week 2](#)

[View attachment page](#) | [Edit more details](#) | [Delete Permanently](#)

Once you have uploaded your image etc. it will appear in your 'Media Library'.
Select the media you want and click on it...

Your 'Attachment Details' will show you an area to provide a title, caption and description for your media.

It is essential that all of your images are given caption and a title.

How to add a menu to your Edublogs

Before you start adding your work you'll need to click 'Posts' 'Add New', then title each one exactly as below, with the names of the units for the year:

UNIT 8: COMMISSION

UNIT 10: FILM FICTION

UNIT 20: SINGLE CAMERA PRODUCTION

UNIT 21: EDITING

UNIT 18: STORYBOARDING

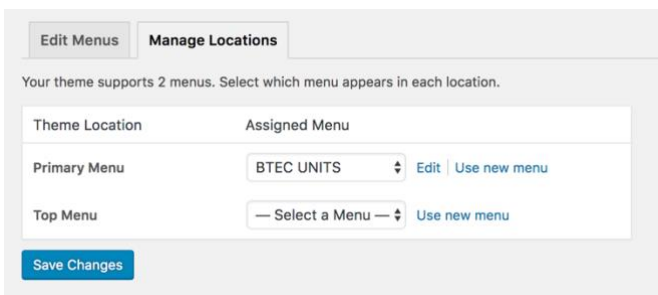
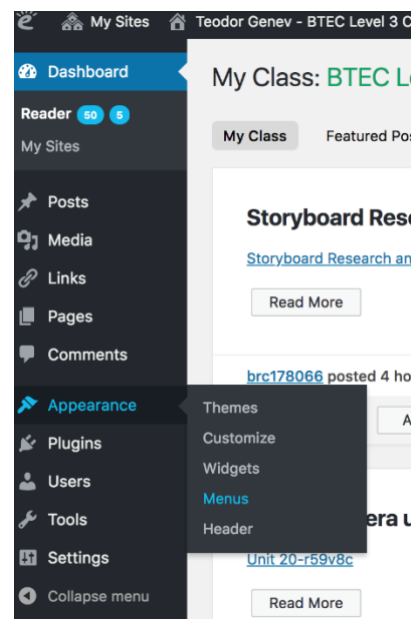
NOTE:

The post/s need to be published and not in draft mode in order to appear in order to be placed in a menu.

Then in the 'Dashboard' select 'Appearance' and 'Menus'

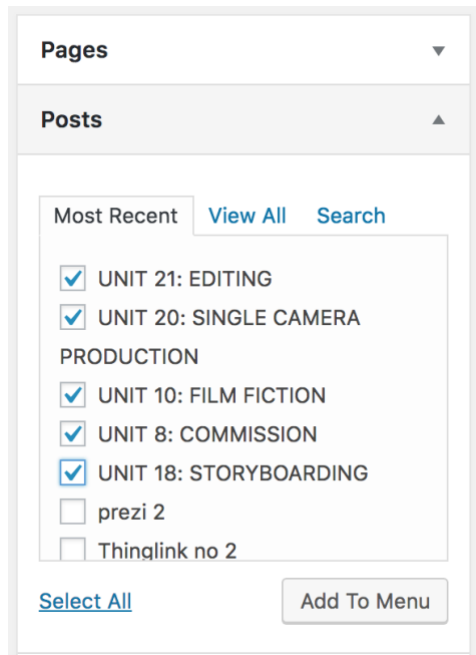
Call 'Menu Name' 'BTEC Units'

Then select 'Create Menu'



You may need to click 'Manage Locations' and check where the 'Primary Menu' will appear, however the location is determined by the template you have chosen, so the default location based on your template is normally fine. It should be clearly visible and at the top of your site.

You can select 'Manage with Live Preview' to check your menu.



Then once you have uploaded a piece of work you'll need to assign it to the right menu so we can find it!

Go back to *'Dashboard'* select *'Appearance'* and *'Menus'* then look at the *'Posts'* section and select the post/s you want to be included in your menu.

Then select *'Add to Menu'*. You'll need to *'Add To Menu'* after every piece of work you upload.

NOTE:

The post/s need to be published and not in draft mode in order to appear in the 'posts' list menu.

In the *'Menu Structure'* Section on the right the posts you have selected will appear and now you need to drag and drop to put your menu in the right order, something like the following.

Make a note of the hierarchy of the menu, so work belonging to the corresponding unit needs to be dragged and dropped below and to the right.

Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item configuration options.



Then select *'Save Menu'*

Make sure it's all saved, check it works and that you have included all your posts.