

Hwb⁺



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Help File

Managing Blogs

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As a teacher you will need to manage your blog posts. You will need to approve any posts which have been created on your class or subject blog. You may also wish to edit and add new categories for users to add to their blog if they so wish.

To manage any post in your class, subject or project blog **click on the Blog button** from the toolbar.

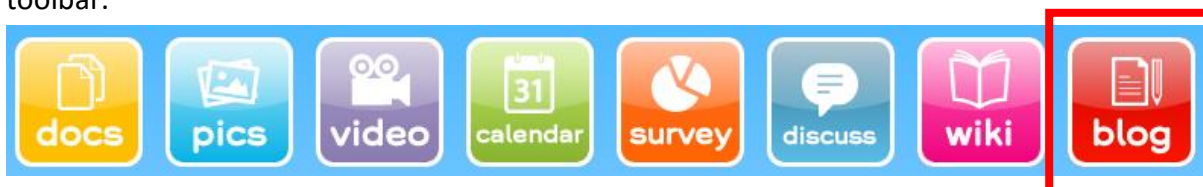


Figure 1 click on the Blog button from the toolbar

Managing posts on your blog

1. To view all posts in a manageable list click on **Manage posts**.

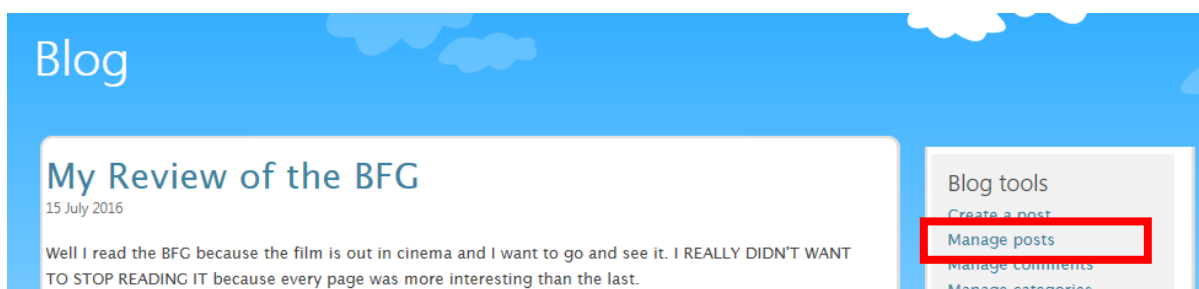


Figure 2 Click on Manage Posts

2. By **clicking on the ellipsis icon** next to the title of a post will prompt a drop-down menu.

Here you can **edit, delete, approve** or **reject** a post.

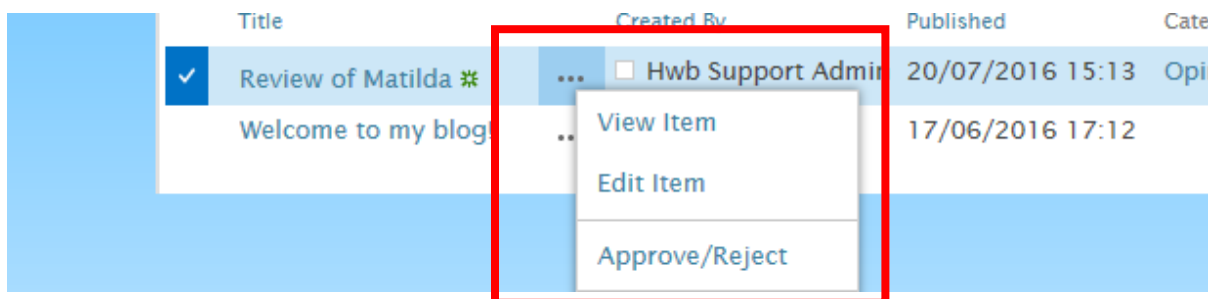


Figure 3 clicking on the ellipsis icon next to a post will prompt a drop-down menu

Managing comments on your blog

1. To manage any comments made by users click on **Manage comments** from the **Blog tools**.

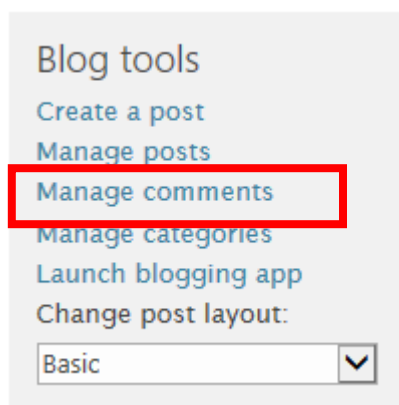


Figure 4 Blog tools

2. **Clicking on the ellipsis icon** next to any particular comment will prompt a drop-down menu. Here you can **edit** or **delete** a comment that has been added.

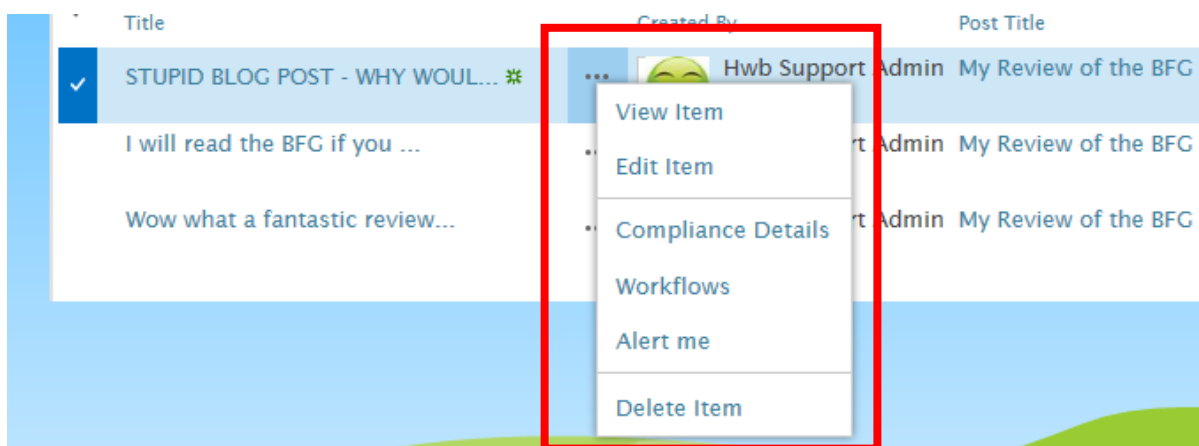


Figure 5 Clicking on the ellipsis icon next to any particular comment will prompt a drop-down menu

Creating and editing categories for your blog

1. To edit or create categories for your blog, you will first need to **click on Manage Categories.**

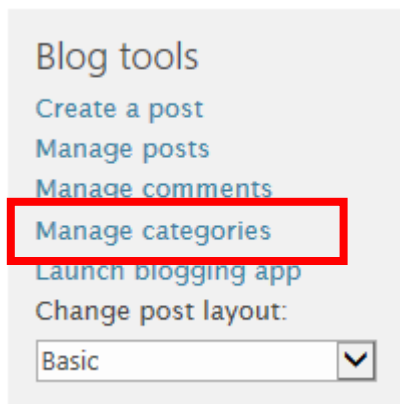


Figure 6 Blog tools

This will take you into a list that displays the categories available to learners on this particular blog site.

2. By **clicking on the ellipsis icon** next to any particular category you can **edit or delete to remove from the list.**
3. By clicking on **+ new item**, you can add your own category to the list.

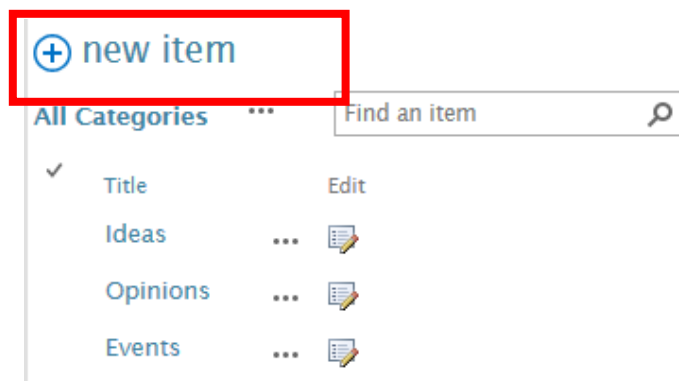


Figure 7 Categories list

This ends the help guide on Managing Blogs.

For any assistance with this process please contact the Hwb+ Support Desk on:

029 2099 0200 or email: supportdesk@hwbsupport.net