Class Blog Instructions

To access and work on our course's Green Dragon Blog, follow the instructions below.

1. Once you have given us your email address, you will get a message in your email account that is from Blogger Invites. Open this e-mail message and follow the instructions it gives you.

   IMPORTANT NOTE: After you set up your Blogger account, every time you login to Blogger for our Class Blog, you will need to type in your entire email address in the space for your username. This is the email address you gave me on your class information sheet and that I used to invite you to join the blog; it is NOT any new email account (gmail, for instance) that you may have used to set up the account.

2. Once you have created an account from the e-mail instructions (or logged in if you already have an account), you will be taken to a screen that has Blogger at the top and Dashboard beneath.

3. Before you do anything else, click the link on the right side of the page that reads "Edit Profile." (Make sure to click the Edit Profile link, not the View link.) The screen that comes up will be titled "Edit User Profile." Move to the section labeled "Privacy" and make sure the box titled "Show my email address" is NOT checked. Next, move to the second section labeled "Identity" and select the box labeled "Display Name." Type in the pseudonym you were assigned in class as your display name. If you wish, you may change other parts of your profile on this page, but doing so is not necessary for our class. Once you are finished unchecking the show email box and setting your display name, go to the bottom of the page and click the "Save Profile" button.

4. Next, go back to the top of the page and click the link titled "Dashboard" to take you back to the main page. Then, you can click on the link under Blogs titled "Green Dragon Blog." You will be sent to a screen that has two tabs, Posting and View Blog.
   – If you want to type in a new topic, click on the black button that says Create New Post.
   – If you want to view the blog, read the postings already there, and write a response to someone else's posting, click the tab that says View Blog. To make a response, read the posting, scroll down to the bottom and click on the link with a number followed by "comments." This will take you to another screen with a box into which you type your response and publish it to the blog.

5. When you are finished working on the blog, look for the small red square with a stylized white B and rounded corners on the page. Click on that icon. This will take you to a page which has "sign out" at the top. Click "sign out" to logoff and close your session. If the page you are working on when you finish does not have the small red square on it, look up at the top of the page to find a link to sign out and click that.

The instructions on the Blog pages are fairly clear, so read each screen and proceed accordingly. If you have questions or problems using our blog, contact us as soon as possible so that we can help you sort it out.