

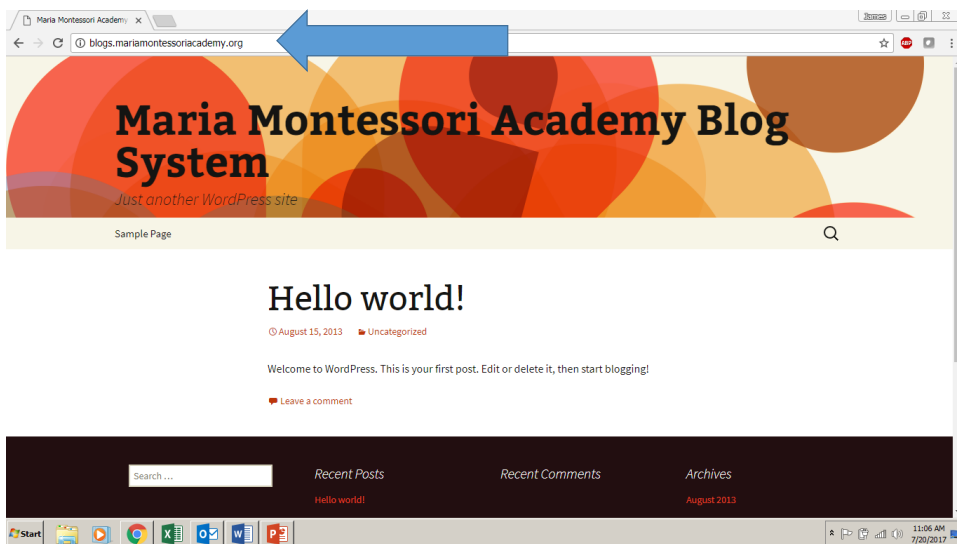
How to Create a Blog

Using MMA's blogs.mariamontessori.org system

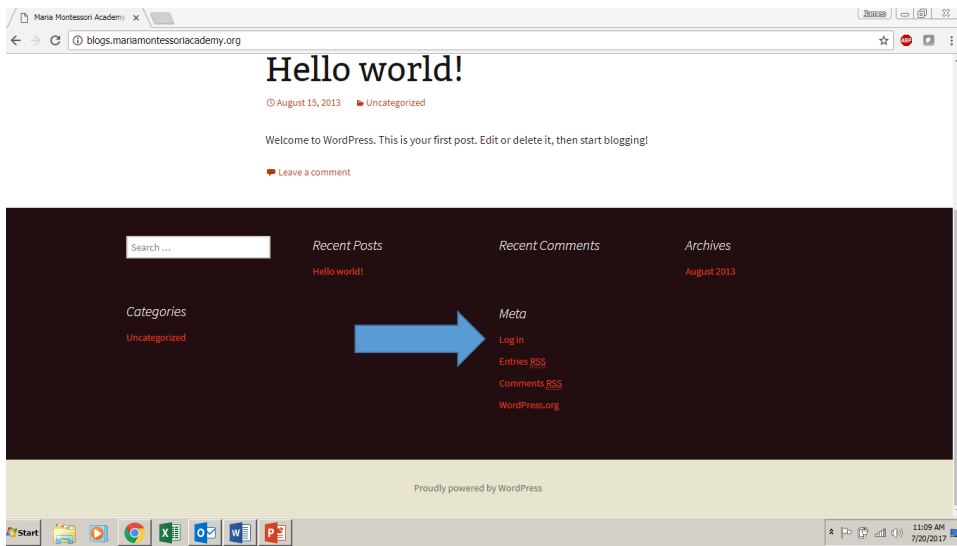
Objective 1: Generate your blog

1. Go to the website blogs.mariamontessoriacademy.org
2. Click the “log in” link at the bottom of the page
3. Authenticate into the blogs system user’s interface
 - a) Use your MMA username and password (the same information you use to log into MMA computers).
4. Click the “My Sites” link
5. Click the “Add New” button
6. Give your site a name and title
 - a) Click “Create Site”
7. Check to ensure blog was created
 - a) Click “My Sites”

Go to the website
blogs.mariamontessoriacademy.org

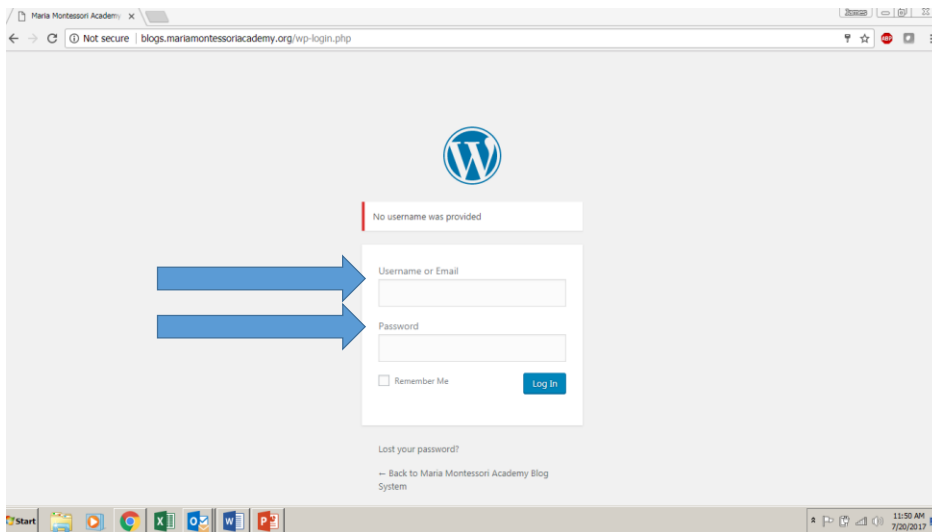


Click the “log in” link at the bottom of the page

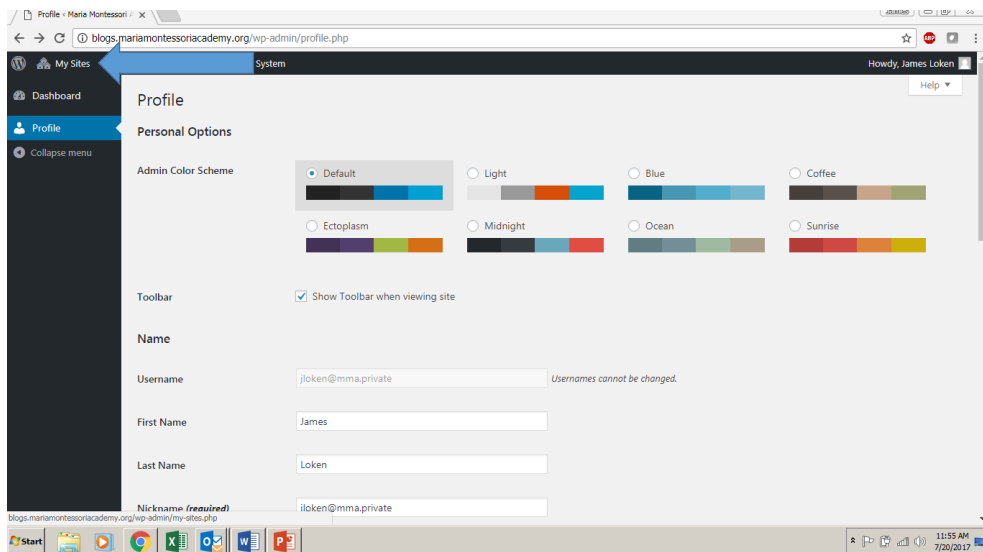


Authenticate into the blogs system user's interface

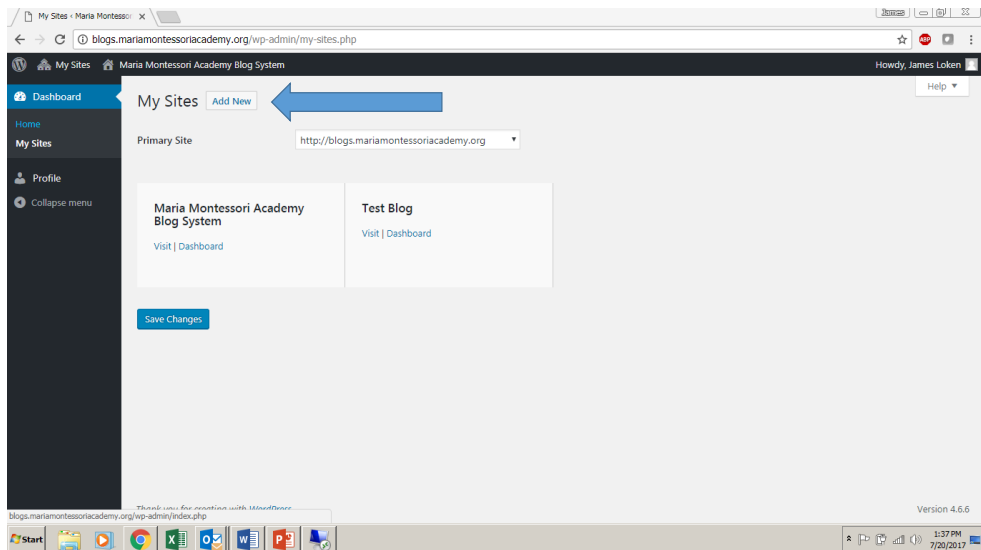
Use your MMA username and password (the same information you use to log into MMA computers).



Click the “My Sites” link

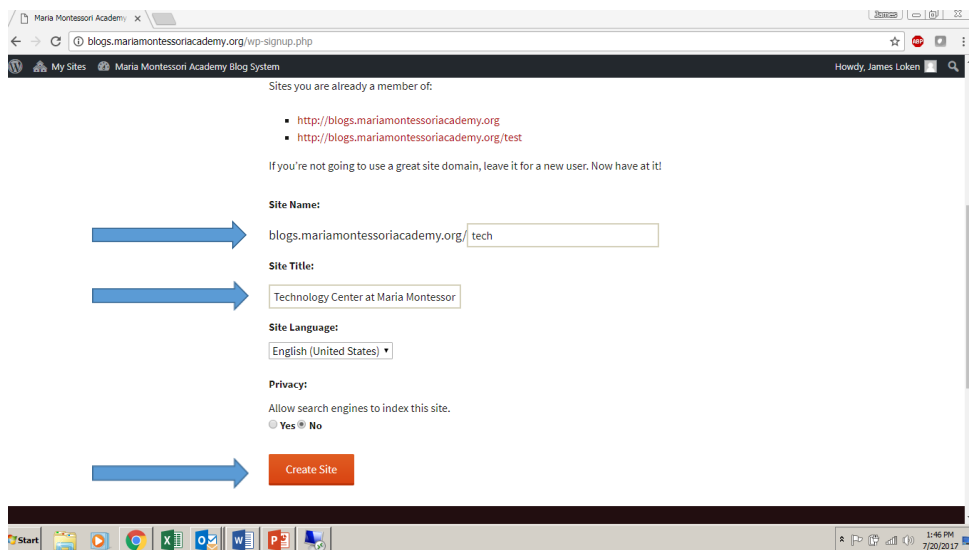


Click the “Add New” button

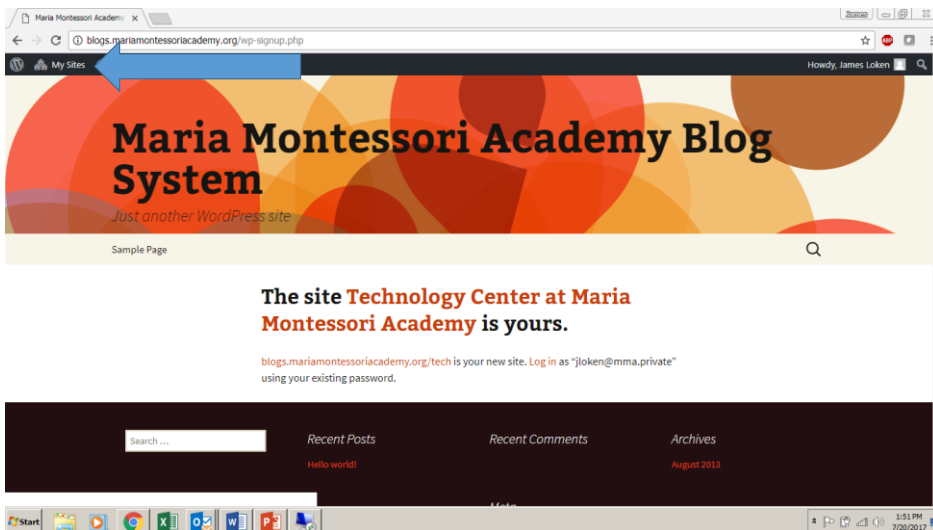


Give your site a name and title

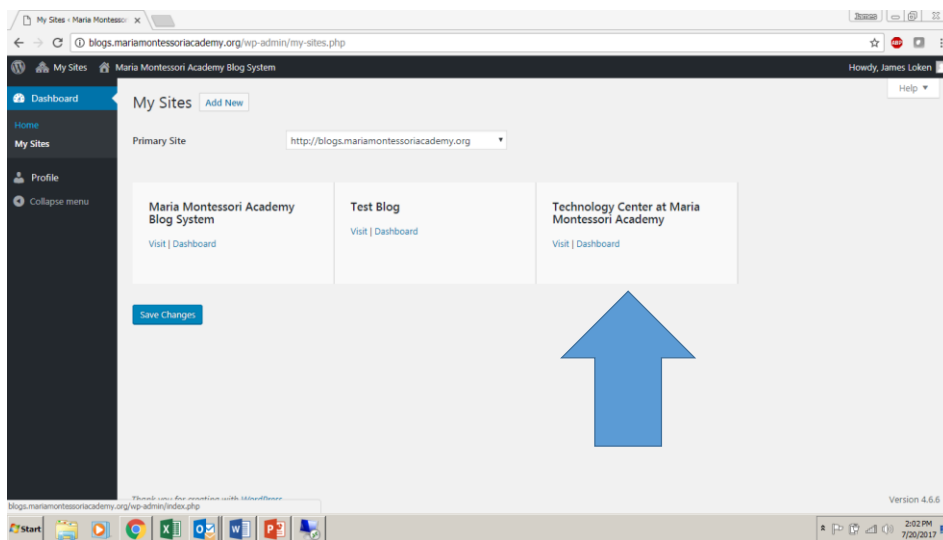
The site name will also be the website URL (address of your blog), so choose this wisely. The site title will automatically appear at the top of the home screen of your blog, and does not need to be the same as your site name.



Check to ensure blog was created
Click "My Sites"



You should now see your new blog listed

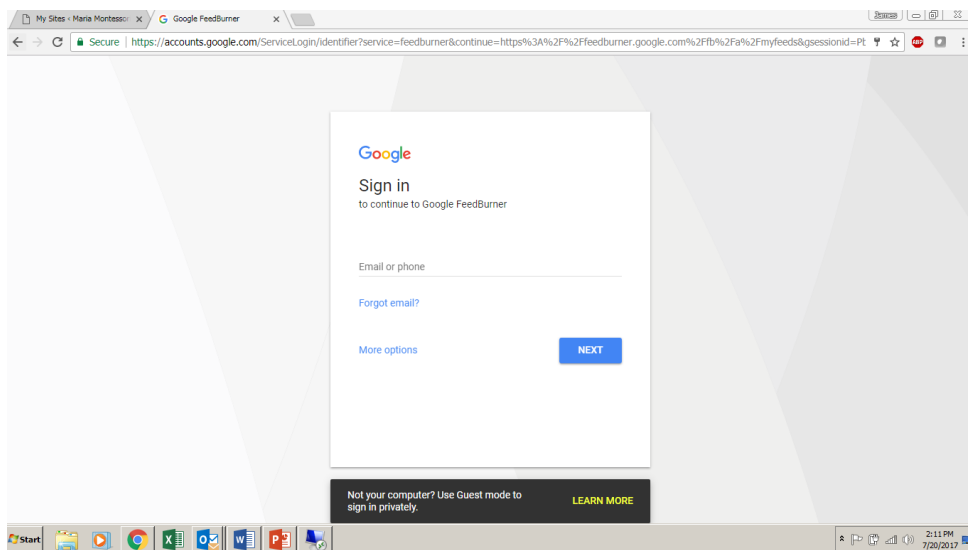


Objective 2: Generate email subscription link

1. Go to feedburner.com
 - a) Authenticate using mmalions.org account User Name and Password
2. On feedburner homepage enter in the URL for the blog you created
 - a) Use box below "Burn a feed right this instant"
3. Leave the feed source setting on the default option
 - a) Click "Next"
4. Leave the Feed Title and Feed Address settings on the default options
 - a) Click "Next"
5. Click "Next" (2 times)
6. Click "Publicize" tab
7. Click "Email Subscriptions" link on left hand menu
8. Click "Activate" button
9. Copy and save subscription link URL
 - a) Everything in-between the quotation marks in the second box on the page
 - b) Click "Save" button

Go to feedburner.com

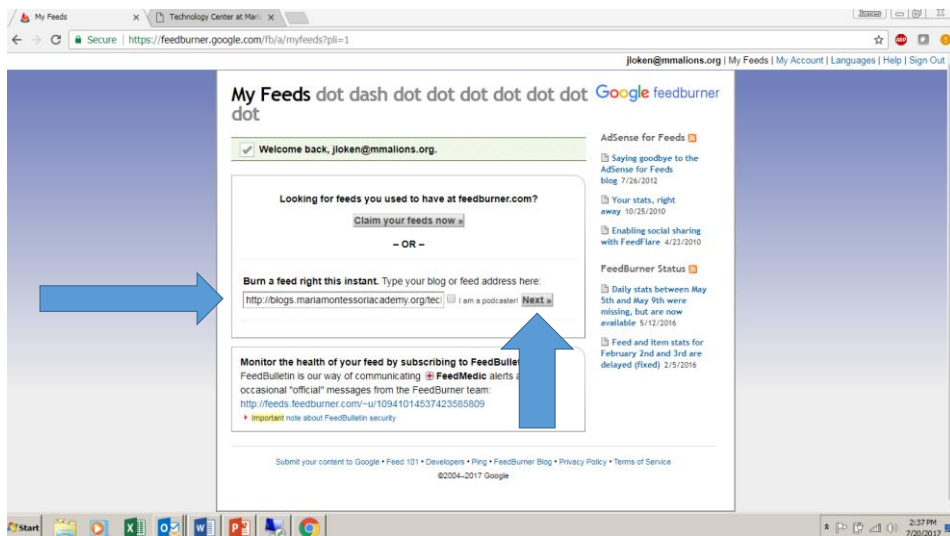
Authenticate using mmalions.org account User Name and Password



On feedburner homepage enter in the URL for the blog you created

Use box below "Burn a feed right this instant"

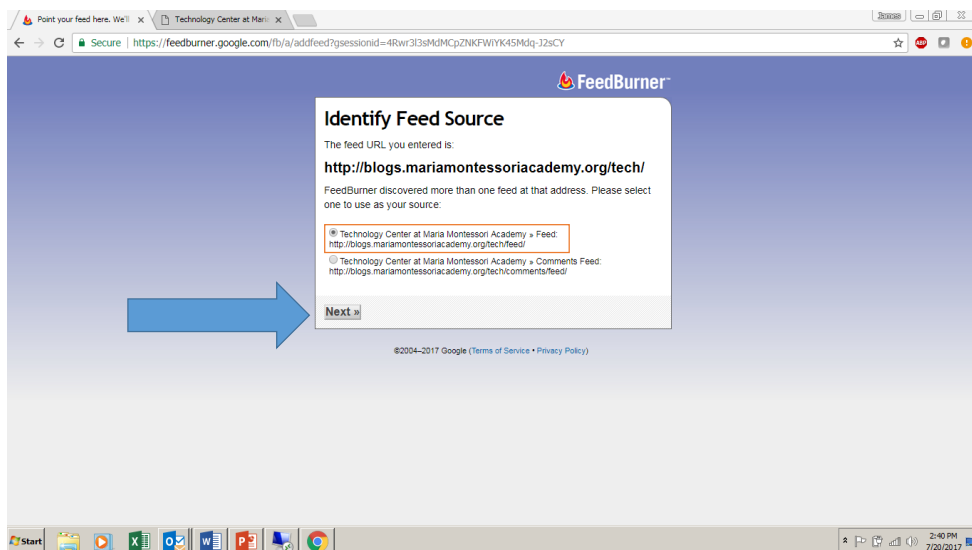
Click "Next"



The screenshot shows the FeedBurner 'My Feeds' page for user jloken@mmlions.org. The page title is 'My Feeds dot dash dot dot dot dot dot dot Google feedburner dot'. A green banner at the top says 'Welcome back, jloken@mmlions.org.' Below this, there's a section 'Looking for feeds you used to have at feedburner.com?' with a 'Claim your feeds now' button. A separator '- OR -' follows. The main section is 'Burn a feed right this instant. Type your blog or feed address here:'. A text input field contains the URL 'http://blogs.mariamontessoriacademy.org/tec/'. To the right of the input field is a 'Next' button. A blue arrow points from the left towards the input field, and another blue arrow points from below towards the 'Next' button. Below the input field is a section 'Monitor the health of your feed by subscribing to FeedBulletin'. The right sidebar contains 'AdSense for Feeds' and 'FeedBurner Status' sections. The Windows taskbar at the bottom shows the time as 2:37 PM on 7/20/2017.

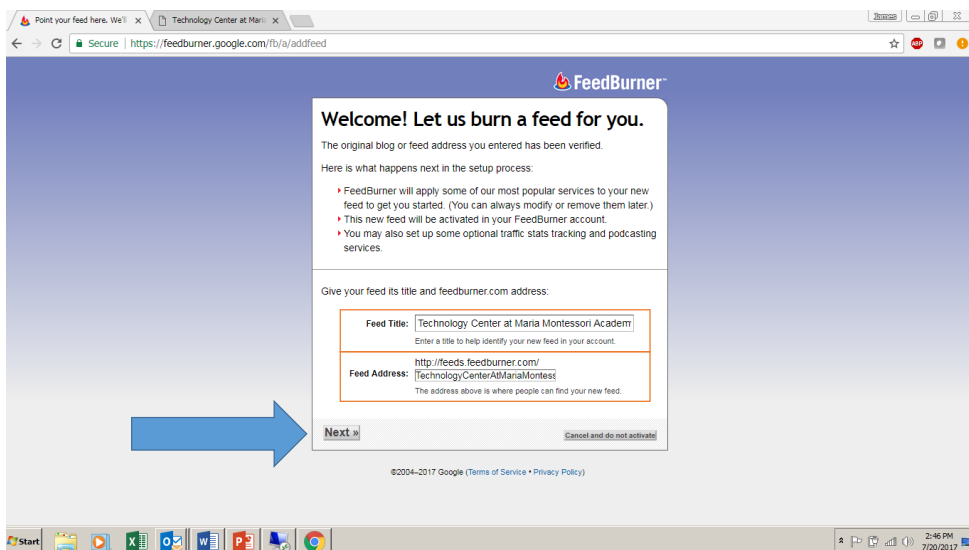
Leave the feed source setting on the default option

Click "Next"



Leave the Feed Title and Feed Address settings on the default options

Click "Next"



Click “Next”

The screenshot shows a web browser window with the URL <https://feedburner.google.com/fb/a/add/feed>. The page is titled "1. Claim your feed" and "2. Enhance Your Stats". The main heading reads "Congrats! Your FeedBurner feed is now live. Want to dress it up a little?". Below this, it says "Subscribe to your feed (and share with others!) at:" followed by the URL <http://feeds.feedburner.com/TechnologyCenterAtMariaMontessoriAcademy>. The page lists services applied to the feed: "BrowserFriendly" and "FeedBurner Stats". A blue arrow points to the "Next" button, which is labeled "Next" or Skip directly to feed management. The Windows taskbar is visible at the bottom, showing the Start button and various application icons.

Click “Next”

1. Claim your feed | 2. Enhance Your Stats

Get More Gusto From Your Feed Traffic Statistics.

FeedBurner Stats automatically measures the general traffic level for your feed. You may also consider additional options that can give you insight into how engaged your audience is with your content. ([Tell me more about all FeedBurner Stats features.](#))

FeedBurner Stats automatically tracks:

- Circulation — How many people are subscribed
- Readership — What feed readers people are using
- Uncommon Uses — Other services and sites using your feed
- Clickthroughs — How often people click items back to your site
In order to track item clickthroughs, we redirect all links in your feed through FeedBurner. If you want us to leave your links untouched, leave this option unchecked.
- Item enclosure downloads (podcast downloads)

I want more! Have FeedBurner Stats also track:

- Individual item views and resyndication — Popularity of individual items
- Reach — Number of people who viewed or clicked the content in your feed

« Back Next »

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3:10 PM 7/20/2017

Click "Publicize" tab

The screenshot shows the Google Feedburner management interface for the 'Technology Center at Maria Montessori Academy'. The browser address bar indicates the URL: <https://feedburner.google.com/fb/a/feedintro?d=b7oJ08nadsplq0t43sl5i0oc>. The user is logged in as jloken@mmallions.org. The interface includes a navigation menu with 'Analyze', 'Optimize', 'Publicize', and 'Troubleshootize' tabs. A success message at the top states: 'You have successfully updated the feed "Technology Center at Maria Montessori Academy"'. Below this, a blue arrow points to the 'Publicize' tab. The main content area is titled 'Your feed is ready for the world. Now what?' and provides instructions on how to integrate the feed with various platforms. The 'Blogger' section includes the following steps:

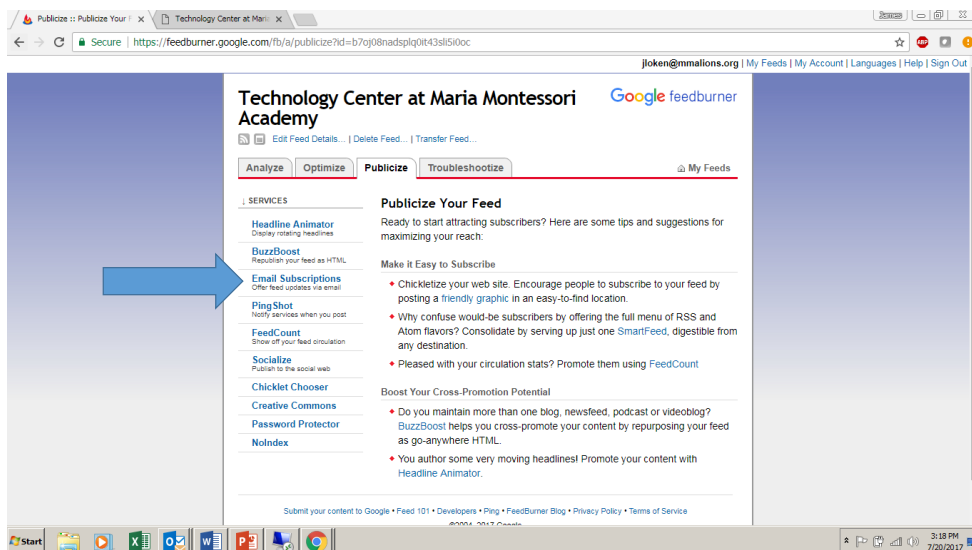
- Integrate your Blogger feed with your FeedBurner feed »
- Publish a chicklet to display your FeedBurner feed »
- Offer blog updates via email »

The 'TypePad' section includes the following steps:

- Override TypePad's default feed with your FeedBurner feed »
- Publish a chicklet to display your FeedBurner feed »
- Offer blog updates via email »

The Windows taskbar at the bottom shows the Start button, several application icons (including Word, Excel, and PowerPoint), and the system tray with the time 3:14 PM and date 7/20/2017.

Click “Email Subscriptions” link on left hand menu



The screenshot shows the Google Feedburner interface for a feed titled "Technology Center at Maria Montessori Academy". The page is in the "Publicize" tab, which is highlighted in red. The left-hand menu contains several service links: "Headline Animator", "BuzzBoost", "Email Subscriptions" (highlighted with a blue arrow), "Ping Shot", "FeedCount", "Socialize", "Chicklet Chooser", "Creative Commons", "Password Protector", and "Noindex". The main content area is titled "Publicize Your Feed" and provides tips for attracting subscribers, such as "Chickletize your web site" and "Boost Your Cross-Promotion Potential". The browser's address bar shows the URL: <https://feedburner.google.com/fb/a/publicize?fid=b70j08nadsp1q0it43sl5i0oc>. The system tray at the bottom indicates the time is 3:18 PM on 7/20/2017.

Click “Activate” button

The screenshot shows the Google Feedburner interface for a user named 'joken@mmations.org'. The main heading is 'Technology Center at Maria Montessori Academy'. The 'Publicize' tab is selected, and the 'Email Subscriptions' service is highlighted in the left sidebar. The right panel shows the 'Email Subscriptions' settings, including a description, a note about requiring a valid email address, and a section for 'Choose message in HTML or Plain Text'. A blue arrow points to the 'Activate' button, which is currently inactive.

Publicize :: Email Subscri... x Technology Center at Maria Montessori Academy

https://feedburner.google.com/fb/a/emailsyndication?divToShow=subscriptionMgmt&id=b70j08nadsplq0t43sl5i0oc

joken@mmations.org | My Feeds | My Account | Languages | Help | Sign Out

Technology Center at Maria Montessori Academy

Edit Feed Details... | Delete Feed... | Transfer Feed...

Analyze | Optimize | **Publicize** | Troubleshootize | My Feeds

SERVICES

- Headline Animator
- BuzzBoost
- Email Subscriptions**
- Ping Shot
- FeedCount
- Socialize
- Chicklet Chooser
- Creative Commons
- Password Protector
- Noindex

Email Subscriptions

Give your biggest fans another way to keep up with your blog or podcast feed by placing an email subscription form on your site.

After you activate this service, FeedBurner will provide HTML code for a subscription form you should copy and place on your own site.

Subscriptions requires that your FeedBurner account uses a valid email address. Visit the account page to double-check your settings.

FeedBurner Email Preview

Choose message in HTML or Plain Text

How do you prefer which email format my subscribers will see?

Activate This service is inactive

Submit your content to Google • Feed 101 • Developers • Ping • FeedBurner Blog • Privacy Policy • Terms of Service

©2004-2017 Google

3:20 PM 7/20/2017

Copy and save subscription link URL

Everything in-between the quotation marks in the second box on the page
Click "Save" button

The screenshot shows the Feedburner interface for setting up an email subscription. The main content area contains the following sections:

- Form:** A section where a form will be automatically inserted into the page. It includes a code editor with the following HTML code:


```
<form style="border:1px solid #ccc;padding:5px;text-align:center;"
action="https://feedburner.google.com/fb/a/mailverify" method="post"
target="popupwindow"
onsubmit="window.open('https://feedburner.google.com/fb/a/mailverify
?url=https://technologycenteratmaria.com/feedburner','popupwindow',
'scrollbars=yes,width=650,height=200');return true"><input type="text"
value="Email:" /><input type="submit" value="Subscribe" /></form>
```
- Subscription Link Code:** A section explaining that users can offer email subscriptions from a link. It includes a "Preview Subscription Link..." button and a code editor with the following HTML code:

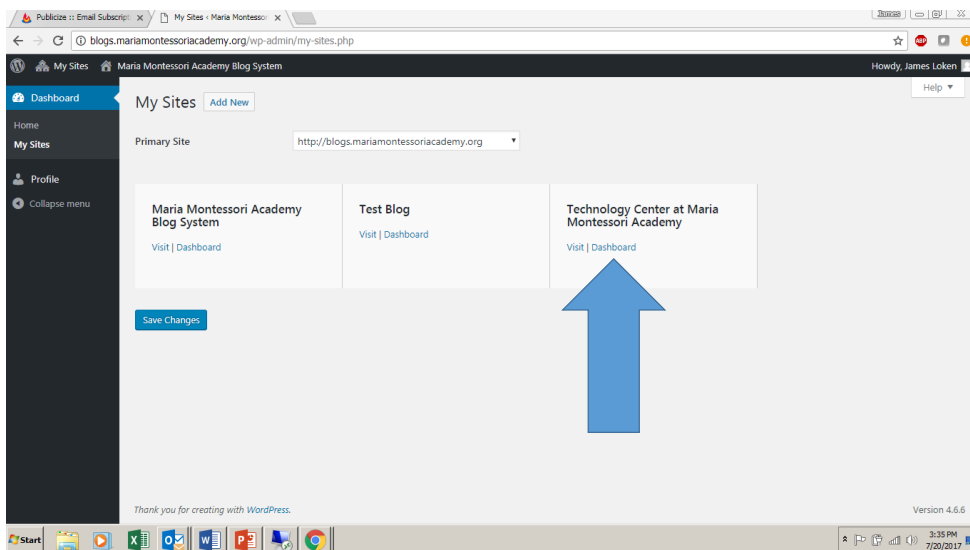

```
<a href="https://feedburner.google.com/fb/a/mailverify?
url=https://technologycenteratmaria.com/feedburner&email=8"
">Subscribe to Technology Center at Maria Montessori Academy by Email />
```
- Subscriber Management:** A section with a checkbox for "Send me an email whenever people unsubscribe (will be sent to your 'reply-to' address)." and a "Total Subscribers: 0" indicator.
- Buttons:** At the bottom, there is a "Save" button (highlighted with a blue arrow) and a "Deactivate" button.

The browser's address bar shows the URL: <https://feedburner.google.com/fb/a/emailsyndicationSubmit>. The Windows taskbar at the bottom shows the time as 3:28 PM on 7/20/2017.

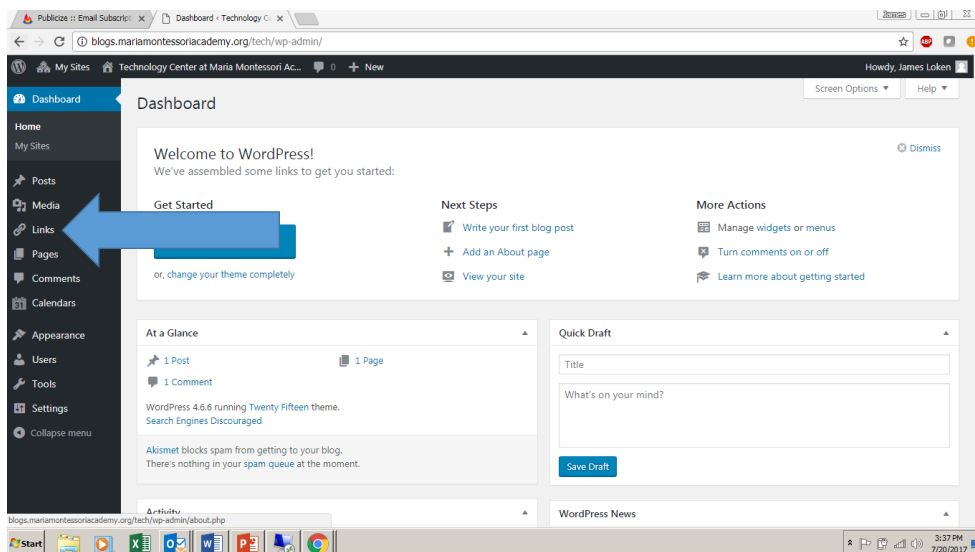
Objective 3: Post subscription link to blog

1. Log into your blog portal and click on your blog's "Dashboard" link
2. Click "Links" link in left hand menu
3. Click "Link Categories" link in left hand menu
4. Type "Subscribe to This Blog" in the Name box
 - a) Click "Add New Link Category" button
5. Click "Add New link" in left hand menu
6. Type "Email Subscription" in Name box
 - a) Type feedburner email subscription URL in Web Address box
 - b) Type "Follow this link to subscribe to this blog" in the Description box
7. Select Subscribe to This Blog in the Categories box
 - a) Select _blank in the Target box
8. Click "Add" Link button
9. Click "Appearance" link in left hand menu
10. Click "Widgets" link in left hand menu
11. Click "Links" button
12. Click "Add Widget" button
13. Click "Save" button

Log into your blog portal and click on your blog's "Dashboard" link



Click “Links” link in left hand menu



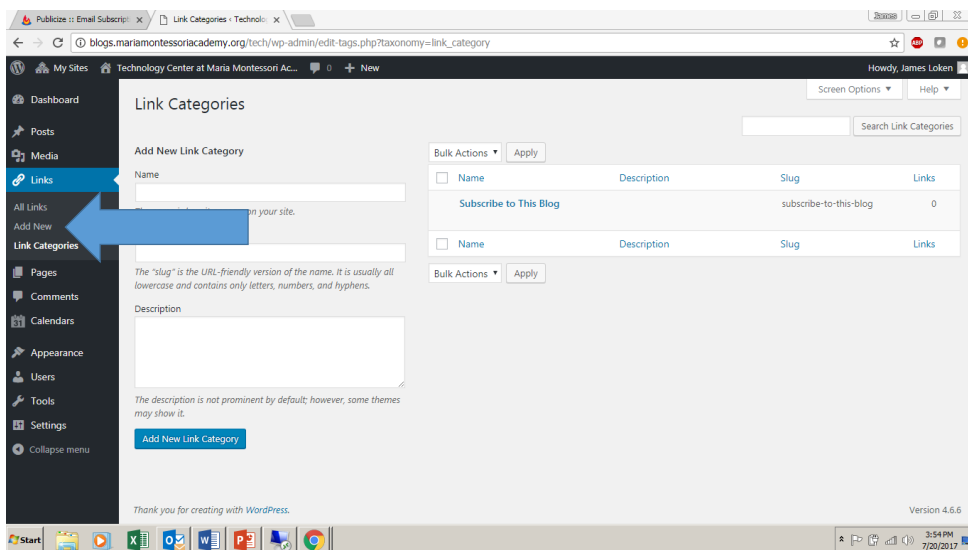
Click “Link Categories” link in left hand menu

The screenshot displays the WordPress admin dashboard for the 'Technology Center at Maria Montessori Academy'. The left-hand navigation menu is expanded, and the 'Link Categories' link is highlighted with a blue arrow. The main content area shows the 'Links' management page, which is currently empty. The table below the 'No links found.' message has the following columns: Name, URL, Categories, Relationship, Visible, and Rating. The status bar at the bottom indicates the time is 3:39 PM on 7/20/2017.

Type “Subscribe to This Blog” in the Name box
Click “Add New Link Category” button

The screenshot shows the WordPress admin dashboard for a site at `blogs.mariamontessoriacademy.org`. The left sidebar menu is visible, with 'Links' selected. The main content area is titled 'Link Categories' and features an 'Add New Link Category' form. The 'Name' field is filled with 'Subscribe to This Blog' and is highlighted with an orange rectangular box. Below the 'Name' field is the 'Slug' field, which is currently empty. The 'Description' field is also empty. A blue arrow points from the right side of the screen towards the 'Add New Link Category' button. The interface includes a search bar for link categories, bulk action menus, and a table with columns for Name, Description, Slug, and Links. The bottom of the screen shows the Windows taskbar with the time 3:43 PM on 7/20/2017.

Click “Add New” link in left hand menu

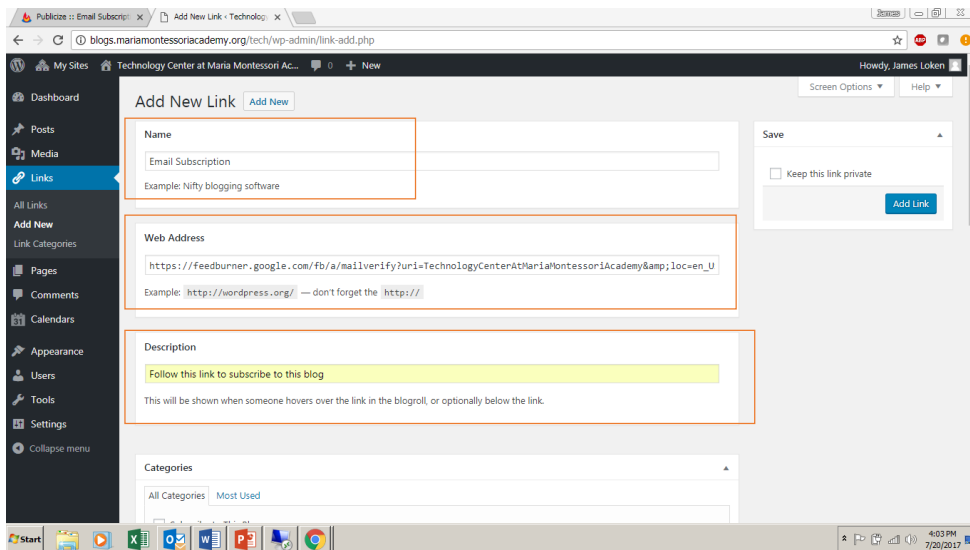


The screenshot shows the WordPress admin dashboard for a site titled "Technology Center at Maria Montessori Academy". The user is logged in as "Howdy, James Loken". The left-hand navigation menu is visible, with the "Links" menu item highlighted in blue. A blue arrow points to the "Add New" link within the "Links" menu. The main content area displays the "Link Categories" page, which includes a form to "Add New Link Category" with fields for "Name" and "Description". Below the form is a table of existing link categories:

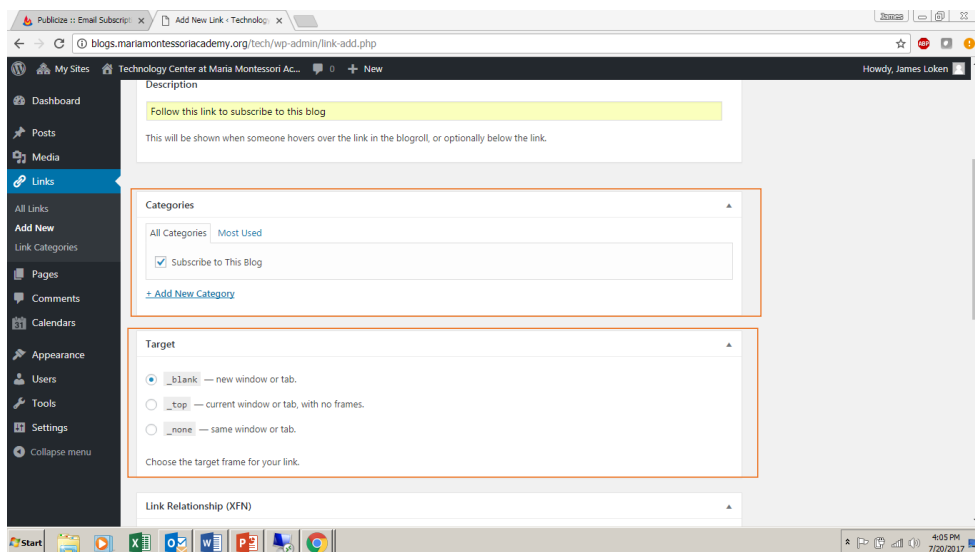
<input type="checkbox"/>	Name	Description	Slug	Links
<input type="checkbox"/>	Subscribe to This Blog		subscribe-to-this-blog	0
<input type="checkbox"/>	Name	Description	Slug	Links

The bottom of the screen shows the Windows taskbar with the Start button and various application icons. The system tray indicates the time is 3:54 PM on 7/20/2017.

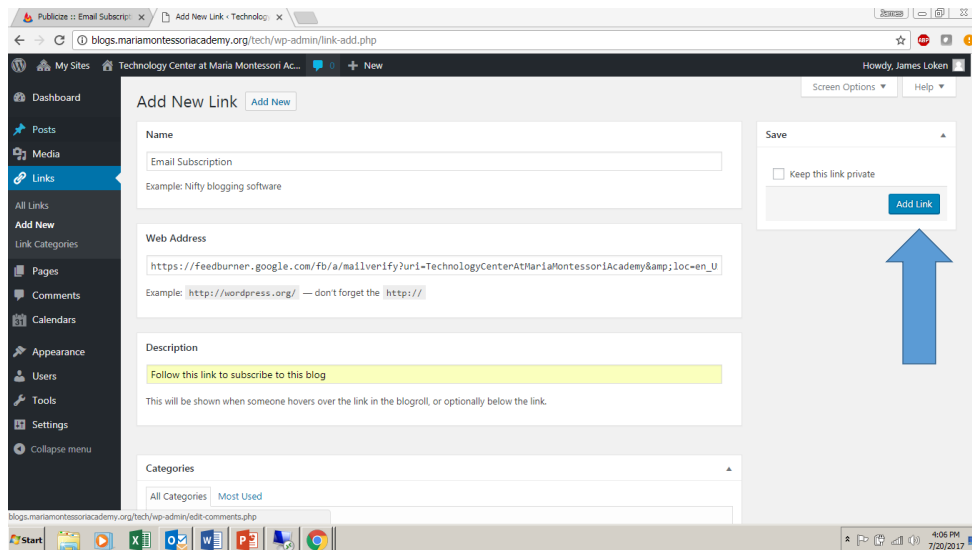
Type “Email Subscription” in Name box
Type feedburner email subscription URL in Web Address box
Type “Follow this link to subscribe to this blog” in the Description box



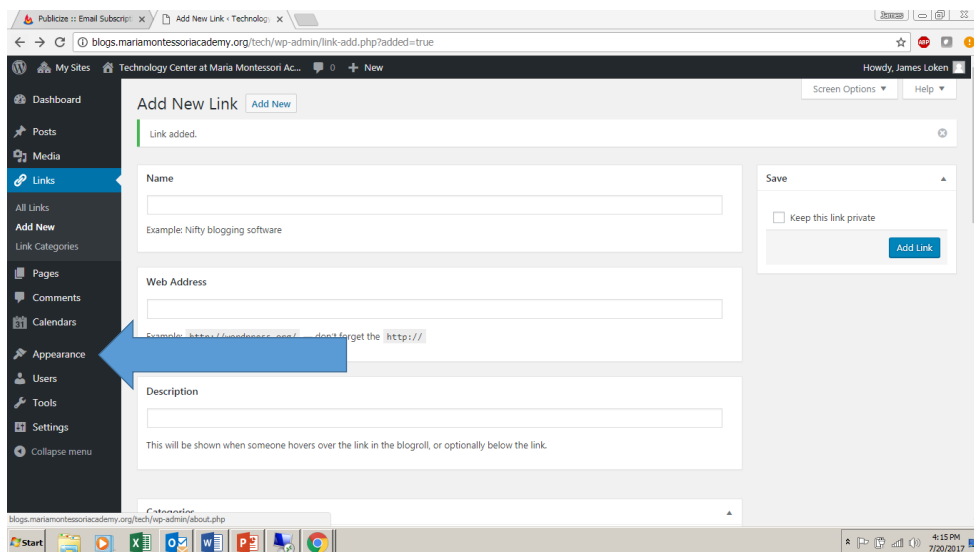
Select Subscribe to This Blog in the Categories box
Select _blank in the Target box



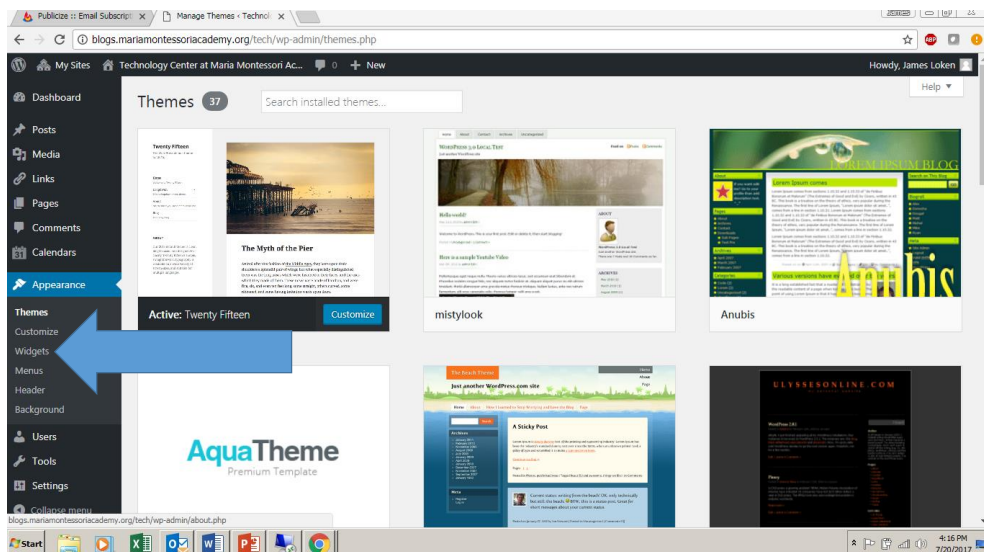
Click “Add Link” button



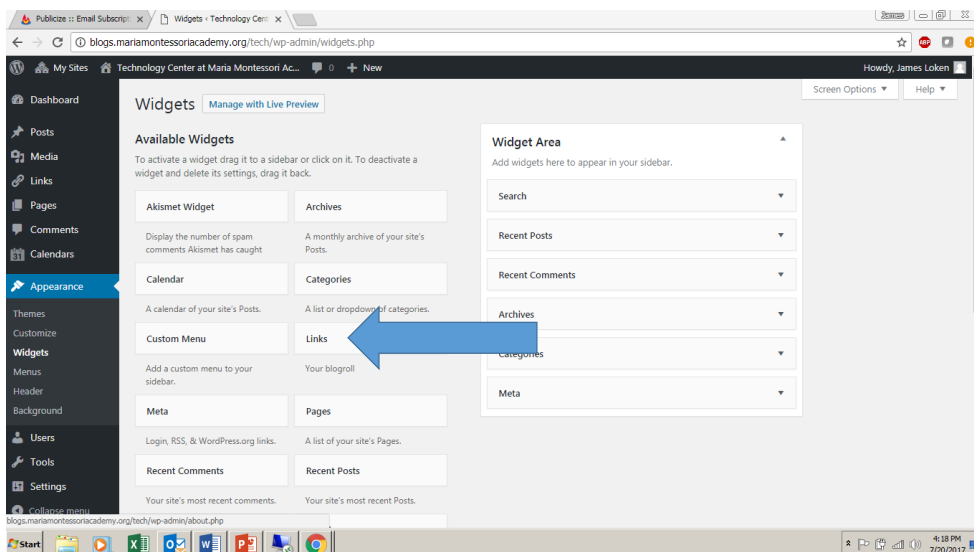
Click “Appearance” link in left hand menu



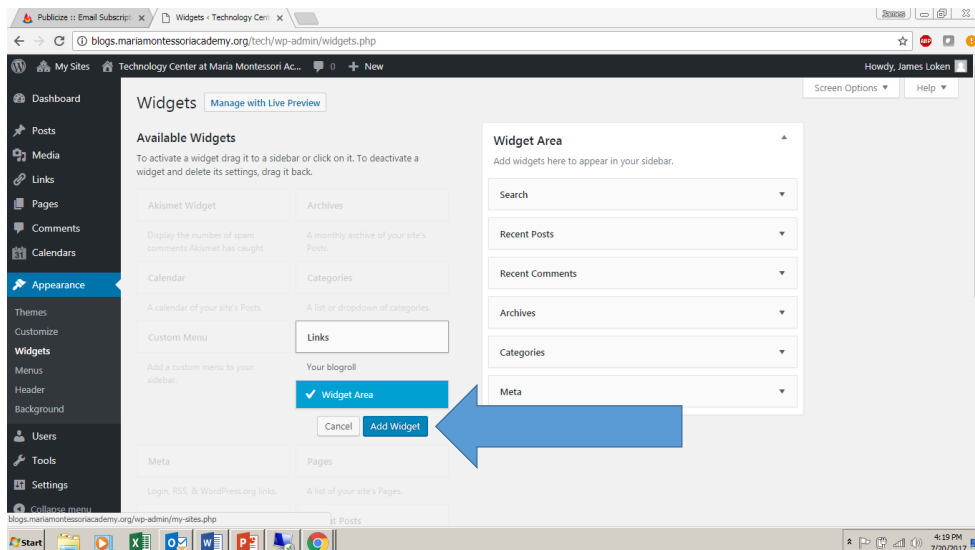
Click “Widgets” link in left hand menu



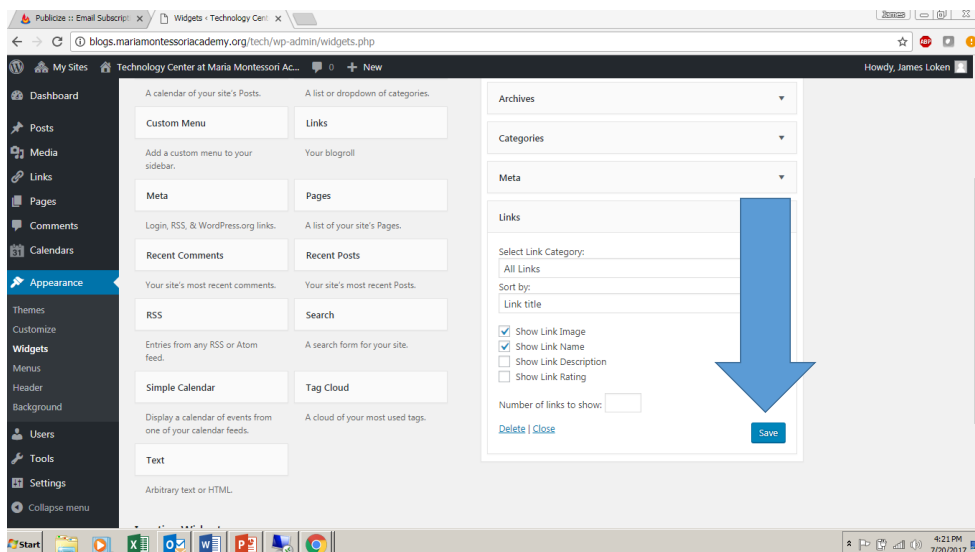
Click “Links” button



Click “Add Widget” button



Click "Save" button



The screenshot shows the WordPress admin interface for a site named 'Technology Center at Maria Montessori Ac...'. The 'Appearance' menu is selected in the left sidebar. The 'Links' widget is being configured. The widget settings include:

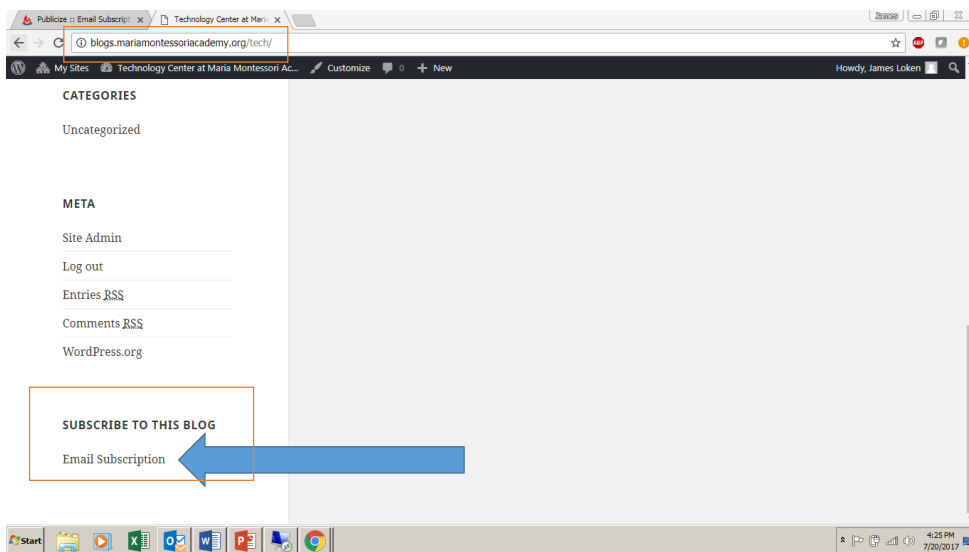
- Archives: [Dropdown menu]
- Categories: [Dropdown menu]
- Meta: [Dropdown menu]
- Links: [Text input]
- Select Link Category: [Text input]
- All Links: [Text input]
- Sort by: [Text input]
- Link title: [Text input]
- Show Link Image:
- Show Link Name:
- Show Link Description:
- Show Link Rating:
- Number of links to show: [Text input]
- Buttons: [Delete](#) | [Close](#) | [Save](#)

A large blue arrow points to the 'Save' button.

Make sure the link is there

Have a look at your blog

Click the "Email Subscription" link



Make sure the link brings you to the right place

