7/21/2017

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

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Click the "Add New" button

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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.

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Check to ensure blog was created

Click "My Sites"



You should now see your new blog listed

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Objective 2: Generate email subscription link

- 1. Go to feedburner.com
 - a) Authenticate using mmalions.org account User Name and Password
- On feedburner homepage enter in the URL for the blog you created
 a) Use box below "Burn a feed right this instant"
- Leave the feed source setting on the default option

 a) Click "Next"
- 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

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

Use box below "Burn a feed right this instant"

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Click "Publicize" tab



Click "Email Subscriptions" link on left hand menu



Click "Activate" button



Copy and save subscription link URL

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



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
- 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
- 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

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Click "Links" link in left hand menu

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Type "Subscribe to This Blog" in the Name box

Click "Add New Link Category" button



Click "Add New" link in left hand menu



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

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Click "Widgets" link in left hand menu



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