Blog.nus
Workshop
March 2017

Organised by Dean's Office, Education Technology
Instructor: A/Prof Nga Min En

1.Introduction

Welcome to the session on Blog.nus! In this Guide, you will find the steps required to create a blog which can be used as a teaching resource, admin site or teaching related personal blog.

The following steps listed here will be covered in this guide, and we look forward to your feedback on the learning process.

I.   Learning Objectives

• Appreciate the scope of blog.nus and its uses
• Create a blogsite
• Create pages and a menu
• Upload content
• Allow comments
• Access basic viewing stats

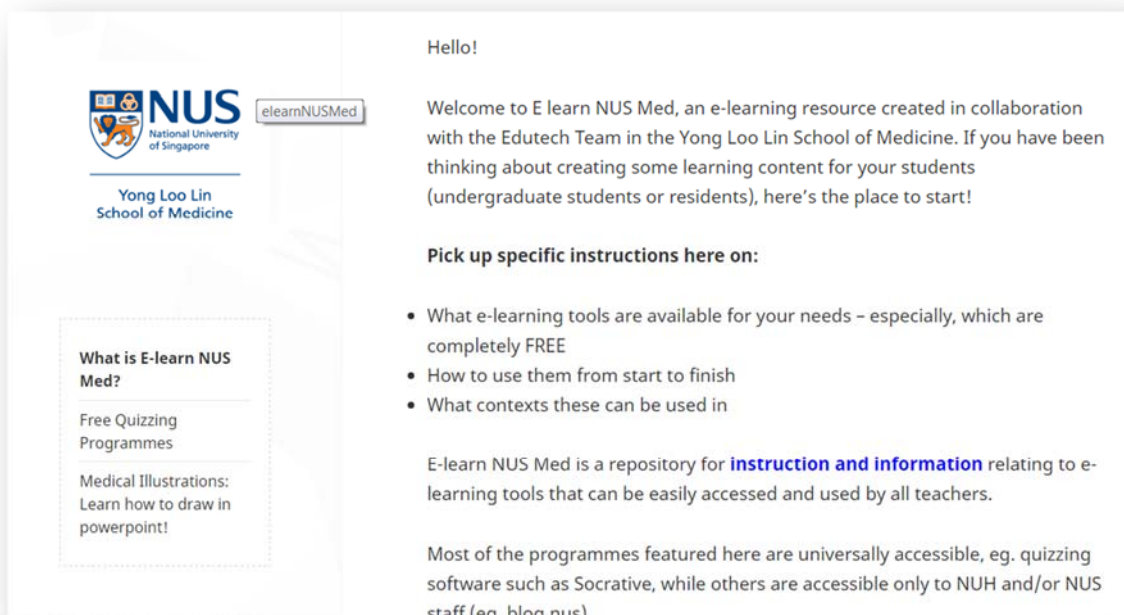The following steps listed below will be covered individually:

II.   Contents

2. Scope and Uses

- This is a blog creating platform provided by NUS CIT (Centre for Instructional Technology)
- Blogs can be created for:
  - Personal learning/reflection
  - Teaching : your module, tutorial class or any other group – organised teaching material (text, pdf and word files, videos, quizzes, survey links)
  - Admin: Your departmental/faculty news blog; conference or event - rosters, practice updates, notes from journal clubs, safety updates etc.
- 3 levels of security:
  - Public access (no password required)
  - Password access (provide password to users)
  - Invited users only (nus, nuhs email addresses only)
- Sample teaching blogs:

http://blog.nus.edu.sg/elearnnusmed/	http://blog.nus.edu.sg/pathotest2/

Hello!

Welcome to E learn NUS Med, an e-learning resource created in collaboration with the Edutech Team in the Yong Loo Lin School of Medicine. If you have been thinking about creating some learning content for your students (undergraduate students or residents), here's the place to start!

Pick up specific instructions here on:

- What e-learning tools are available for your needs – especially, which are completely FREE
- How to use them from start to finish
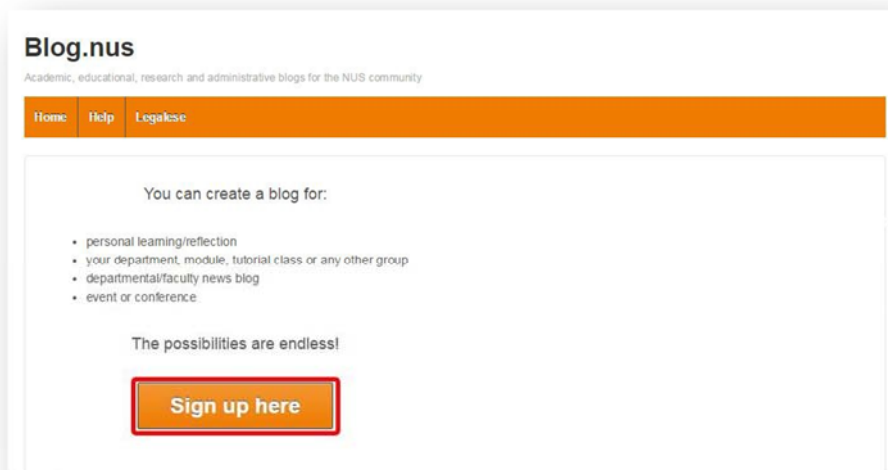- What contexts these can be used in

E-learn NUS Med is a repository for **instruction and information** relating to e-learning tools that can be easily accessed and used by all teachers.

Most of the programmes featured here are universally accessible, eg. quizzing software such as Socrative, while others are accessible only to NUH and/or NUS staff (eg. blog.nus).
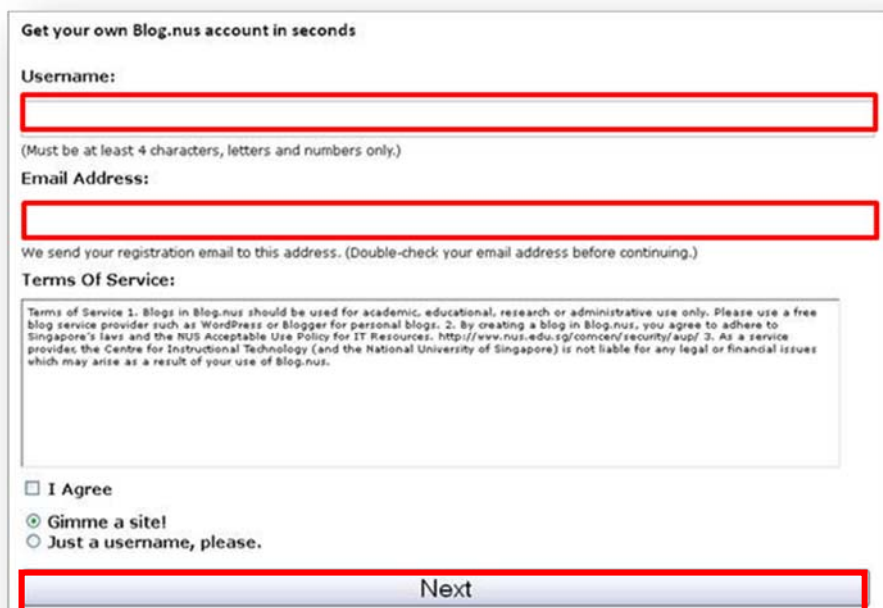
What is E-learn NUS Med?

Free Quizzing Programmes

Medical Illustrations: Learn how to draw in powerpoint!

3. Creating a Blogsite

I. Register and Get a Site

1. Visit the Blog website https://blog.nus.edu.sg/ and click **Sign up here**.

2. Enter your desired **username**.
3. Enter your **NUHS email address**.
4. Read the terms and conditions and click on the **I agree** box.
5. Choose **Gimme a Site**, if you intend to create a blog space. Choose **Just a username, please**, if you only want to participate in a blog
6. Click **Next**.

7. Once you have created your account, you will be directed to set the details of your blog site. Fill up the necessary fields and click **Create Site**.
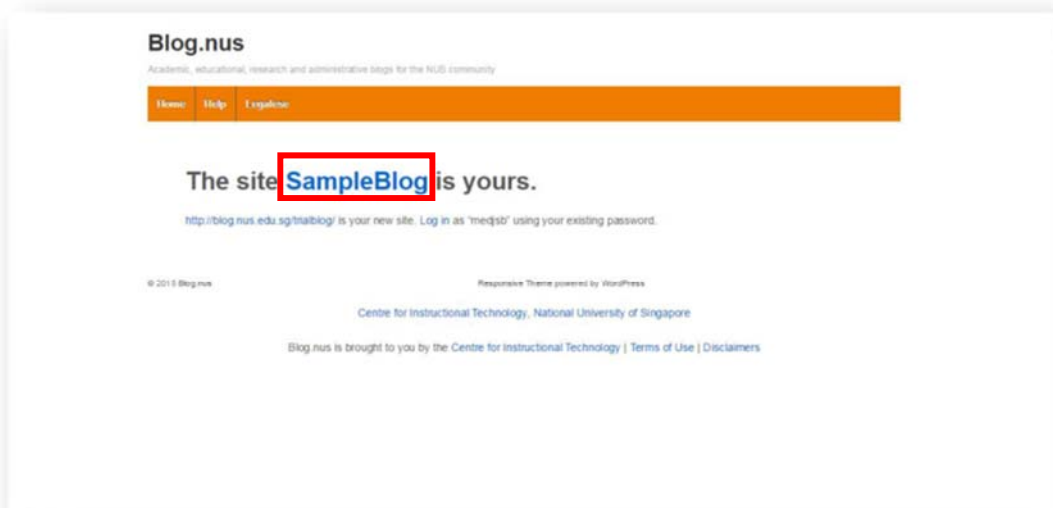

8. You will then be prompted that you have successfully created your Blog Site. Click on the link to visit your new site.

II. Create a New Site

1. Log in to https://blog.nus.edu.sg/login
2. Go to **Dashboard** > **My Sites** > Click on the **Create A New Site** link.

3. You will be directed to set the details of your blog site. Fill up the necessary fields and click **Create Site**.
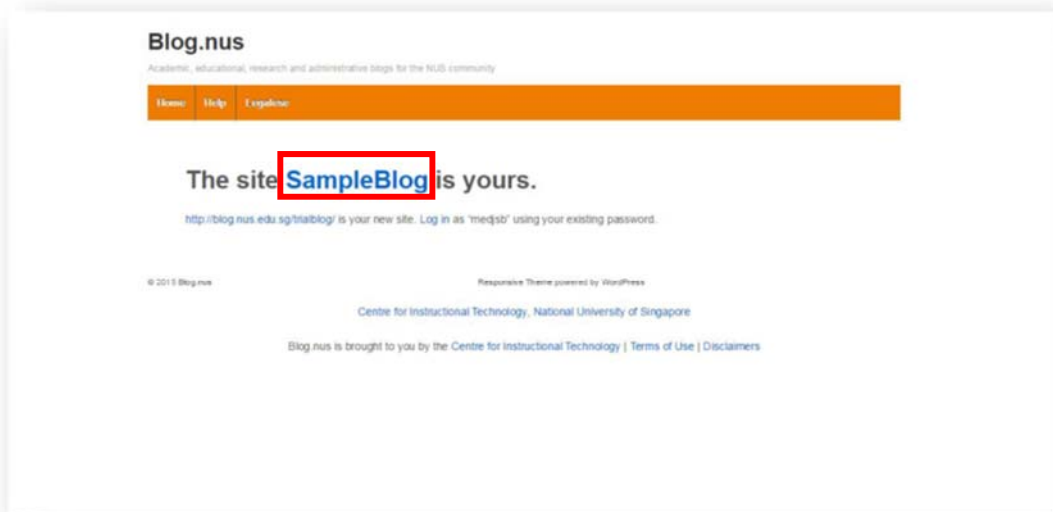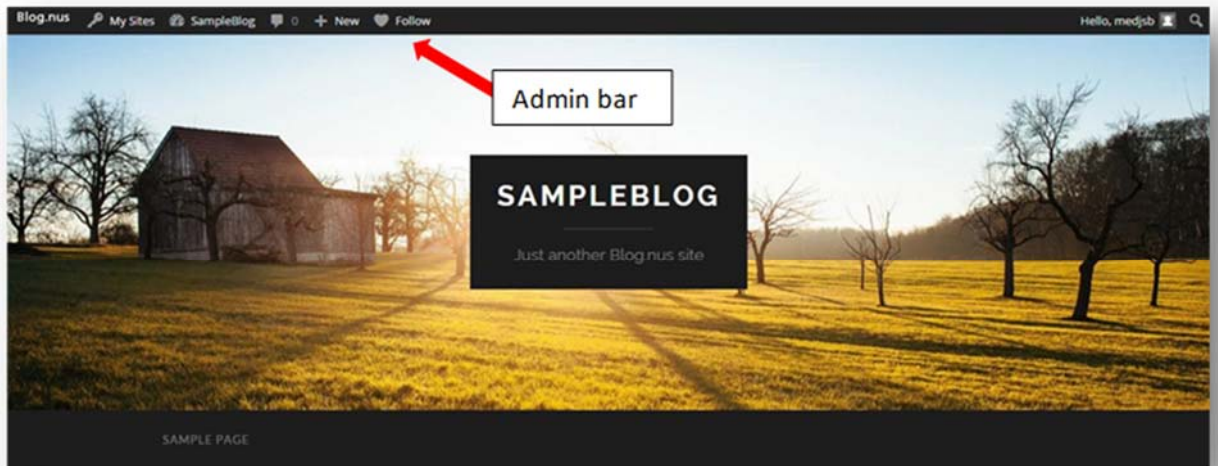
4. You will then be prompted that you have successfully created your Blog Site. Click on the link to visit your new site.
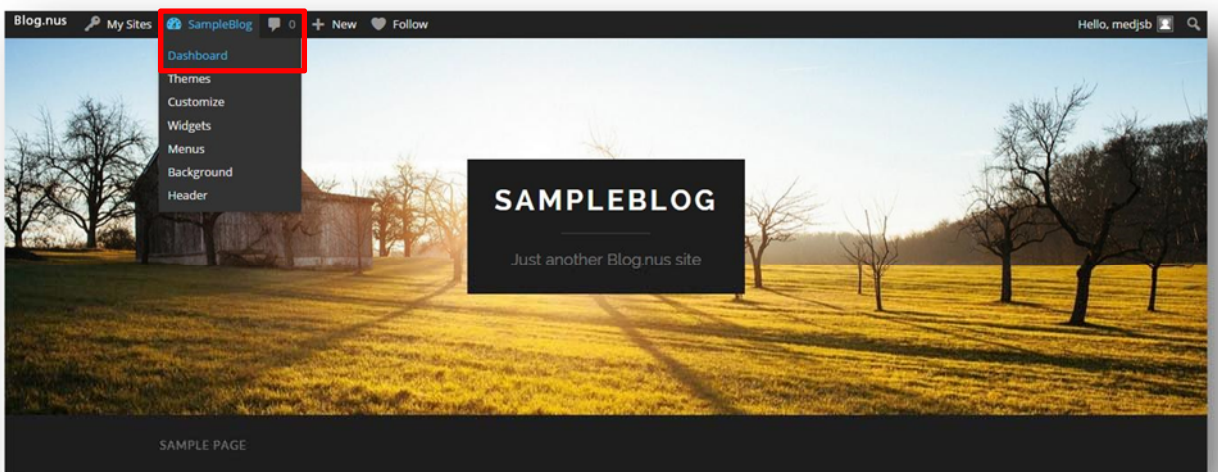
III. Choose a Theme

The theme determines the appearance of your blog – basic position of text and pictures, and basic colour scheme.
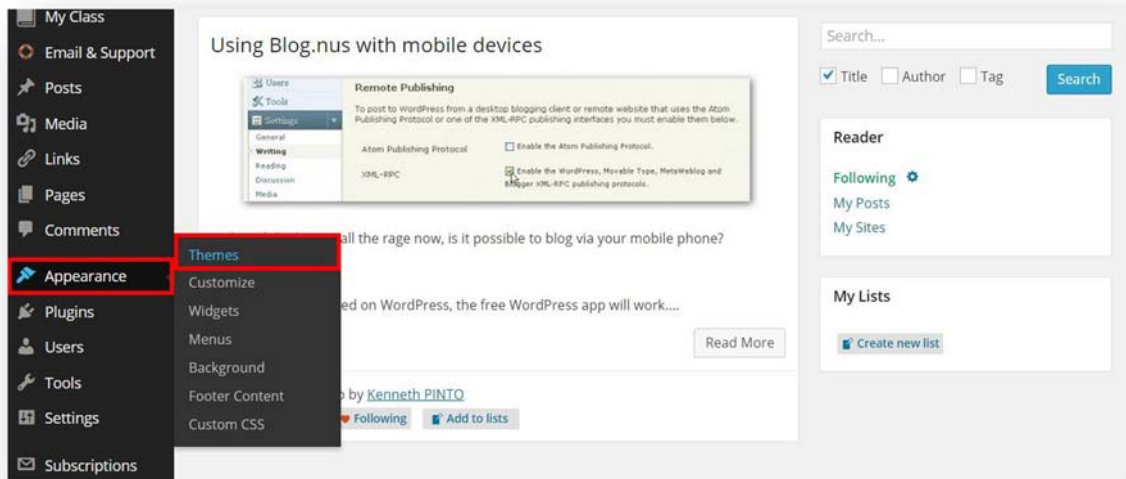
After creating your Blog Site, you will be brought to your default start up page.

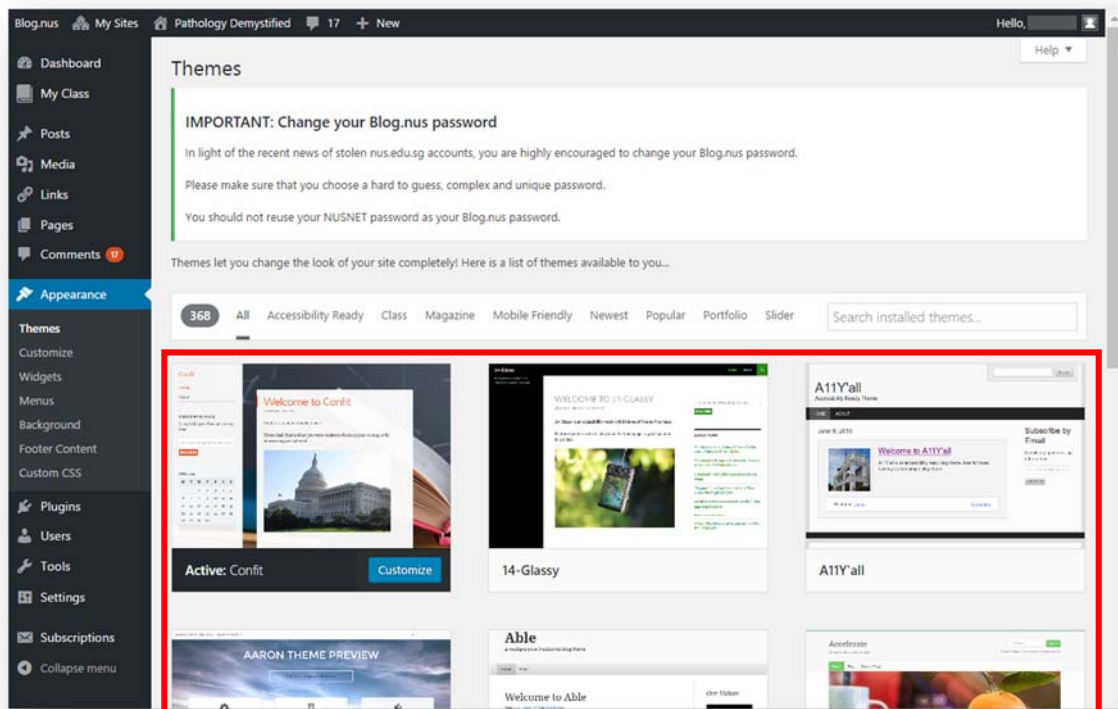1. On the Admin bar (black bar on top of page), hover over your Site Title: e.g. **"SampleBlog"** > click on **Dashboard.**
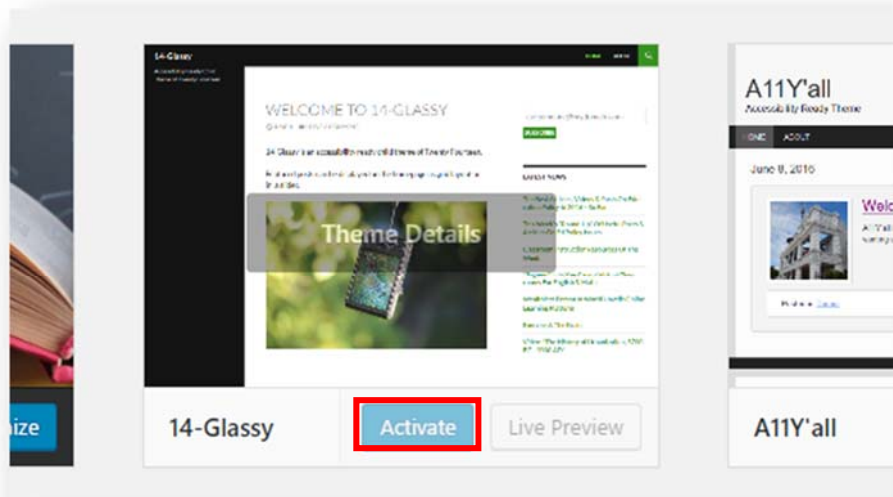
2. On your **Dashboard,** hover on **Appearance** > click **Themes**.

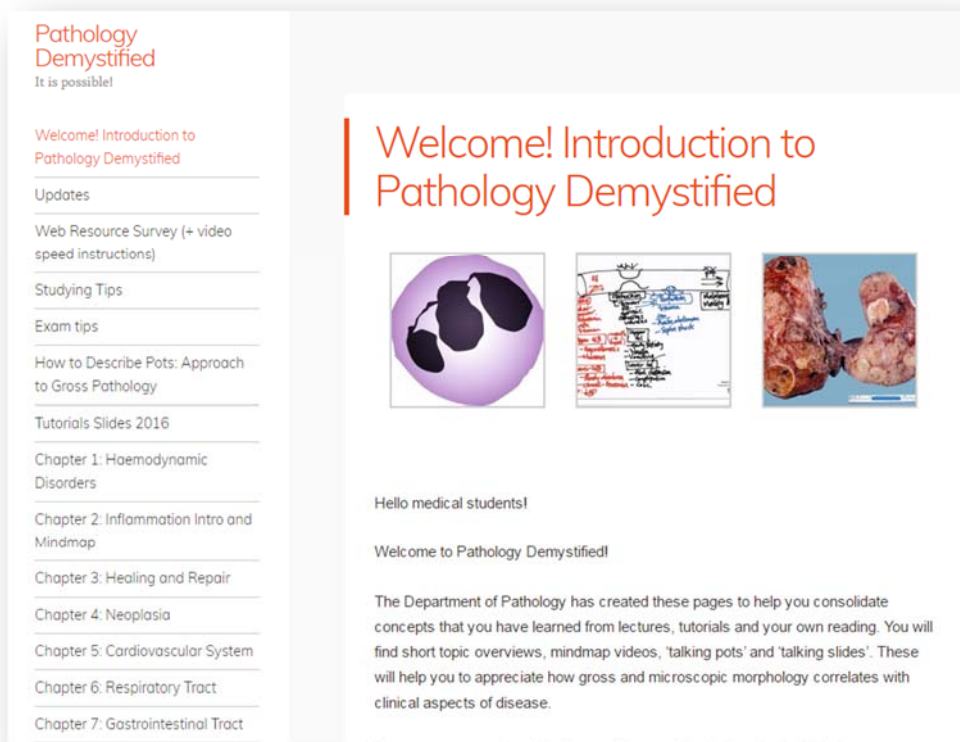3. A preview of the **Themes** available will be shown.

4. Hover over a theme you like > click on the blue '**Activate**'' button to select it.

Recommended Themes:

a. Confit http://blog.nus.edu.sg/pathotest2/

b. Edublogs

IV.   Set Security Level

There are 3 security levels you can choose from:
- Open access (searchable, no password or login required)
- Password restricted (anyone with password can view, not just NUHS staff)
- Invited users only (nus, nuhs email addresses only)

1. To set your security level, go to **Dashboard > Settings > Reading**
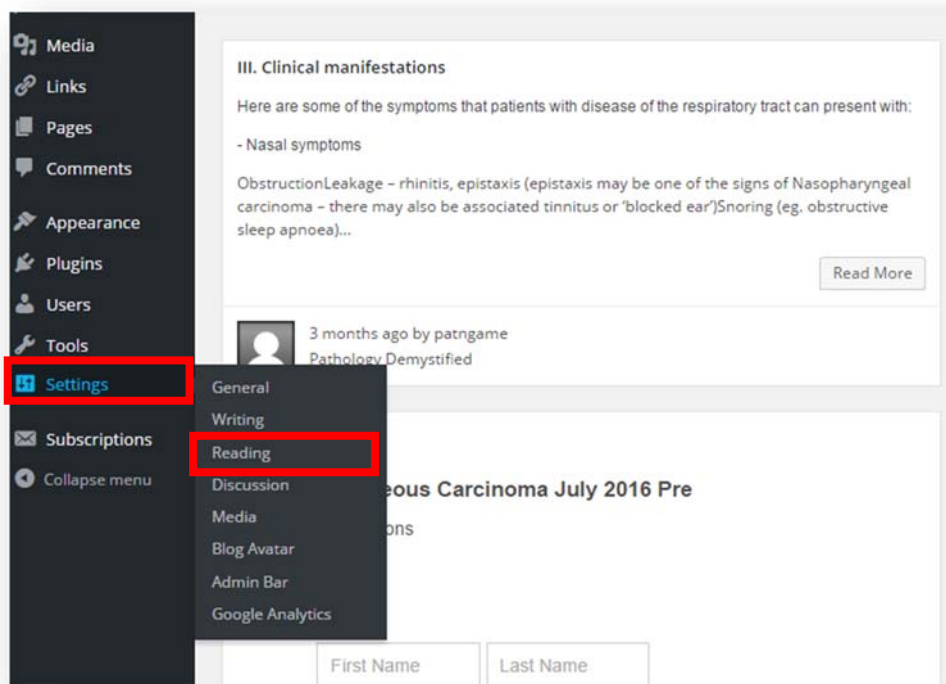
2. Go to "**Site visibility"** (near bottom of page) > select the desired security level
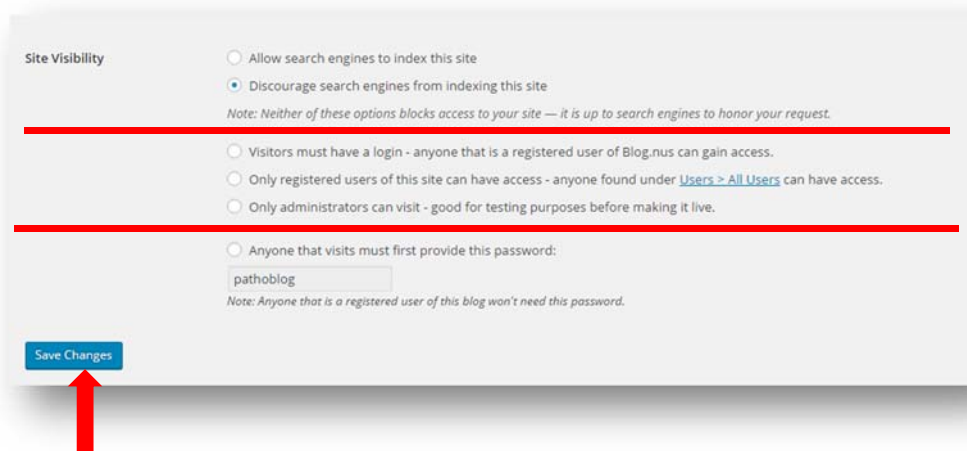
3. Save changes

4. Customizing Your Blogsite

I. Choose Your Site Title and Tagline

1. After selecting a theme, you can customize its features.
   On your **Dashboard** > hover on **Appearance** > click **Customize**.
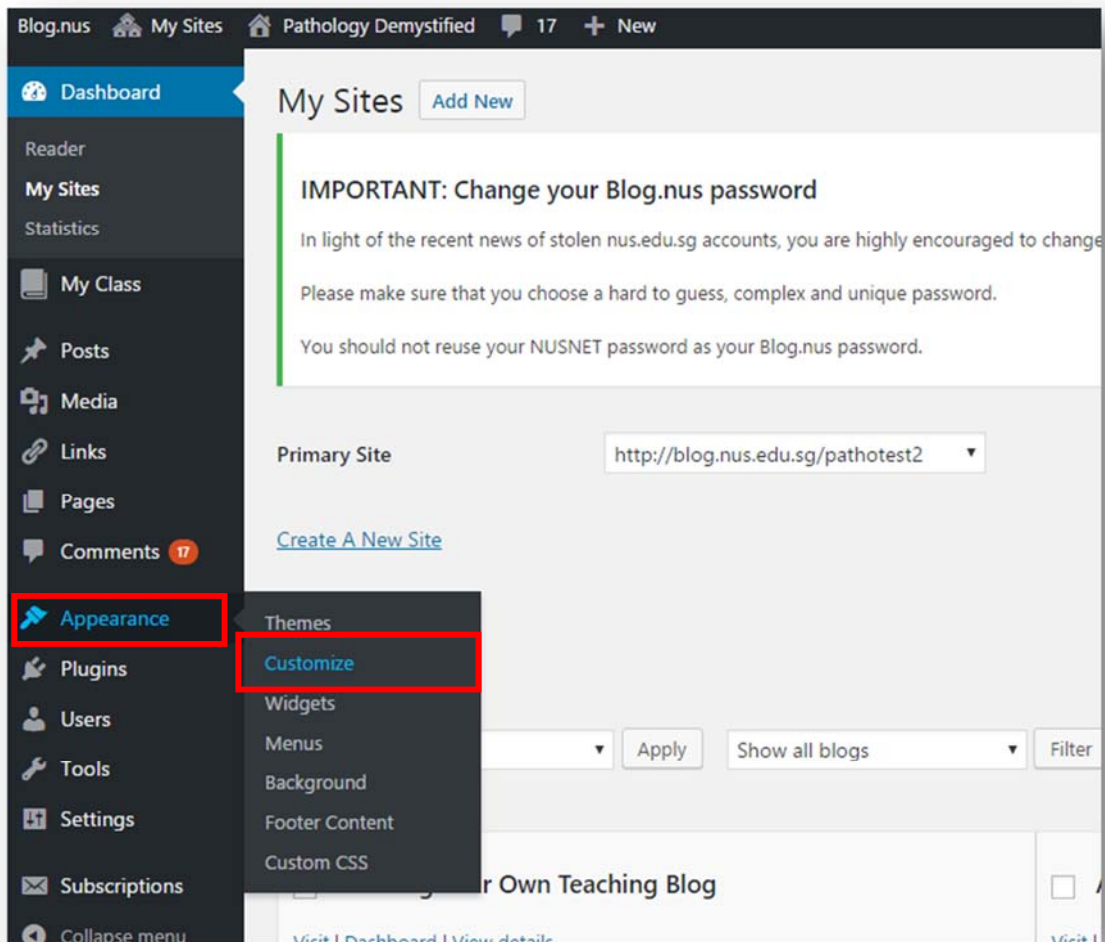
   OR

   Click on **"Visit site"** and click on **"Customize"** word on the Admin bar (the black bar at the top of the page)
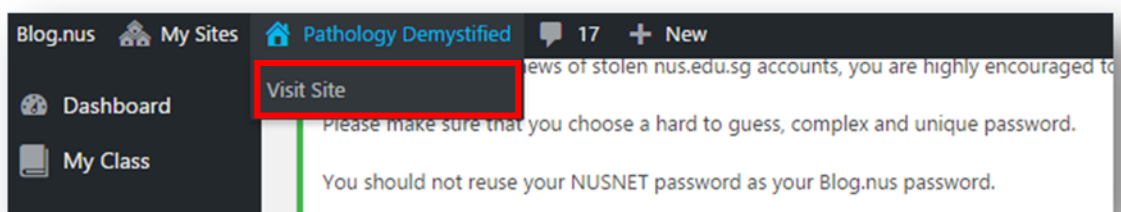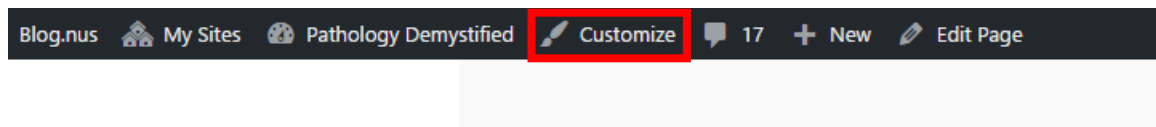
2. The left panel will indicate the features which you can customize. Click on "**Site Title**" (the wording may vary with the Theme).
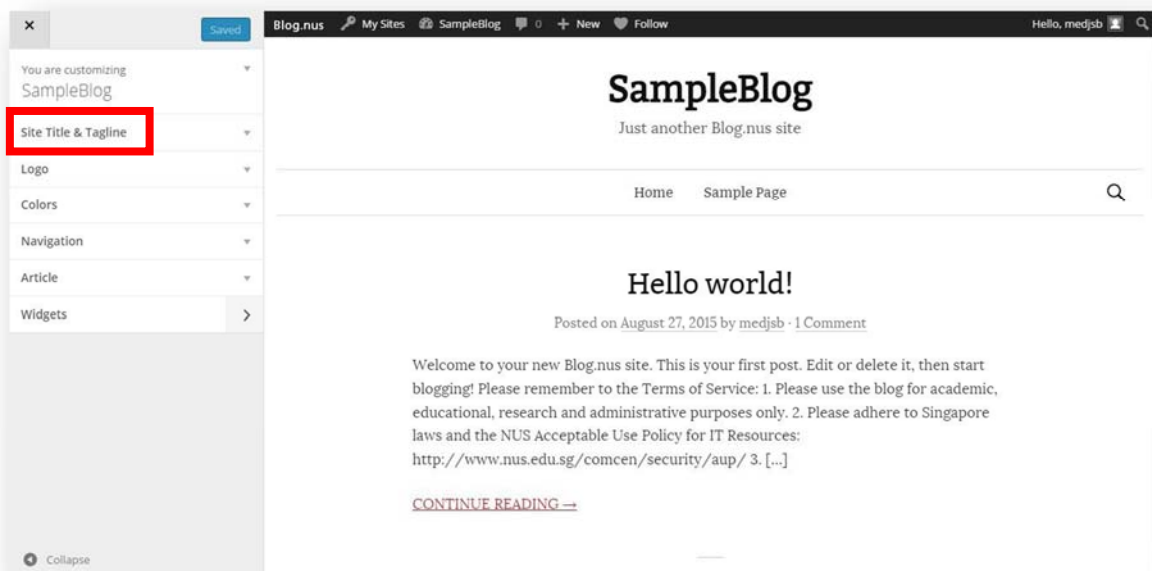
3. To change your **Site Title and Tagline >** click on the drop down arrow. Then replace the texts in the fields.

Before
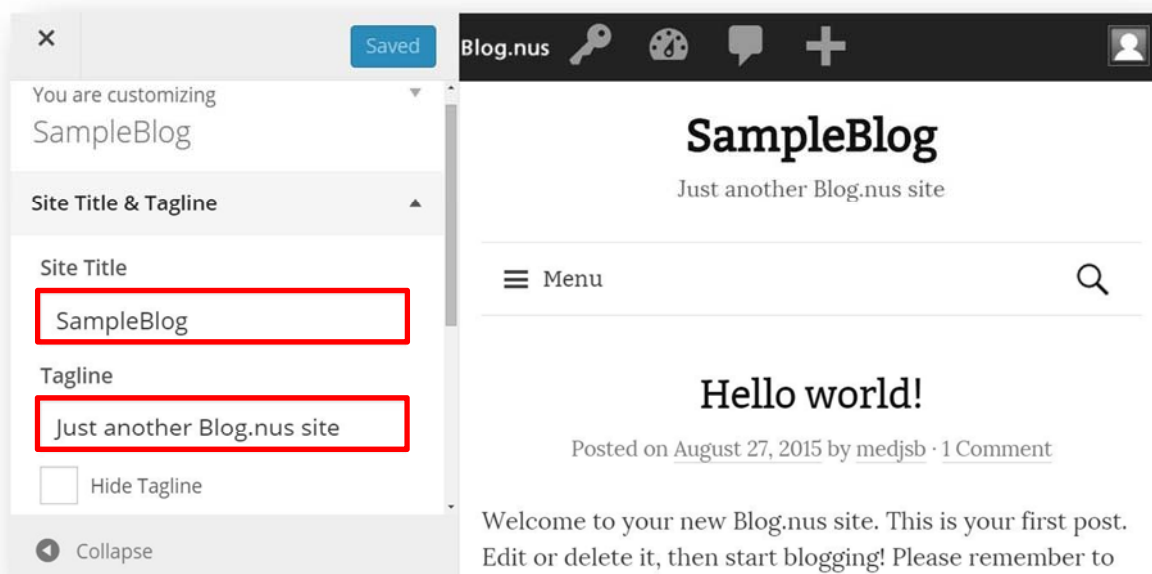
After
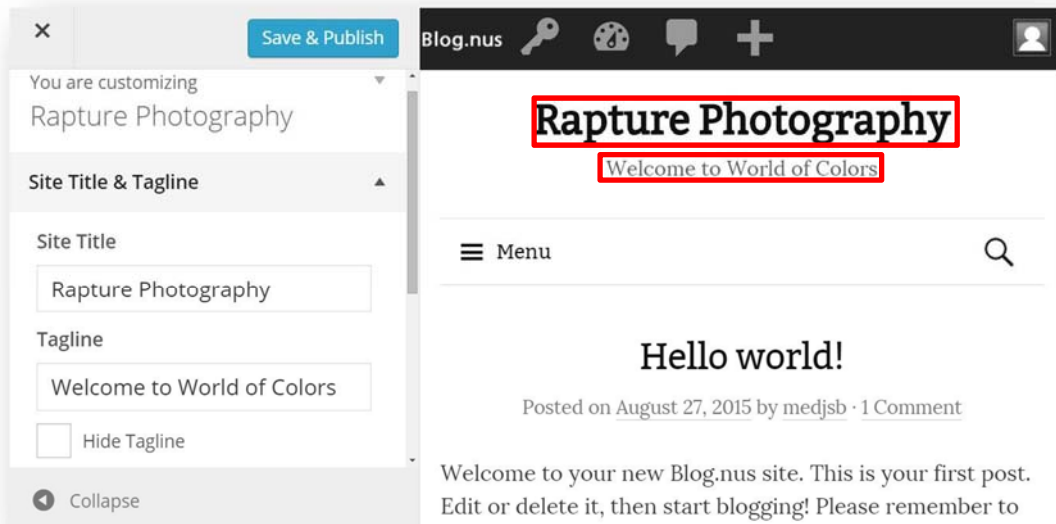
4. Click blue button "Save and Publish".

II. Widgets

These are applications that you can attach to your blog e.g. search, calendar etc.

For a neater appearance, it is recommended that you delete most widgets. (I usually delete all except the "Search" widget)

To **Delete Widgets,** click on "**Customise"** > Widgets > **Sidebar** > click on the drop down arrow
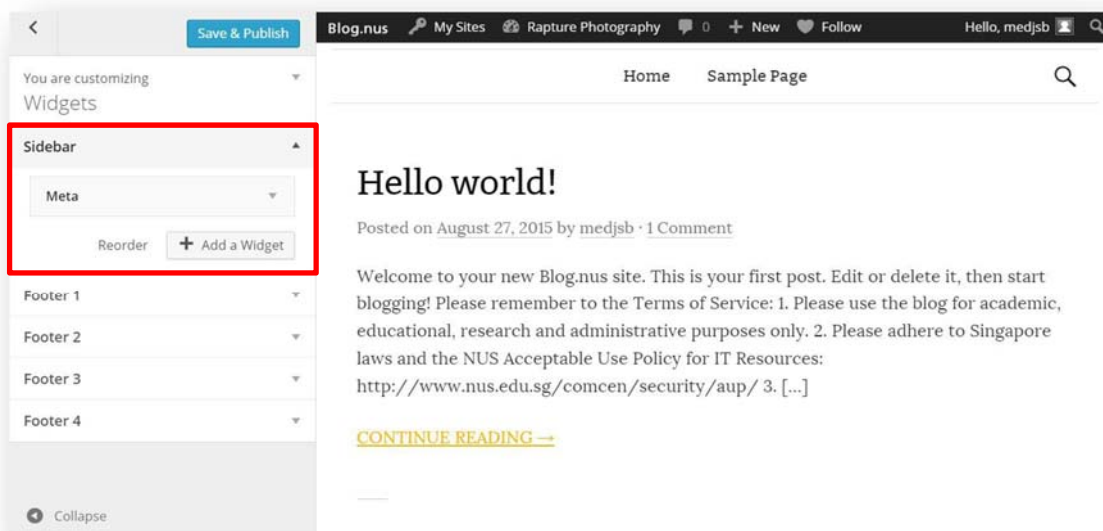
> Select the **"widget name",** click on the drop down arrow > click **Delete** > click **Save & Publish.**
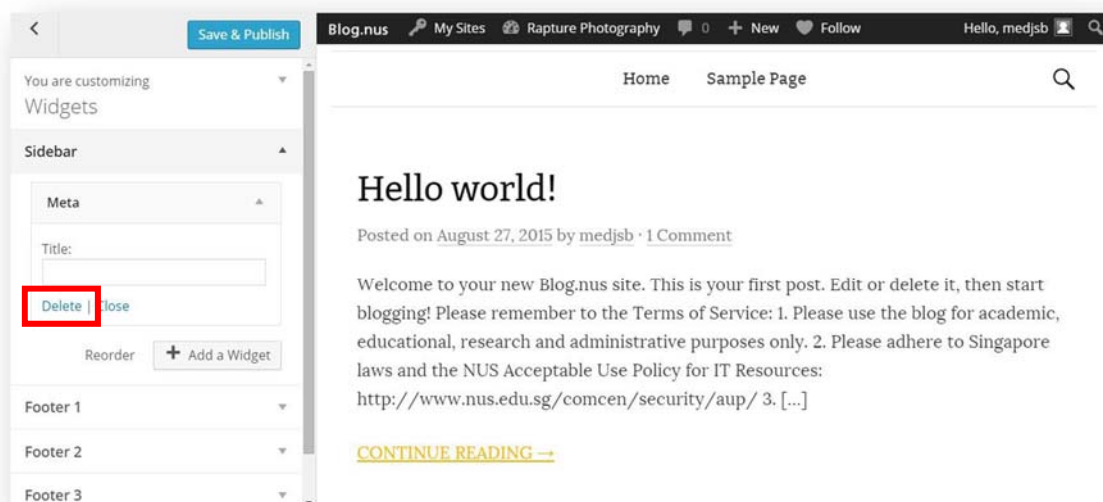
5. Creating Pages

I.   Create a New Page

1. To create a page, go to **Dashboard** from the Admin bar > click on **Pages** > **Add New.**

2. Enter **title**, e.g. Welcome!
3. **Enter content (e.g., type in some text).** Once a page is created, it will look something like below.

II.   Set Page Attributes

This allows you to create subpages under a parent page. E.g. Chapter home page = parent page
The status of parent page or subpage will determine the URL of the page.

Here's how:

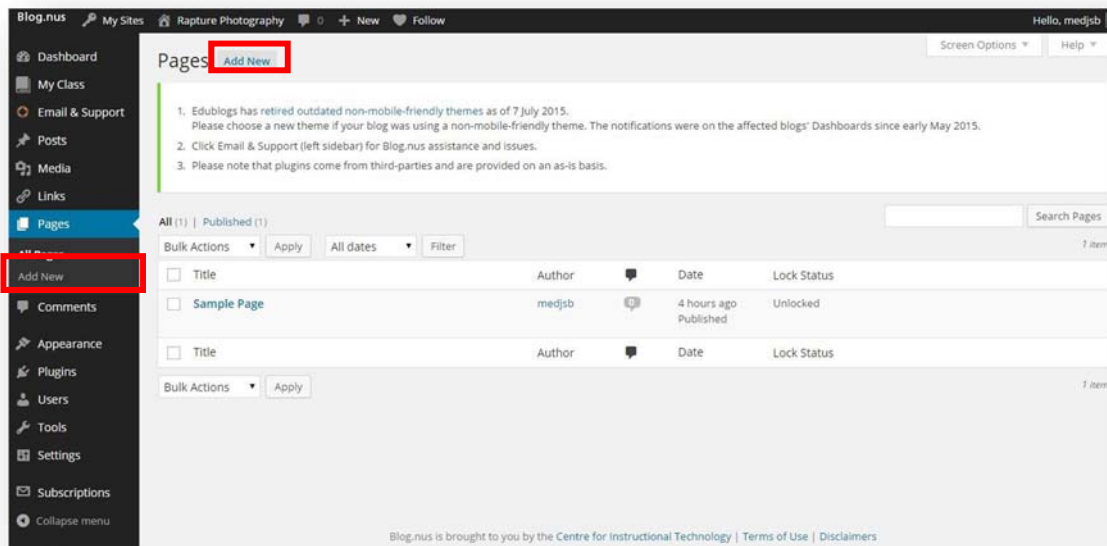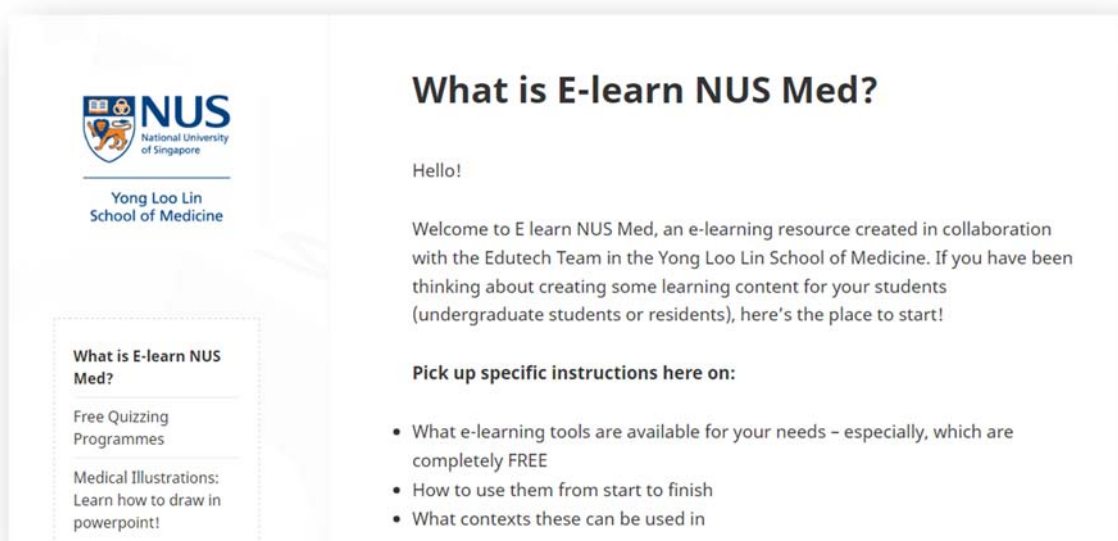1. Create a new page. (Go to **Dashboard** from the Admin bar > click on **Pages** > **Add New)**

2. Set the page attribute:

   o   Right panel (Page attributes): Select the **Parent page** – do this for subpages in a particular chapter. This determines the URL of the page.

   o   Then click Publish.

       (Always click the blue **Publish** button after you have made changes to your page. This effectively saves the changes.)
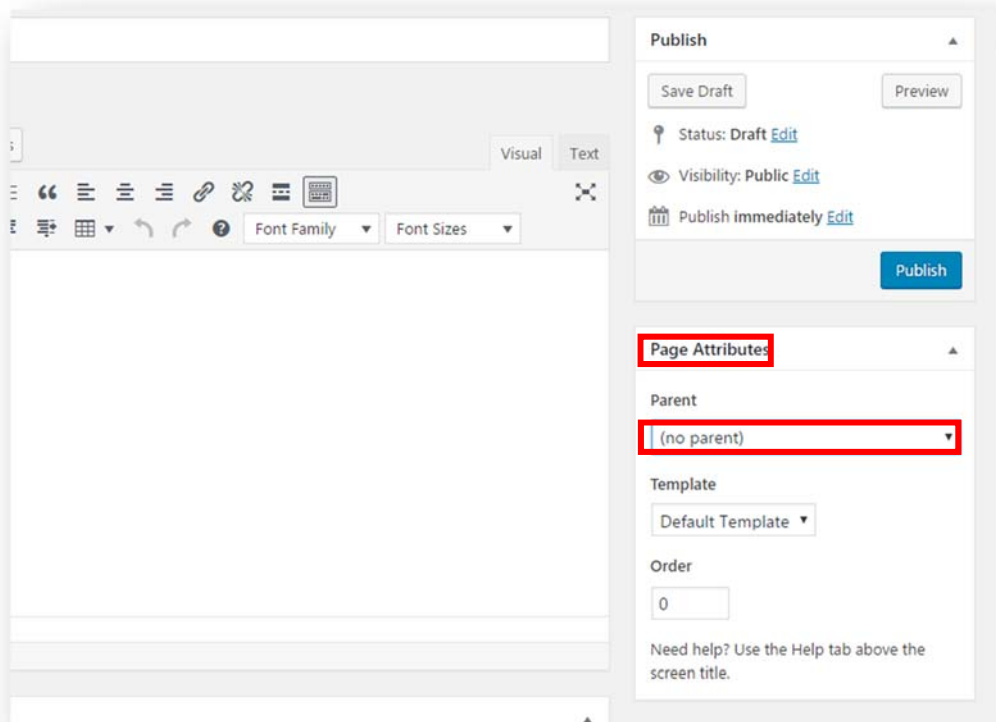
III. Set Static Front Page

For a teaching blog, you may want to activate a **Static Front Page**. This means that the landing page is always the same page, e.g. Welcome page. This is recommended.

On the **Dashboard,** select **Appearance > Customize**
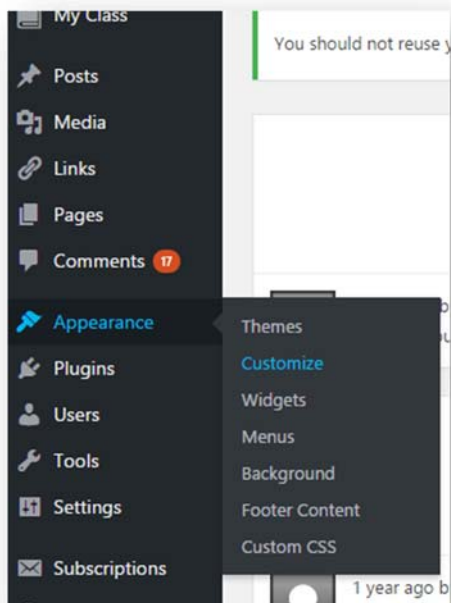
You will be directed to the Customize panel. Select "**Static Front Page"**
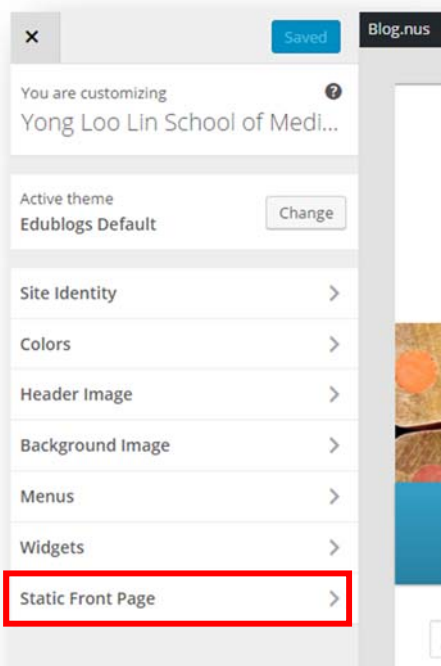
> select the desired page from the drop down box. (I usually create a WELCOME or INTRODUCTION page for this purpose).

This page should also be included in your menu. (You will learn how to create a menu in Section 6).

IV. Upload Multimedia Content

This section teaches you how to **upload multimedia content** as well as **create links** on the blog page. There are 2 steps:

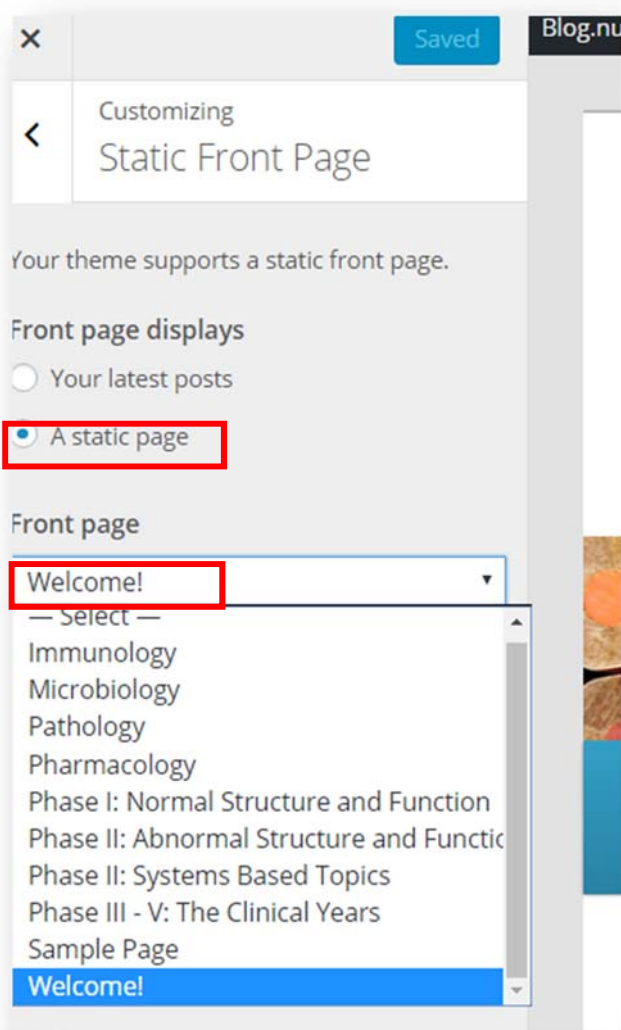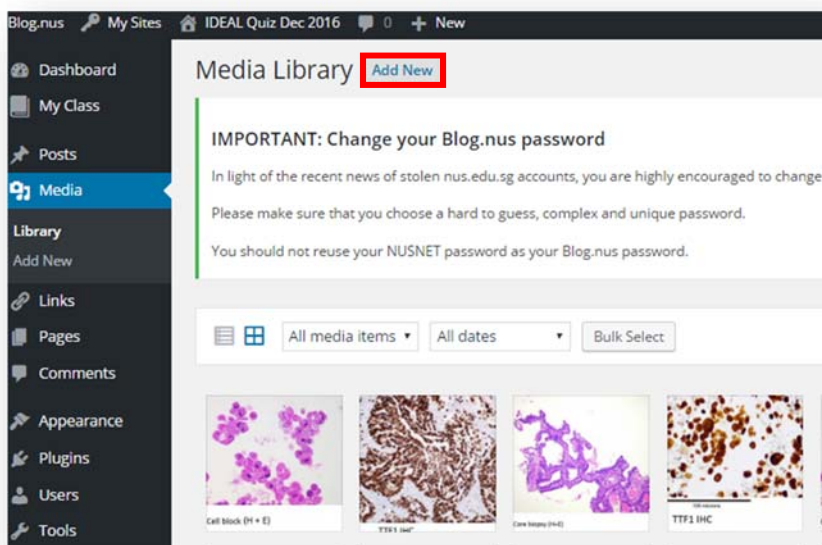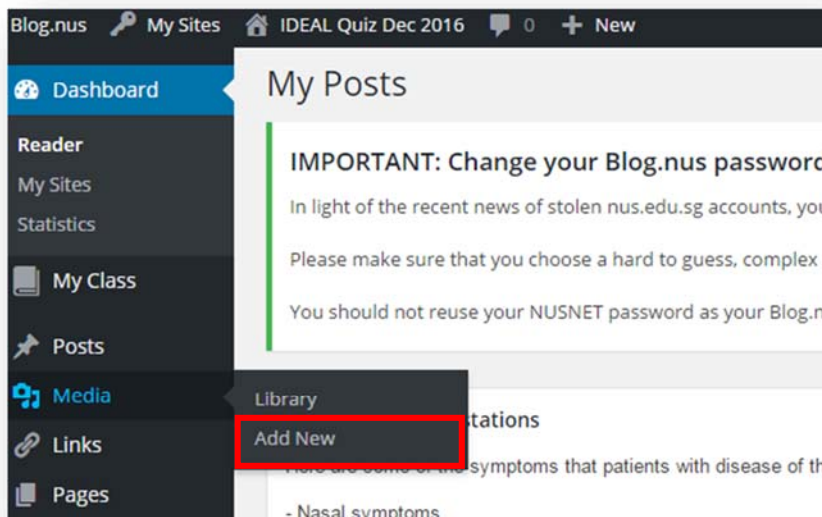A.   Import media files into your **Media Library.**
B.   **Add media** to your page.

> Single file size limit: 50MB
> Total media library size limit: 3GB

A. Import media files into your Media Library.

1. Go to **Dashboard** > **Media > Media library (open in a new tab) > Add new**

2. Select desired files **from folder**

   OR

   Drag media file anywhere into **Media Library box**.

3. Do this for:
   - Word document
   - PDF document
   - MP4 video
   - Jpg picture
   - Ppt file

B. <u>Add media into your page.</u>

1. Go to page. In **Edit page** mode**:**
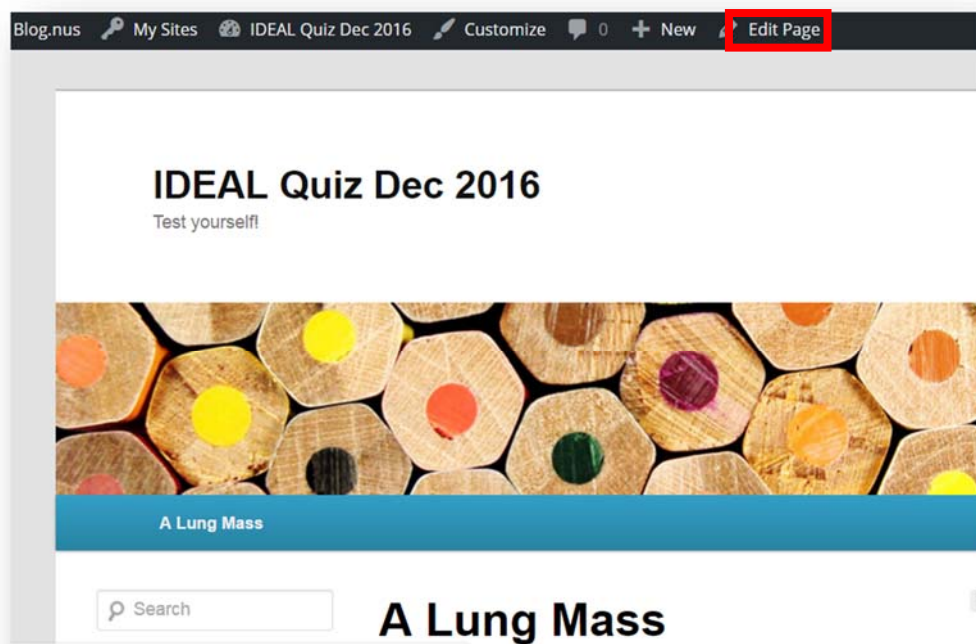
2. Bring the cursor to where you would like to add the media file > click **Add media**

This directly opens the Media Library > **Select file** from Media Library

3. Click on blue "**Insert Into Page**" button on bottom right corner

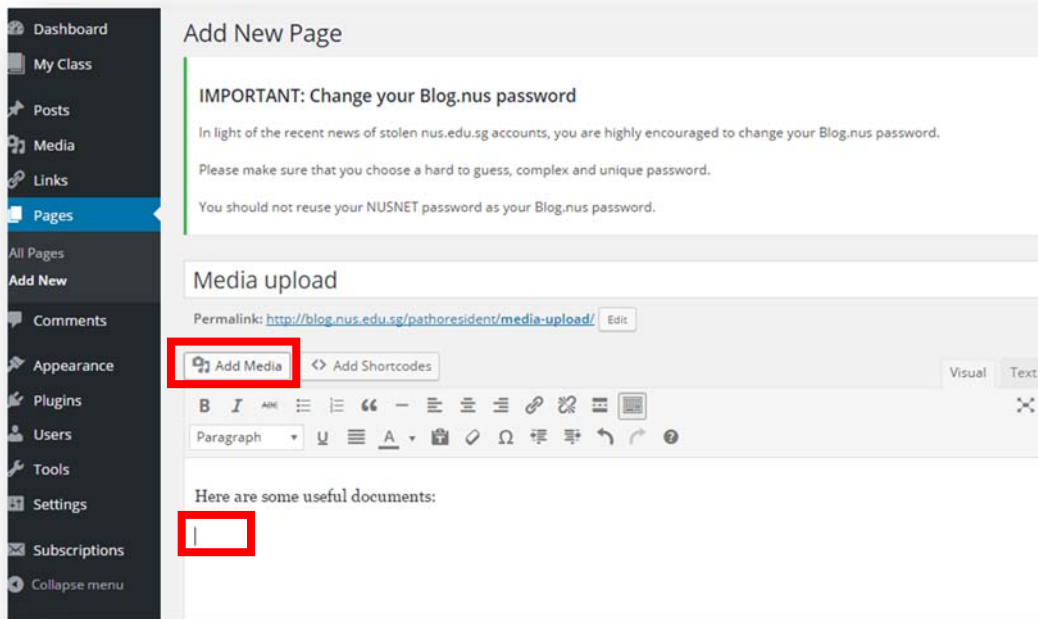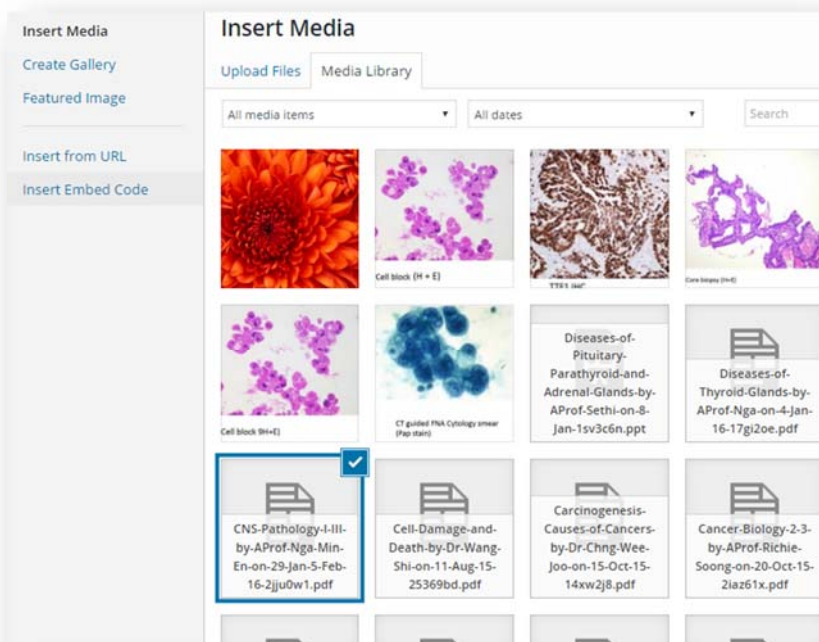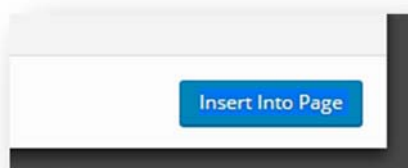o For PDF / Word / PPT files, you will see the link created in your page. The File Name will become the link title.

o For JPG and MP4 video files, the media file will appear on the page.
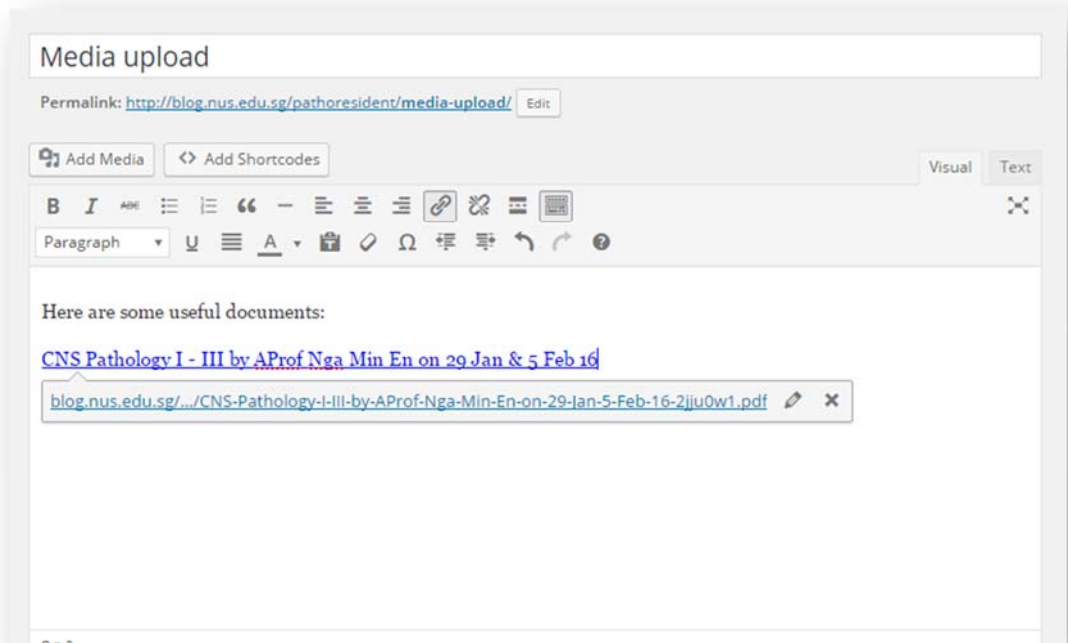
4. If you would like your media file (PDF, JPG) to open in a new tab, follow these steps: Hover over the blue link (see red arrow above) > click on the **pencil** icon
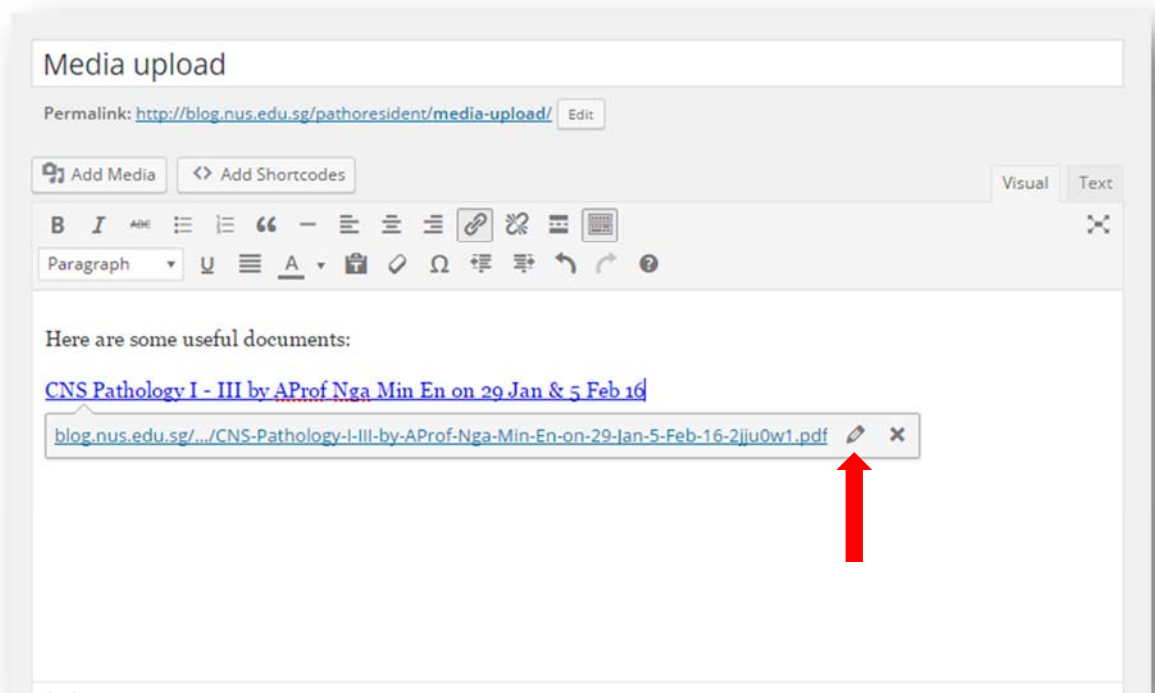
> Select "**Open link in a new tab**" > Click "**Add link**" at the bottom of the box
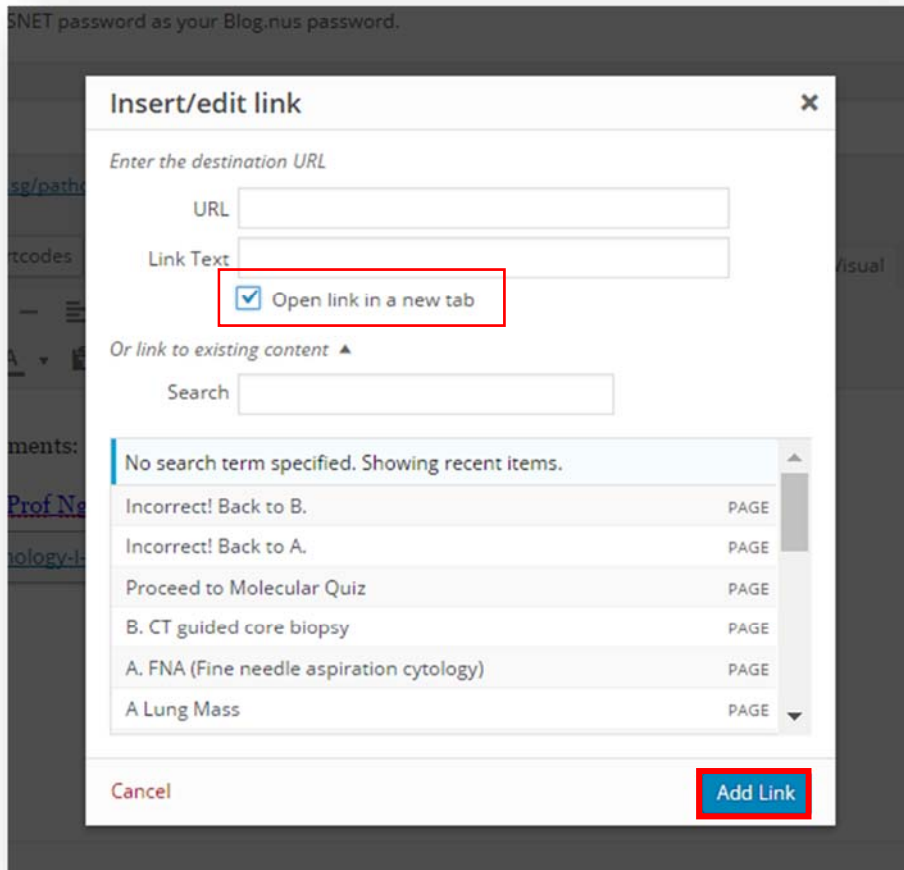
5. Do this for the other media file types you are uploading: JPG image, word or PDF document, MP4 video

V.   Create Hyperlinks

1. Copy link URL.
2. In your page, highlight the word/sentence for hyperlinking > click on the **link icon** in the toolbar
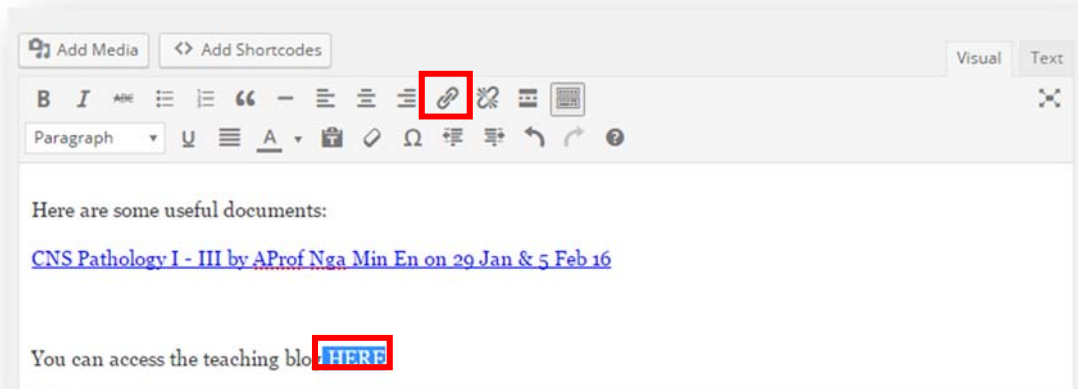
3. Insert your link into the link box > select if you want the link to be opened in a new tab > click "**Add link**" button at bottom right

6. Creating a Menu

- The menu allows you to **select** and **organise** the pages that will actually appear on the blogsite, even though you may have created more pages.
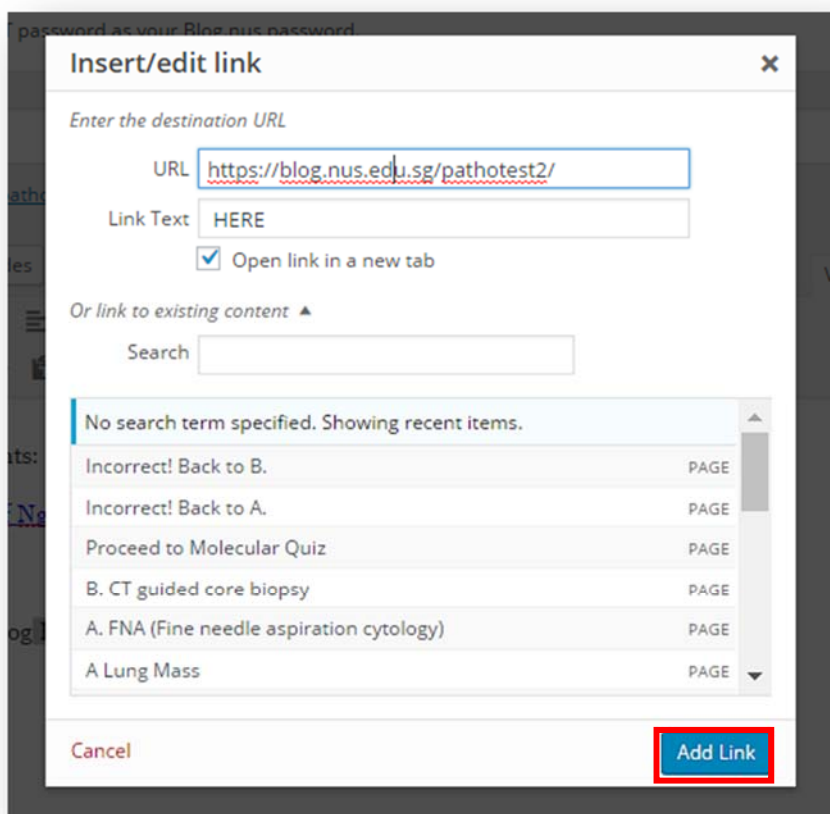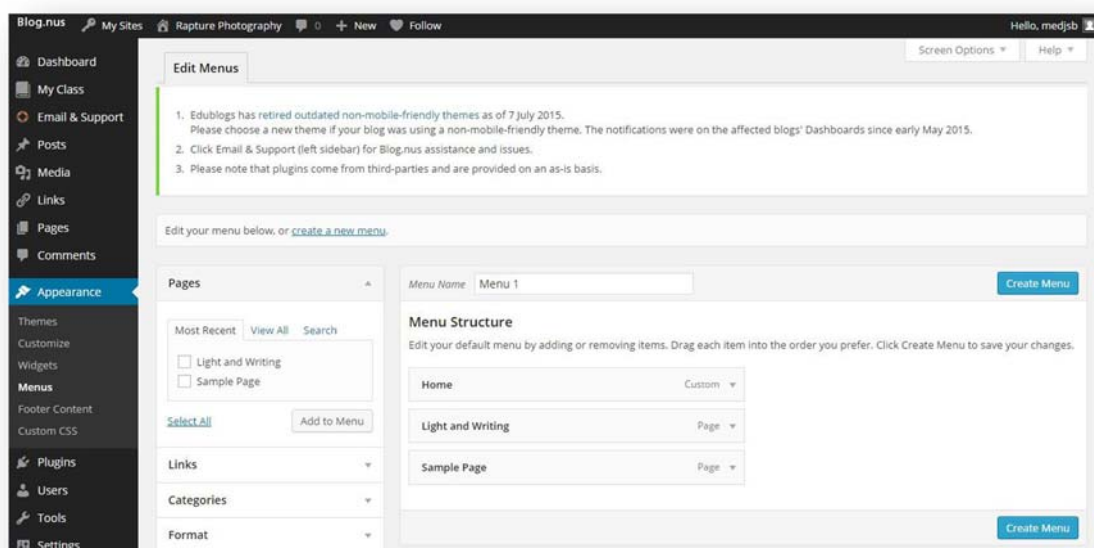- You can arrange main pages and subpages as well.
- You can create more than 1 menu, but only 1 (the **primary menu**) will be active at one time.
- You will learn how to **create** and **activate** a menu here.

1. To create your Menu, from the **Dashboard** > click on **Appearance** > **Menus**

2. Within the Pages box (on the left), select the pages which you want to add to your menu by ticking the check box > Click on the `Add to Menu` button.
3. The **Pages** selected will be automatically appear in the "**Menu Structure**" panel on the right.
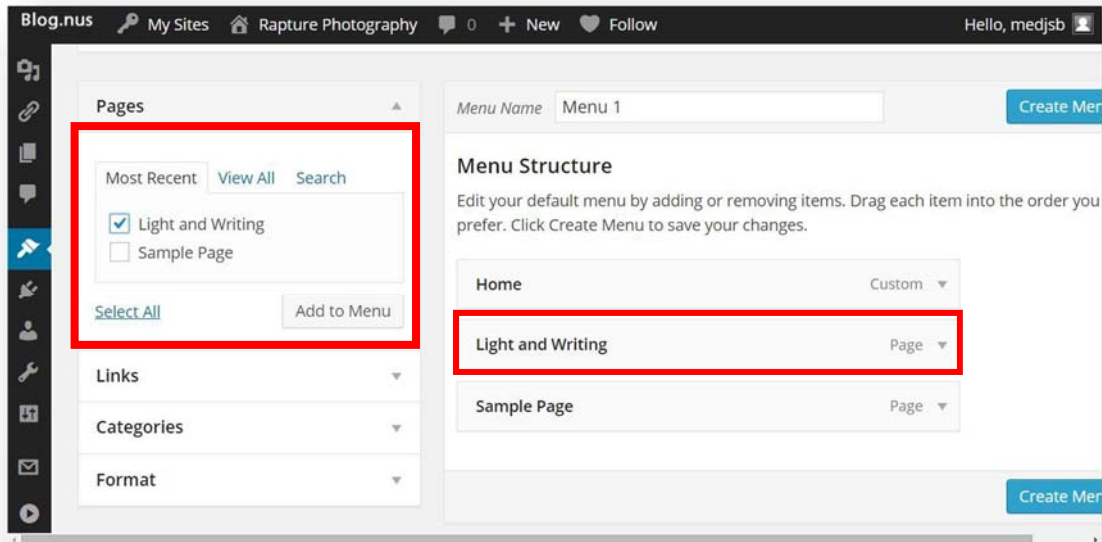
4. In the **Menu Structure** panel > drag each page to the desired position.

5. Reorder the hierarchy of the Pages.
   - You can create Sub-pages under specific Pages by indenting them
   - You can **Remove Pages** that you don't need to appear in your Blog by clicking on the small down arrow (▼) in each page tab.
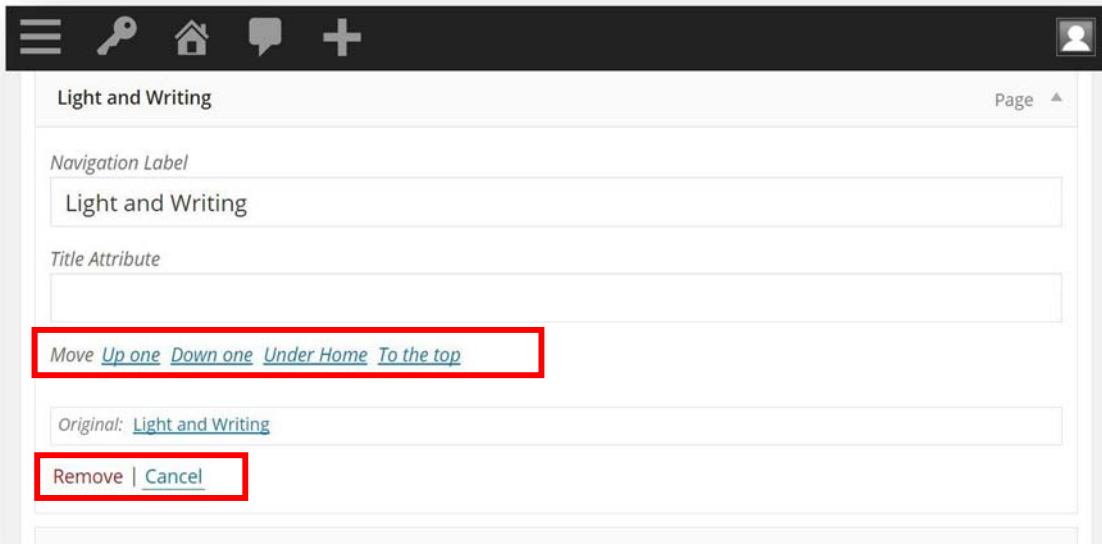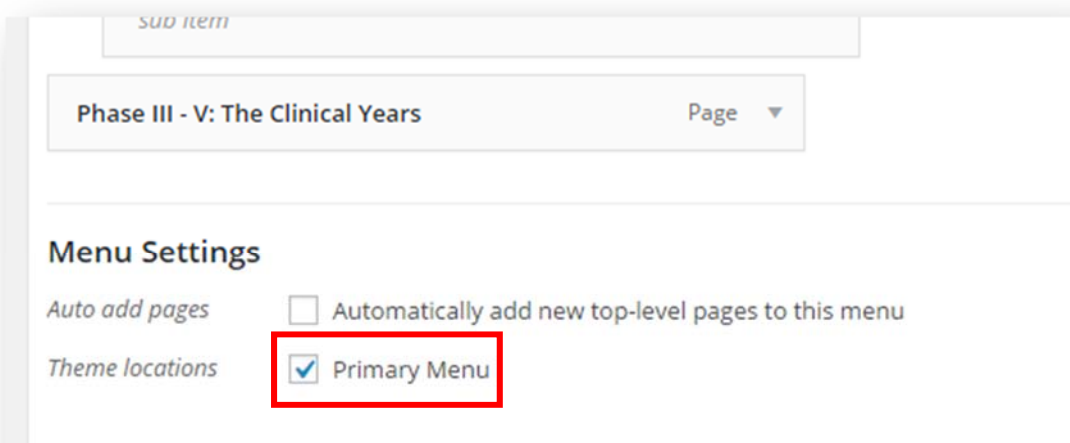

6. Once a Menu is created, it would look like the example below. Notice the indented subpages.
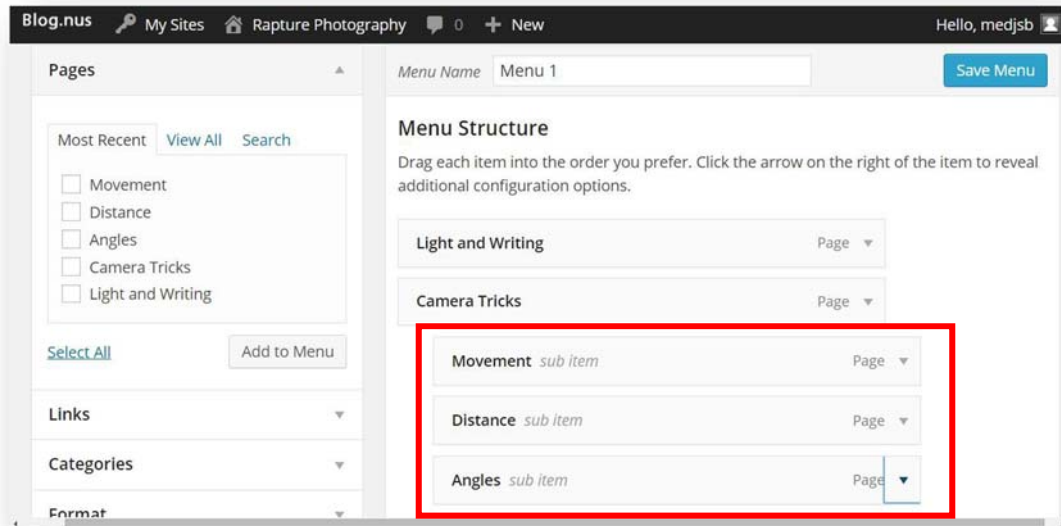
7. After every change, click the blue button **"Save Menu"**
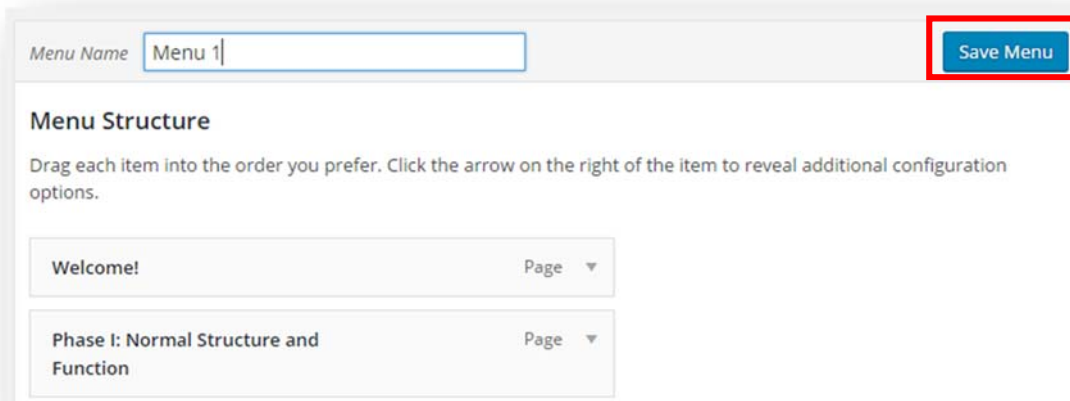
8. To **activate** your menu, go to the bottom of the **Menu Structure** box to **Menu Settings**, and tick **Primary Menu.**
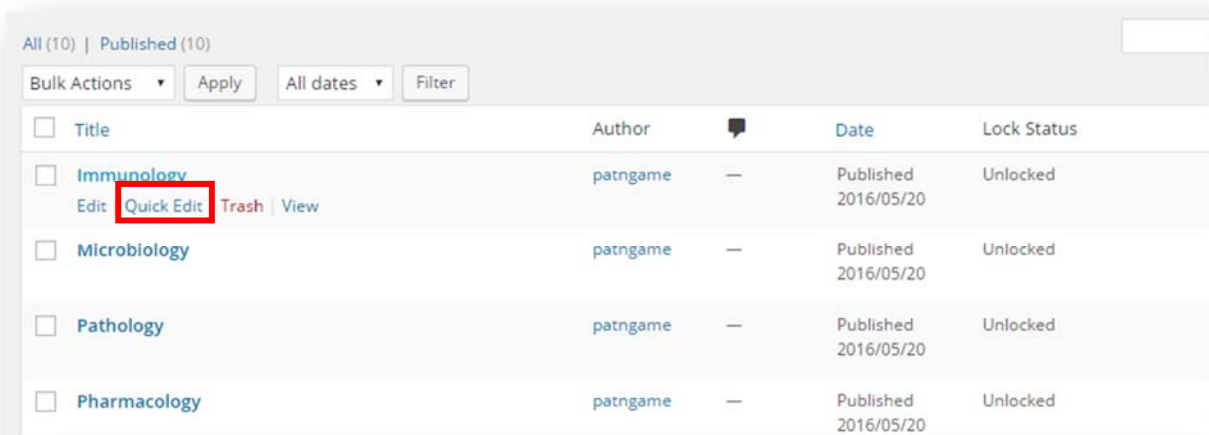
7. Allowing Comments

You may want to allow comments on selected pages.

Here's how:

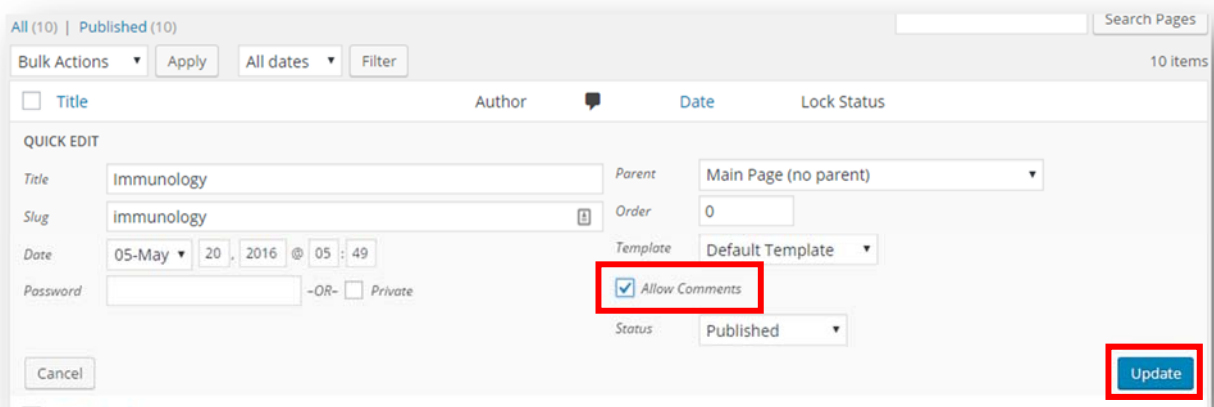Go to **Dashboard > Pages > All pages >** Hover over desired page. I have selected "Immunology" here.

Click on **"Quick Edit"**

A box will open up, allowing some quick edits.

On the right side, tick "**Allow Comments**" > Click on **"Update"**

8. Accessing Basic Viewing Stats

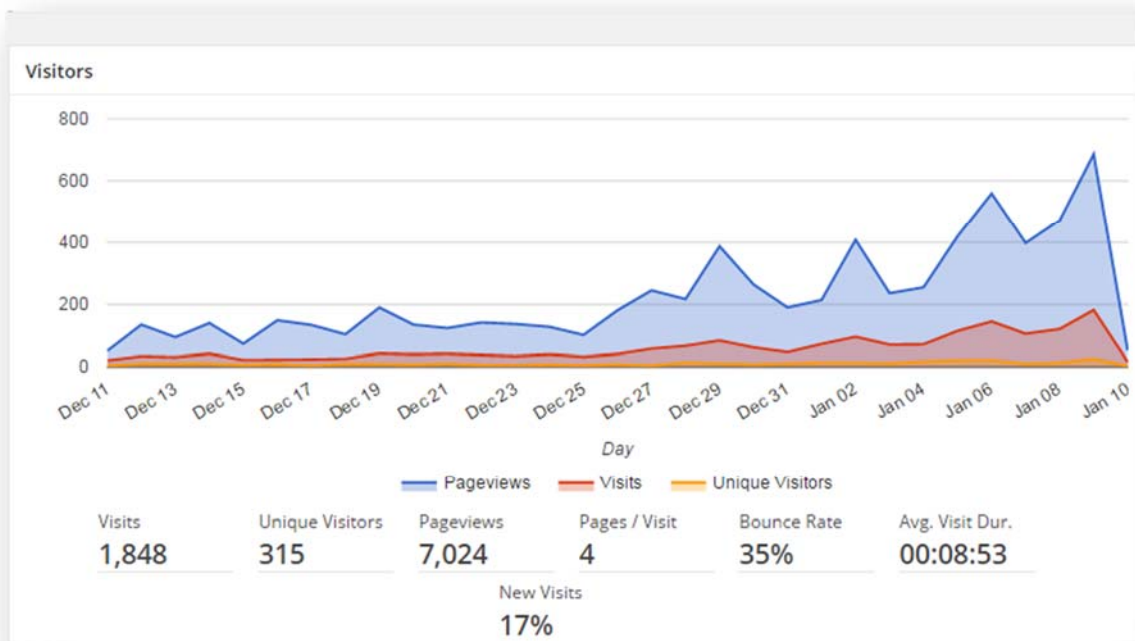Blog.nus comes with some built in basic analytics:

- No. of page views and unique views for the last month, 3 months and year.
- Referral sources

The details and definitions of each analytic is beyond the scope of this session.

To access them, go the **Dashboard >** Select **Statistics** near the top
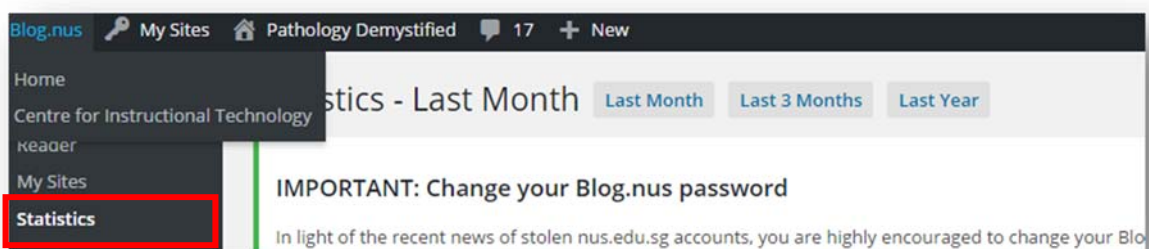
Here is a sample Statistics page, showing the different metrics for views.

9. References

This user guide is adapted from the user guide created by Janzen Bersalona (Dean's Office EduTech) and the user guide from the NUS Centre for Development of Teaching and Learning (CDTL) and Centre for Instructional Technology (CIT).

For more in-depth details you may check out these links:

NUS CIT – Blog.nus:	Blog.nus Guide:	NUS CDTL Workshop Webcast:	NUS CDTL Workshop Handout:
https://nus.edu/2ms USI1	https://nus.edu/2m8 rMes	http://bit.ly/2n2WN Qb	https://nus.edu/2ltrl hA