

Language

Use conversational language in posts and pages will provide clarity for parents and students.

All sites have the **Translator button** at the bottom of the page. Country flags appear when selected.

This will convert the entire site into that language.



Using Video or Audio

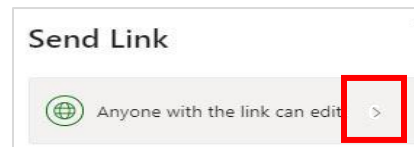
Some of you may wish to record yourself showing a lesson or reading a story. This is a great opportunity to use asynchronous ways to connect allowing also families to learn on their time schedule. It is important to upload your videos/audios to your ONEDRIVE (not the blog).

Once uploaded, hover over the name of file > select the **SHARE ARROW**



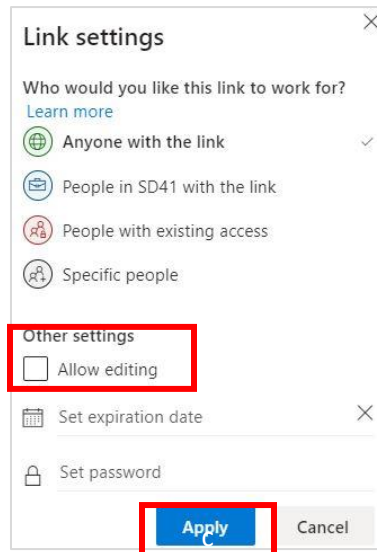
SEND LINK (choosing the VIEW link)

Click **right arrow**



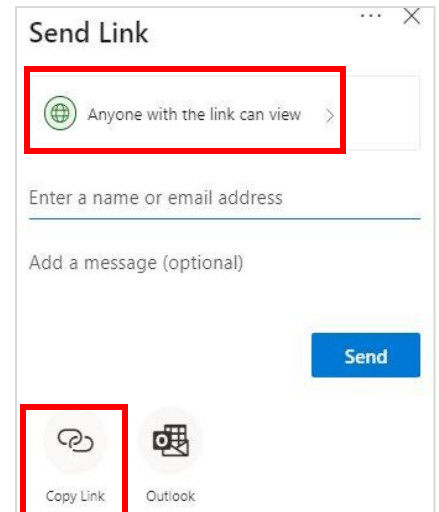
Link Settings: uncheck ALLOW EDITING

Click **APPLY**



SEND LINK > You should see **ANYONE WITH THE LINK CAN VIEW**

Click **COPY LINK**



***Use this link to paste in your blog post.**

IMAGES AID COMPREHENSION

Using images serves to support comprehension as well as break up text.

Uploading images that are **maximum 640 x 480 pixels** (web quality) will help your site's efficiency in loading. (*NOTE: Your community may not have the latest greatest technology.)

If you have saved an image on your desktop, hover over it and it should show you the Dimensions and Size. This example shows 1280 x 1013 pixels.

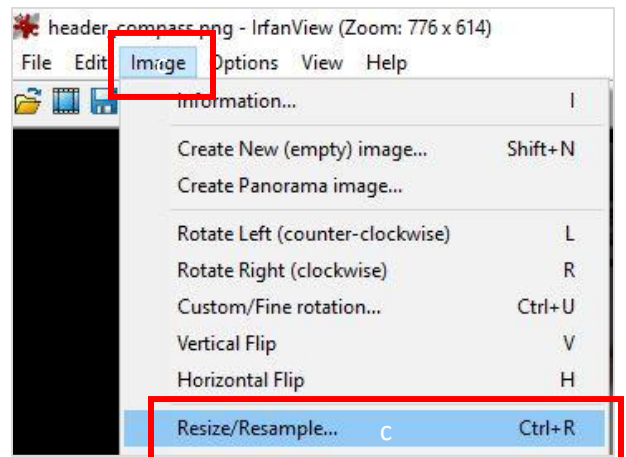


Changing Dimensions of Images

Our laptops usually launch using *IrfanView* as the image editor.

Double click the image to open the editor.

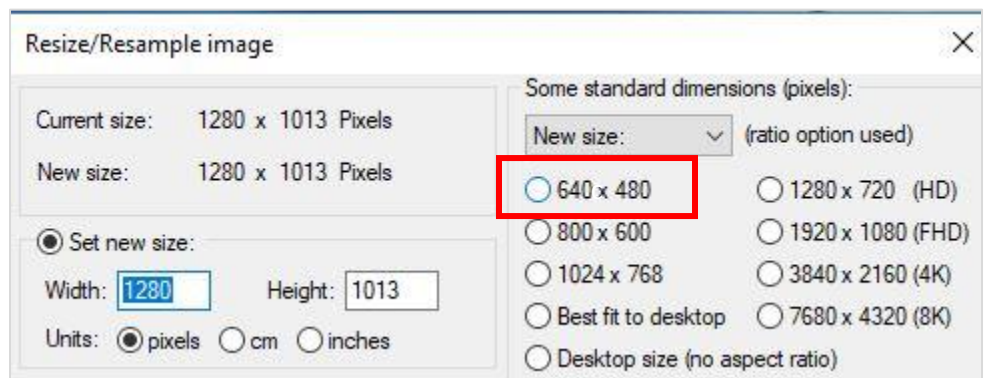
IMAGE > **RESIZE/RESAMPLE**



Select **640 x 480**

Click **OK**

Your image is now resized to the new size.



The image is now ready to upload to your classblog.

