COMMUNICATE WITH A BLOG

Launch Chrome browser

Click LOG IN on top toolbar or sidebar
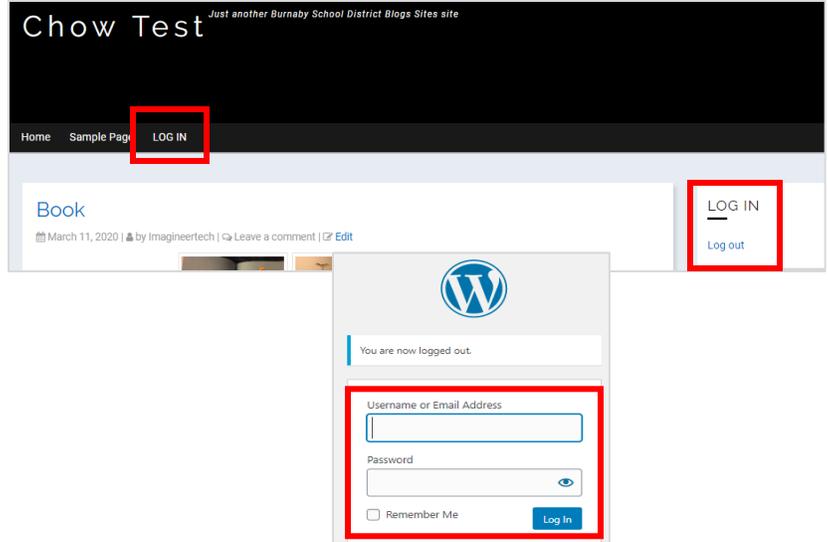
ID: lastnamefirstinitial

PW: provided to you in the email

Click **LOG IN**

ADD A POST (information to parents or community)

In the DASHBOARD (*your control center)

Click **POSTS** > **ADD NEW**

<u>OR</u> at the top toolbar > click **+ NEW > POST**
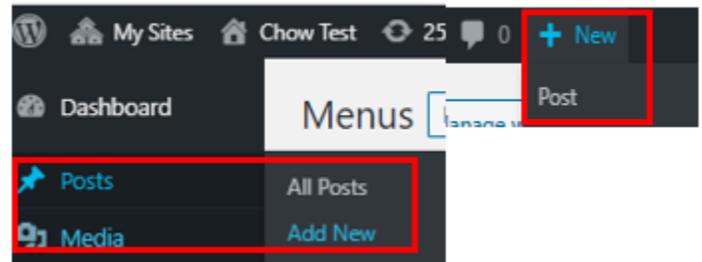
Add **TITLE**
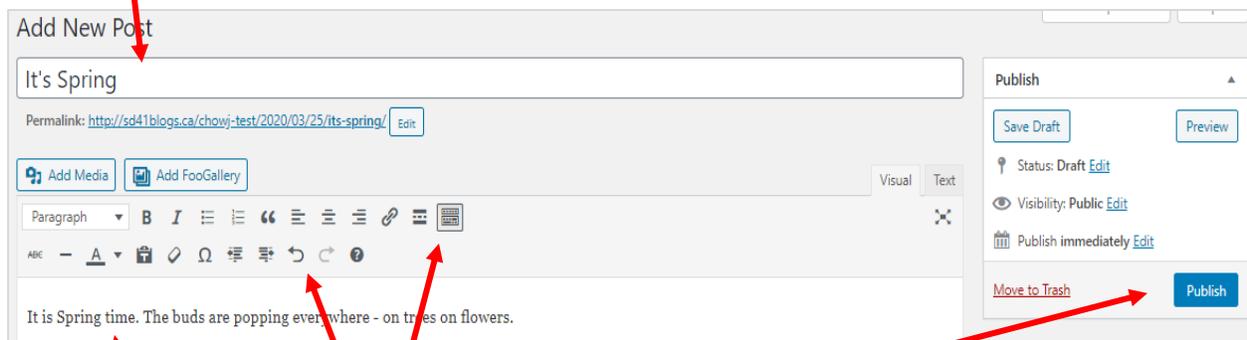
Add **content information**.   Click **PUBLISH**

If you do not see the second toolbar for the content box, click the last icon in the paragraph toolbar row. (This will offer more tools.)

(NOTE: If your subscribers list has been set up, **PUBLISH** will auto send notification to your parent email list.)

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Add Media (images…)?

Click **ADD MEDIA** button.

Select **UPLOAD FILES** tab.

Locate the media from wherever you saved it (usually on your computer).

Drag it to the empty area on the right or click **Select Files.**
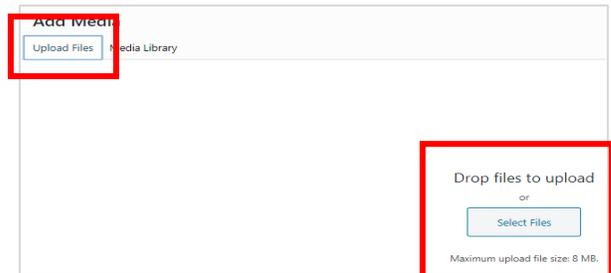
The image will be uploaded into the Media Library of the blog.

Click **INSERT INTO POST**
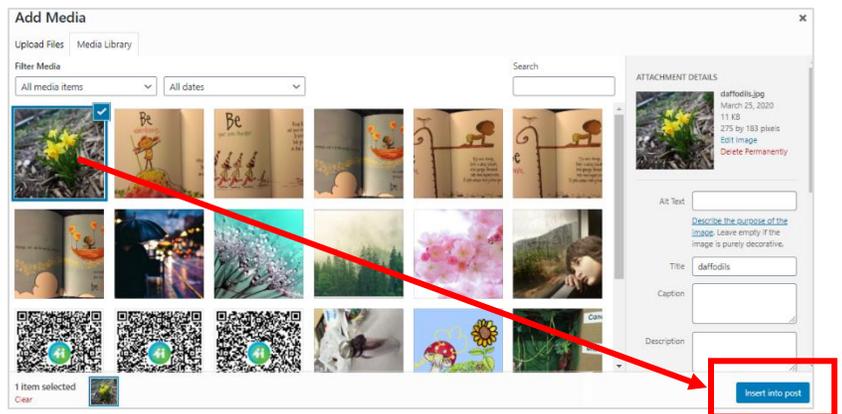
Add Links?

Highlight the words you want clickable.

Click **hyperlink icon**
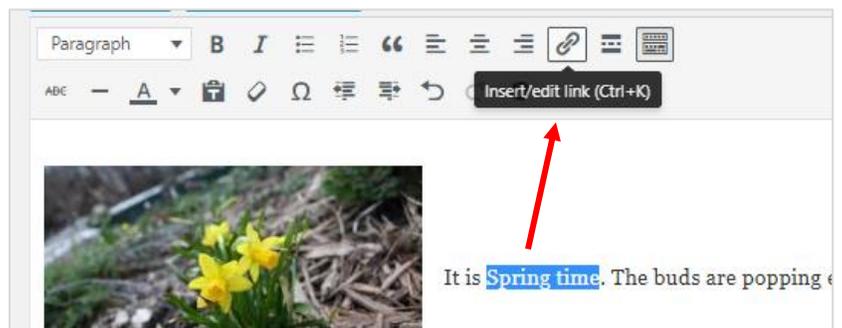
Paste or type in the link. (http://

Click **blue arrow** to save.

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