

## Tutorial for 21Classes.com

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This document includes the steps and suggestions for setting up a blogging site for the Intel® Teach Essentials Online Course or your own personal classroom. These instructions apply to the 21Classes\* blog site ([www.21classes.com](http://www.21classes.com)). Rather than just having unconnected individual blogging accounts like most sites, 21Classes provides a “blog portal”—a community of connected blog accounts. Every blog portal consists of two layers. The first layer is a class home page where users can log on, easily access the other blogs in the community (and *only* their community), and find out about classroom news and assignments. The second layer consists of the individual user blogs.

21Classes is specifically designed for education use. Teachers can have as little or as much control over how blog content is published and the amount of outside contact/accessibility as desired. 21Classes gives teachers complete control over security settings for their students’ accounts.

For other questions, visit the 21Classes FAQ at: [www.21classes.com/shop/support](http://www.21classes.com/shop/support)

## Registering for a Blog Portal

1. Go to: [www.21classes.com](http://www.21classes.com)
2. Click **Sign up for Free!**
3. Type your e-mail address.
4. Type a name for your blogging community. This name will become a part of the URL for your blog portal, such as essentials-smith or intelteach-oakschool. The URL for those examples would then be essentials-smith.21classes.com and intelteach-oakschool.21classes.com, respectively.

The diagram illustrates the registration process. It shows a form with the following fields and values:

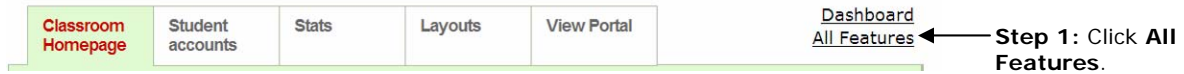
- E-Mail:
- Classroom name / Login:
- Password:
- Repeat Password:
- Your portal address: **http://essentials-smith.21classes.com**

An arrow points from the "Classroom name / Login" field to the "Your portal address" field, with the text: "The Classroom name/Login becomes a part of the URL."

5. Type your password and confirm it.
6. Note your portal address.
7. Enter the remaining information.
8. Click to place a checkmark that you agree to the terms of service.
9. Click **Proceed**.
10. Review your account details and then click **Set up my portal**. Do not click any links or close the window until you are redirected to your blog portal.

## Setting Up Your Portal Preferences

1. Click the **All Features** link on the right-hand side.



2. Scroll down and click **Blog directory**.
3. Click to place a checkmark at **Show blog list on portal**. This will allow easy access to member blogs from the home page of your blog portal.

### Display a list of student blogs

[Help](#)

A drop-down list of your students or their blogs may be displayed on your BlogPortal. In addition, those lists can be displayed on all blogs of your students.

#### Lists

Show member list on portal

Show blog list on portal

Show member list on weblogs

Show blog list on weblogs

[Save](#) [Cancel](#)

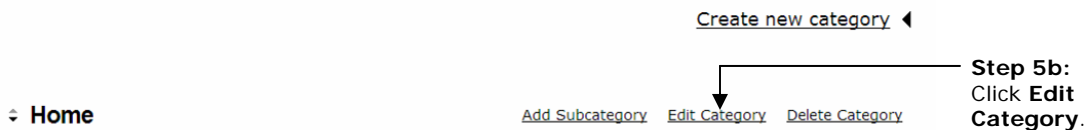
Step 3: Click to place a checkmark next to **Show blog list on portal**.

4. Click **Save**.
5. The default settings of a blog portal on 21Classes is to show the first few lines of up to 10 of the most recent blog entries on the home page of the portal. If you do not want "Recent Posts" to appear on your portal's home page, complete the following steps:
  - a. Point to **Classroom Homepage**, and then click **Categories**.
  - b. Next to the *Home* category, click **Edit Category**.

### Manage categories and subcategories

[Help](#)

Create categories or subcategories in order to classify entries.



- c. In the *Type settings* area, click the down-arrow and select **Displays entries**.
- d. Click **Save**.

## Create or edit category

Help

Name a category and define who is allowed to publish in it: just you, all students or selected authors.

### Category details

Name:

Link to this category as

e.g. home/moreInfo


### Type settings

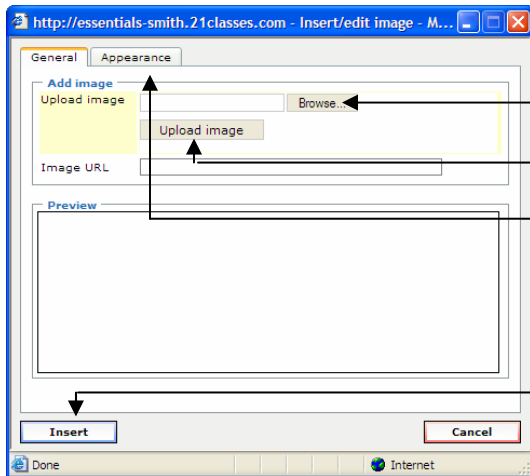
This category:   
Displays entries  
Displays an update list  
Is a message board  
Displays an HTML file

### Offer subscription

Step 5c:  
Select  
Displays  
entries.

## Editing Your Home Page Message

1. Point to **Classroom Homepage**, and then click **Welcome text/about**.
2. Replace the placeholder text with your own text.
3. To insert an image, click the **Insert/edit image** button. 
4. Click **Browse**, locate the image to upload, and then click **Open**.
5. Click **Upload image**.
6. Edit the size or appearance of the image, if needed, by editing the settings on the **Appearance** tab.
7. Click **Insert**.



- Step 4:** Click the **Browse** button to locate the image on your computer.
- Step 5:** Click **Upload image**.
- Step 6:** Click the **Appearance** tab to edit the size or appearance of the image.
- Step 7:** Click **Insert** to add the image to your current page.

8. Click **Save**.

## Creating Accounts

You can add users to your blog portal in three ways:

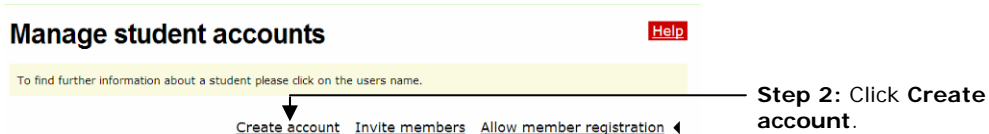
- Sign them up yourself
- Invite users through e-mail to create accounts
- Provide a link on your blog portal home page to allow users to sign up from there

For the Essentials Course, you may want to sign up users directly as well as allow users to sign up themselves in case you have any last minute additions to your class.

### *Adding User Accounts Directly*

The easiest way to create user accounts is to create the accounts directly for users. They can then edit their preferences and settings after the accounts are set up. In addition, you might want to create a personal blog for yourself even though you are the administrator of the portal. If so, create a personal account with a new logon name and password, and a different e-mail address for yourself. To create user accounts:

1. Point to **Student accounts**, and then click **Manage and add student accounts**.
2. Click **Create account**.



3. Enter the number of accounts you need to create using the drop-down box.  
**Note:** Do not choose a number higher than you actually need. You will receive an error message if any of the account fields are left blank.
4. If you want the account information sent by e-mail to the users, select the **Send login data by E-Mail** checkbox. If your users are students, you may not want an e-mail to be sent.

5. Complete the **Username**, **Password**, and **E-mail** fields for each user, using a standardized method, such as first initial last name or first name with last name initial for both username and password (examples: jsmith or johns).

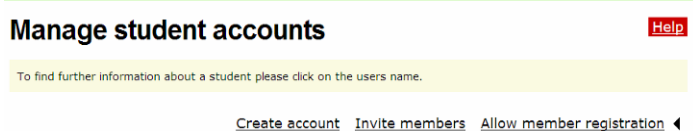
**Note:** The **E-mail** field is optional if you do not select the **Send login data by E-Mail** checkbox.

6. Click **Save**.

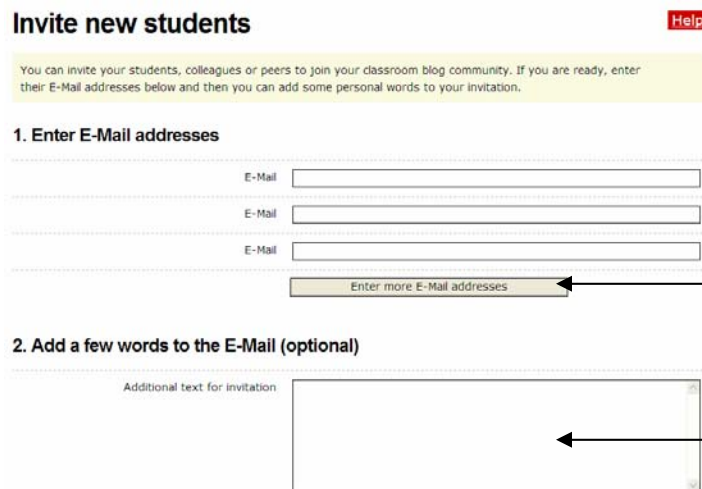
### ***Inviting Users to Sign Up for an Account***

You can invite users through an automated e-mail system to sign up for an account. To invite users to sign up for an account:

1. Point to **Student accounts**, and then click **Manage and add student accounts**.
2. Click **Invite members**.



3. Click the **Enter more E-Mail addresses** button as many times as needed.
4. Add a message in the **Additional text for invitation** box to let the recipients know who you are and why are sending them an invitation.



**Step 3:** Click **Enter more E-Mail addresses** as many times as necessary to show additional entry boxes.

**Step 4:** Add a message to your invitation.

5. Preview the blog invitation and then click **Send**.

## Allowing Member Registration from Your Blog Portal Home Page

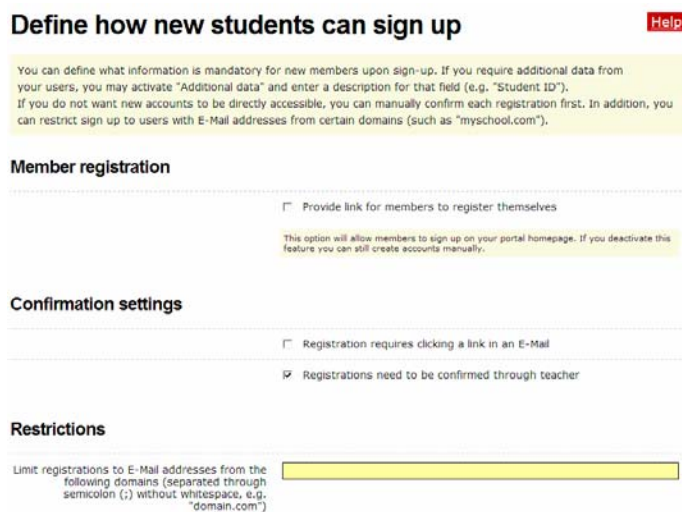
You can allow users to go directly to your blog portal and create an account directly. To allow members to register from your blog portal home page:

1. Point to **Student accounts**, and then click **Manage and add student accounts**.
2. Click **Allow member registration**.



3. Click the **Provide link for members to register themselves** checkbox.
4. Under the confirmation settings, click the desired settings:

- Select **Registration requires clicking a link in an E-Mail** to eliminate malicious users from trying to access your blog portal. However, if you are in a training and trying to sign up users quickly, this will slow down the process, especially if users do not have access to their e-mail accounts.
- Select **Registrations need to be confirmed through teacher** to require your approval of all new users who request membership. Again, if you are in a training and trying to sign up users quickly, this will slow down the process, but it provides you with the most control if you allow users to sign up directly from the blog portal home page.

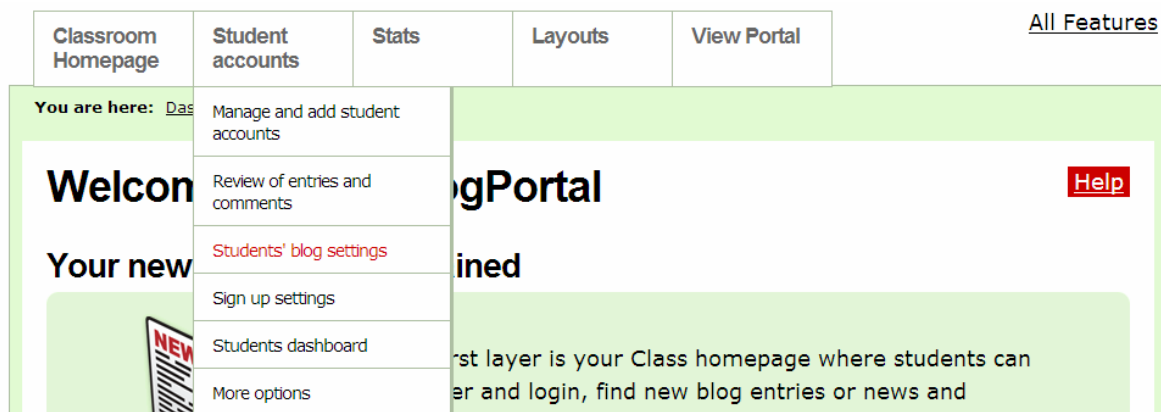


- Another way to retain control, which does not add extra confirmation steps, is to limit registration to users who have e-mail addresses from specific domains. This restriction should only be used if all users have e-mail addresses from the same domain (example, oakschool.k12.ca.us or oakschoolacademy.edu) or just a few domains.
5. In the **Mandatory fields** section, click the desired checkboxes to select the fields that you want potential users to fill out so that you can either approve them or know who has signed up. You can choose among the following fields: First name, Last name, Address, City, State, Zip, Country, and Additional data.
  6. Click **Save**.



## Setting Up Your User Account Settings for an Essentials Course

1. Point to **Student accounts**, and then click **Students' blog settings**.



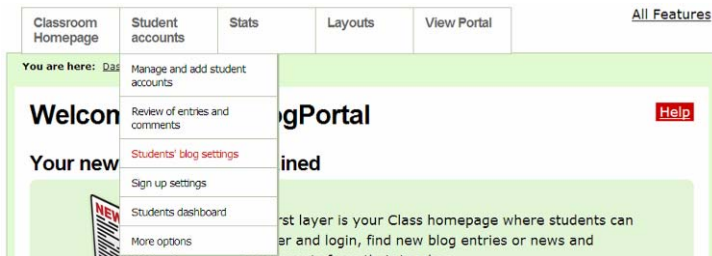
2. For the Essentials Course, you will probably want to keep the default settings in the **Student interaction** section, but you may want to consider adding additional control for a classroom blog portal. The defaults are:
  - **Unchecked:** New entries need to be reviewed by teacher before they are published
  - **Unchecked:** New comments in all blogs need to be approved by teacher
  - **Checked:** E-Mail functionality enabled
3. For the Essentials Course, keep the default settings in the **Default blog settings for new blogs** section.
4. Keep the default settings in the **Default blog settings for new blogs** section.
5. In the **Entry Visibility** section, select either **All Internet Users** to allow anyone who goes to your blog portal to view the blogs (however, your users can also choose to keep blog entries private or only for blog portal members) or select the option to allow **members only** to view the blogs.
6. In the **Comments** section, select either **All Internet Users** to allow anyone who goes to your blog portal to comment on the blogs (however, your users can also choose to keep their blog entries private or only for blog portal members) or select the option to allow **members only** to comment on the blogs.
7. Click to place a checkmark at the **Members may override visibility and comment settings for their entries** setting to provide Participant Teachers full control over their visibility settings.
8. Click **Save**.
9. If you would like to include a welcome message that your Participant Teachers will see when they log on to their blogs, edit the default message as follows:
  - a. Point to **Student accounts**, and click **Students dashboard**.
  - b. Enter your own text or the following suggested text:

You are now logged on to your dashboard where you can manage your blog. You will use this blog site as a journal where you can reflect on the activities, skills, and approaches addressed in each module of the course. Feel free to look around and see all the features of your blog account.
  - c. Click **Save**.

## Setting Up User Account Settings for a K–12 Classroom

Review the following instructions and make changes to the default settings according to your school or district's Acceptable Use Policies (AUPs) and your students' needs. Decide which options you will require in the categories of **Student interaction**, **Define available features**, **Default blog settings**, **Entry Visibility**, **Comments**, and **User content rights**. Carefully consider whether you want student blogs visible to anyone on the Internet or only to one's own blogging community. Similarly, consider whether comments will be allowed for anyone who accesses the site or only for your blogging community. Suggested settings are listed in the following steps.

1. Point to **Student accounts**, and then click **Students' blog settings**.



2. Depending on the age of your students, the level of trust established in your classroom, and your students' understanding of appropriate use, make your selections in the *Student interaction* section. For the highest level of control, make the following selections:
  - **Check:** New entries need to be reviewed by teacher before they are published
  - **Check:** New comments in all blogs need to be approved by teacher
  - **Uncheck:** E-Mail functionality enabled
3. Review the settings in the *Define available features* section. You may want to place a checkmark next to **Activity report for all members** to have a report sent to you that shows student activity.
4. You will probably want to keep the default settings in the **Default blog settings for new blogs** section, depending on the age of your students, purpose of the blog, etc.
5. In the **Entry Visibility** section, select the option to allow **members only** to view the blogs.
6. In the **Comments** section, select the option to allow **members only** to comment on the blogs.
7. Decide whether you want your students to keep their entries public or private. If you do not want them to have that option, make sure the **Members may override visibility and comment settings for their entries** option is unchecked.
8. Click **Save**.
9. Point to **Student accounts**, and then click **Students dashboard**.
10. Edit the welcome message that students will see when they log on to their blogs. This is where you should include any specific instructions that they should follow or expectations they should meet.
11. Click **Save**.