

## Create a Group Blog

### Where do I set up my Group Blog?

When you initially set up your Group you are taken through 5 steps. One of these steps is setting up a Blog for your Group. You may or may not have set this up. If you didn't you will not see a link to the Blog when you enter your Group.

1. Click "Groups"

The screenshot shows the 'myblog.arts' Groups Directory. The top navigation bar includes 'Home', 'Help', 'Blogs', 'Members', 'Groups', and 'Forums'. A red arrow points to the 'Groups' tab. Below the navigation bar, there is a search bar for groups and a user profile for 'Vija Skangale'. The main content area displays a list of groups, including 'Language Centre', 'MA Character Animation 2016 – 2018', and 'MA Character Animation at Central St Martins'. A sidebar on the right contains advertisements for 'workflow' and 'Skillshare'.

2. Click "My Groups"

3. Click "Manage"

The screenshot shows the 'My Groups' page. The top navigation bar is the same as in the previous screenshot. A red arrow points to the 'My Groups' tab, which has a notification badge with the number '1'. Below the navigation bar, there is a search bar and a dropdown menu for 'Order By: Last Active'. The main content area displays a list of groups, including 'Digital Learning Support'. A red arrow points to the 'Manage' button in the bottom navigation bar.

4. Click "Group Blog"



Details Settings Photo Members **Group Blog** Forum External Blogs Delete

### Group Blog

5. Click "Enable group blog"

Enable group blog

Choose either one of your existing blogs or create a new one all together with the details displayed below. Take care as you can only choose once. Later you may still disable or enable the blog, but your choice is set.

Use one of your own available blogs:

Or, create a new blog

Blog Title:

Blog Address:

6. Choose your group to be public/private or hidden

### Group Blog Privacy Options

### Group Blog Member Options

Enable blog posting to allow adding of group members to the blog with the roles set below. When disabled, all members will temporarily be set to subscribers, disabling posting.

Enable member blog posting

7. Define group members' role

#### Default Administrator Role:

Administrator  Editor  Author  Contributor  Subscriber

#### Default Moderator Role:

Administrator  Editor  Author  Contributor  Subscriber

#### Default Member Role:

Administrator  Editor  Author  Contributor  Subscriber

#### A bit about WordPress member roles:

- Administrator - Somebody who has access to all the administration features.
- Editor - Somebody who can publish posts, manage posts as well as manage other people's posts, etc.
- Author - Somebody who can publish and manage their own posts.
- Contributor - Somebody who can write and manage their posts but not publish posts.
- Subscriber - Somebody who can read comments/comment/receive news letters, etc.

8. Click "Save Changes"

## Further Support

Additional support is on hand should you require help. Contact the Technology Enhanced Learning team at [elearning-support@arts.ac.uk](mailto:elearning-support@arts.ac.uk)



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