

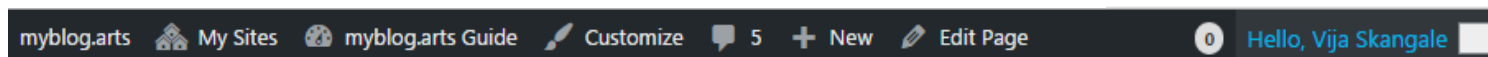
## The Admin Bar

---

### What is the Admin Bar?

The Admin bar allows you to navigate quickly and directly. Some sections have subsections but with the Admin bar you will be able to access the subsection directly from here too.

This is the main area where you will be able to access your Blogs, Groups, Posts, and Settings etc.



There are 9 main sections on the Admin Bar and they are as follows:

#### 1. myblog

Takes you to the main myblog page. On this page you will be able to:

- Search for other members who have signed up for the myblog or search by Groups, Forums or Blogs.
- Hot topics is a peek into what people on myblog are talking about at the moment. The bigger the text, the greater the number of posts with this tag. Clicking on any of the words will allow you to see the most recent posts under each tag or category.
- Featured: an interesting recent post by a myblog user will appear here.
- Recent blogs that have been created within myblog. This is updated as new blog posts are created.

#### 2. My Sites

Shows any blogs that you have created or are a member of (group blogs for example). If you have set the blog up yourself you will have access to all the functions for that blog. If you are part of a group blog the person who initially set up the blog will either allow you or not allow you to have access to the functions for that group blog.

Controls your blog site. Each blog has its own dashboard. Here you will be able to keep track of everything that is going on within your blog. You will be able to see all Posts, Media, Links, Pages and Comments and you will be able to update the Appearance, Users, Tools and Settings. The best thing to do is experiment with the dashboard to see what everything does. You can also access New Post, Manage Posts and Manage Comments either through the Dashboard or jump straight to them using the links from the Blog drop down menu.

#### 3. Current Site

This is the site you are currently viewing or editing.

## 4. Customize

Customize your theme, change colours, change header image, change background image, etc.

## 5. + New

A quick way to add various attributes to your site.

## 6. Messages

Lists any personal messages sent to you from the admin team or other bloggers. View any new notifications that have been sent to you from other members within the myblog.

## 7. Edit Page

You can easily start editing page.

## 8. Hello, your username

My Sites lists all blogs that contains sub sections that allow you to update your Profile and Settings, view your Blogs, Activity, Messages and Groups and Log Out. Here is an overview of each section:

**Activity** – View your personal, group or favourites activity.

**Profile** – The Profile section allows you to update the Edit Profile and Change Avatar. The Public area is the section that everyone will be able to see. It will hold information about you that is updated through the Edit Profile and Change Avatar section. Within the Edit Profile you will be able to update your Name, College, Area of Study and About Me sections. The Change Avatar section allows you to change the image that will show whenever you create a post in your blog, contribute to the forum or post a message on somebody else's blog.

**Sites** – The Sites section lists the blogs that you have created or that you are a member of. You will be able to order the blogs by last active, alphabetically and newest first. You can visit the blog by selecting the Visit Blog button or clicking on the blog title.

**Messages** – The Messages Menu allows you to view your Inbox and Sent Messages and also allows you to send a message to other Bloggers at myblog. If another Blogger sends you a message this will appear in your Inbox and also in your University email account Inbox.

**Groups** – The Groups section shows you a list of groups that you have subscribed to and a list of any groups you have been invited to join. You can order your groups by last active, alphabetically and newest first. You can also remove yourself from a group by selecting the Leave Group button.

**Settings** – The Settings section allows you to change your email address and password, set up your notifications and delete your account. Within the Notifications you will be able to set up when you will receive email notifications to your University email account.

**Log Out** – Logging out will take you back to the myblog page.

**Forums** – The Forums section takes you directly to any forums you have set up and allows you to manage them.

## 9. Search

Allows you to search the myblog site.

## Further Support

Additional support is on hand should you require help. Contact the Digital Learning Support team at [dlsupport@arts.ac.uk](mailto:dlsupport@arts.ac.uk)



*This work by Technology Enhanced Learning, University of the Arts London is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License*