

Step 2: Set up pages

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Welcome to the second step in our free professional learning series on **class and student blogging!**

The tasks can be completed at your own pace and in any order!

The aim of this step is to:

1. Help you understand how pages are used on class blog
2. Help you set up an About page, Guidelines page and Contact page on your class blog.

Click on a link below to go to the section of this activity you want to work on:

1. [Introduction to pages](#)
2. [Why you need an About page](#)
3. [Examples of 'About' pages on Class Blogs](#)
4. [Create your About page](#)
 - [Introduction to the Visual Editor](#)
5. [Why have blogging rules and guidelines](#)
6. [Examples of 'Blogging Guidelines' on Class blogs](#)
7. [Create your Blogging Guidelines page](#)
8. [Making contact easy using a Contact page](#)
9. [Examples of 'Contact' pages on Class Blogs](#)
 - [Creating a contact page using the Contact Form plugin](#)
 - [Creating a contact page using the Formidable Pro plugin](#)
10. [Other types of pages used on Class blogs](#)
11. [Setting up the links to your pages](#)
12. [Commonly asked questions about pages](#)
 - [How do you disable comments on pages](#)
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Introduction to pages

Pages on blogs are normally used for information that you want to share with your readers but don't expect to update frequently.

The main things to remember are:

1. Pages are best suited for information you rarely update such as your About, Contact and Blogging Guidelines pages.
2. Situations where you want students to discuss a question or topic are better suited to publish as a post and not a page.
3. Assignment and homework information is normally best published as posts and not on a page.
4. Too many pages can make information harder to manage and find.

If you look closely at a page you will see it is normally made up of:

1. Page Title – tells the reader what the page is about.
2. Your page content – this is information you want to share on this page
3. Comments – most Edublogs themes support comments at the bottom of the page. This allows your readers to add a comment to your page. There are situations where you don't want comments on pages. Here is [how to disable comments on pages](#).



Watch the following video to learn more about the difference between pages and posts.

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WHY YOU NEED AN ABOUT PAGE

You never know how someone might find your blog – google search, twitter, facebook, or a link from somewhere else.

One of the first things a new visitor looks for is your 'About' page.

The reasons for having an About page on a Class blog include:

1. To provide information for your students, parents and families about the purpose of your class blog and how to use it.
2. To help your class connect with other classes in other locations and countries.

Below's the type of information you might include on your About page:

For students and parents

- What is a blog
- Reasons why you use a class blog
- About the teacher(s)
- How to connect with the blog such as subscribe to blog, comment on posts, guidelines for writing appropriate comments
- Teacher(s) contact details

To connect with other classes

- Country, state and town your class is located
- Grade level, subject and age of students
- The types of connections your class is interested in such as becoming blogging buddies, engaging in global projects
- Type and size of school
- Class or teacher contact details

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Examples of About pages on Class blogs

Check out the following examples to see how About pages are used on Class blogs:

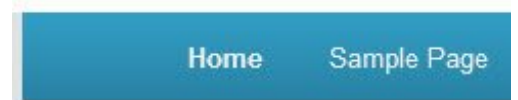
1. [Patterson's Pack](#) (Grade 1)
2. [The Bird's Nest](#) (Kindergarten/Grade 1)
3. [Mrs Hamman's Class Blog](#) (Grade 3)
4. [Mr Salsich's Class](#) (Grade 3)
5. [Mr Baldock's Class](#) (Grade 3)
6. [4KM And 4KJ @ Leopold Primary School](#) (Grade 4)
7. [The Avery Bunch](#) (Grade 6)
8. [Huzzah](#) (Grade 6/7)
9. [Mr Miller's Classroom](#) (Grade 7 History)

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CREATE YOUR ABOUT PAGE

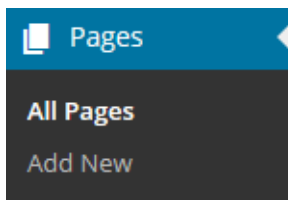
All newly created blogs come with a '**Sample page**' created.

All you need to do is edit the 'Sample page' to change it into your About page

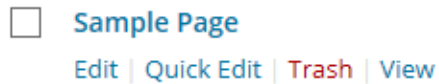


Here's how you create your About page:

1. Go to **Pages > All Pages**.

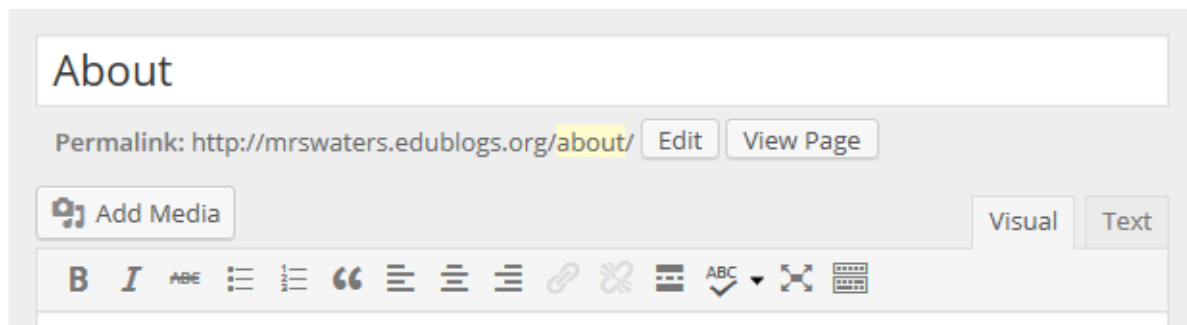


2. Hover your mouse over the Sample Page title to bring up the action menus.
3. Now click on **Edit**.

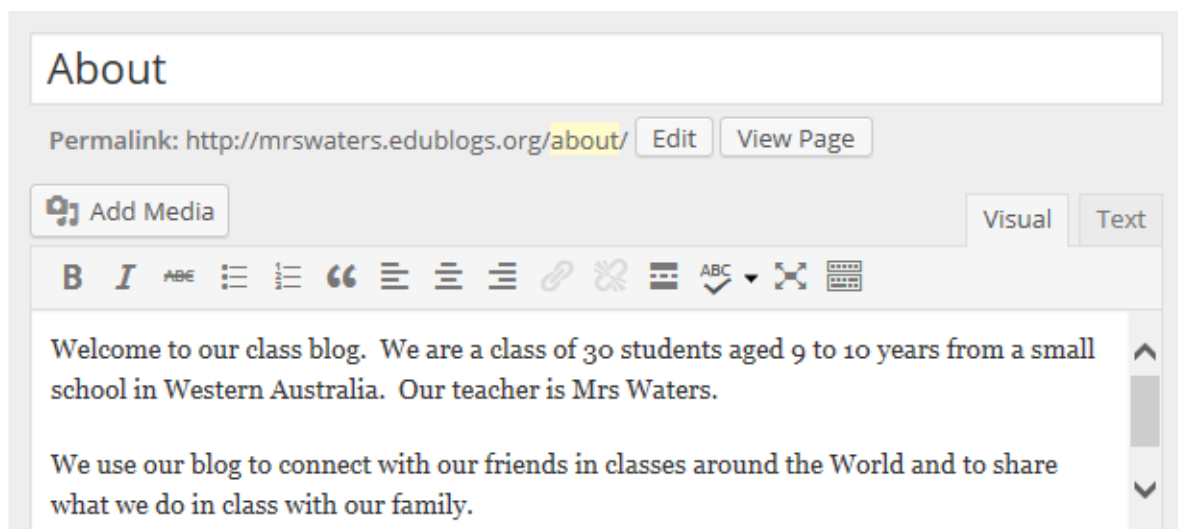


4. Change the title of your page from Sample Page to About page.
5. Edit the permalink to change it to about.

It should now look like this!



6. Now just add your about information and when finished click **Update**.



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OVERVIEW OF YOUR VISUAL EDITOR

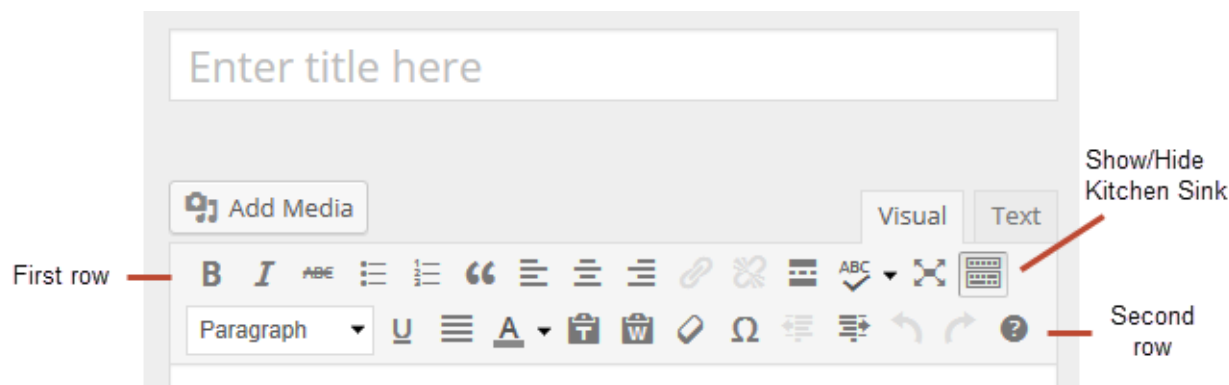
The area where you write your pages and posts is by default in Visual Editing mode which uses WYSIWYG (What You See Is What You Get) option for formatting.

It works similar to any Word processing software.

Simply write your post, highlight any text you want to format, and then click the appropriate button in the toolbar to add formatting such as bold, italics, or a numbered list.

The **Show/Hide Kitchen Sink** button is used to view the advanced formatting options in the second row including heading styles, underlining, font color, custom characters, undo, redo.

You switch between Visual Editing mode and HTML editing mode by clicking on the Visual or Text tab.



Below is a quick video tutorial on the visual editor:

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WHY HAVE BLOGGING RULES AND GUIDELINES

An important part of using an online tool with students is educating them on appropriate online behavior. Just because your students grew up with technology doesn't mean they appreciate or understand what is/isn't appropriate to post online.

Your class blog provides an excellent opportunity to educate students, parents and other readers on proper online behavior such as:

1. Types of identifying information that is appropriate in posts and/or comments such as 'What are your rules about use of last names, IM, images and personal information?'
2. What should/shouldn't you write in posts and/or comments?

Some guidelines may be specific to your school and your school policies. So be sure to check your school's policies and make sure they are included – especially when it comes to using student names and photos on a public blog.

Creating your blogging rules and guidelines is something you can do yourself or as a whole of class activity. Getting students to be part of a collaborative discussion on guidelines gives students more ownership of the guidelines and a better understanding of what is required.

If you want to include Online Safety activities as part of the process then, Larry Ferlazzo's [The Best Sites For Learning Online Safety](#) post is a good starting place to identify suitable resources.

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Examples of Blogging Guidelines

Check out the blogging and comments guidelines on the following class blogs for ideas.

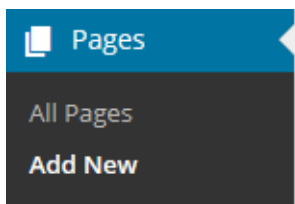
1. Mr. Salsich's [Class Blog Guidelines](#) (Grade 3)
2. Mrs Hammon's Class Blog [Commenting Guidelines](#) (Grade 3)
3. Mr Baldock's Class Blog [Blog Guidelines](#) (Grade 3)
4. 4KM And 4KJ @ Leopold Primary School's [Blogging Guidelines](#) (Grade 4)
5. Grade 4/5 at Napoleons Primary School blog's [Guidelines](#) (Grade 4/5)
6. Huzzah's [Commenting Guidelines](#) (Grade 5/6)
7. 6G and 5/6Cs Blog's [Guidelines](#) (Grade 5/6)
8. The Avery Bunch [Blog Guidelines](#) (Grade 6)
9. Brilliant Muskie Blog's [Blogging Guidelines](#) (Grade 8)

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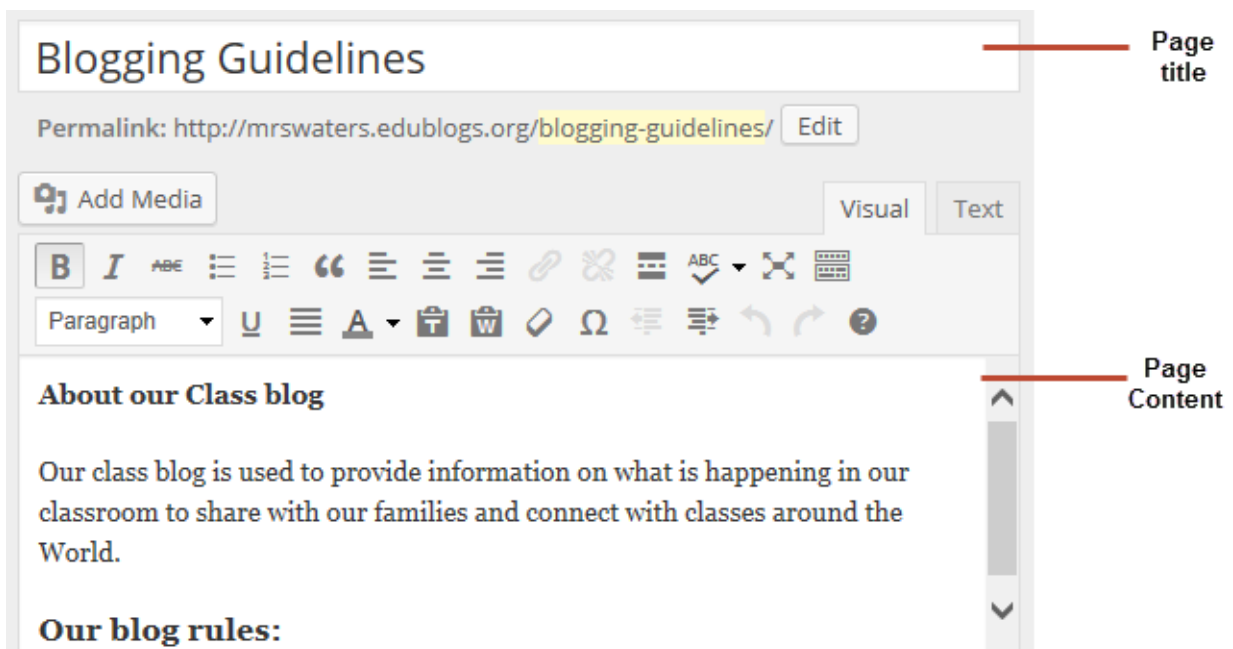
CREATE YOUR BLOGGING GUIDELINES PAGE

Once you've decided what you want to include in your rules and guidelines it is now just a case of publishing them on your blog as follows:

1. Go to **Pages > Add New**.



2. Now just give your page a title, add your content and click **Publish**.



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MAKING CONTACT EASY

Those that visit your blog might also have a need to contact you. This makes it easier for parents to contact you and for other classes to connect with you.

Many teachers choose to create an entirely separate “Contact” page to go with the “About” page.

Here are some tips to consider:

- It’s best not to put your email address on your blog. A contact form (using a contact or form plugin) is better as it protects you email address from spammers.
- If you do want to provide your email, use text and something like **support (at) edublogs (dot) org** or an image of your email address to make it hard for spammers to pull your email address. Here’s an [email icon generator](#) you can use.
- Home phone numbers are probably not something you want to share as well – but perhaps a classroom phone number is.

Other things to share might include facebook, twitter, or other social media profile information. Some of these are also shared by adding widgets to your class blog. We’ll show you how this is done later in this series.

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HERE’S CLASS BLOG CONTACT PAGES FOR IDEAS:

1. Using Contact Form plugin – Mr Salsich’s [Contact page](#), The Avery Bunch [Contact page](#).
2. Using the Formidable Pro plugin – Larry Ferlazzo’s Website of the Day [Contact page](#).

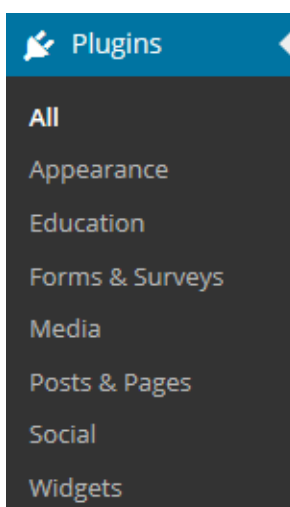
CREATE YOUR CONTACT PAGE

Once you’ve decided what you want to include on your contact page, and if you want to use a contact form, it is just a case creating a contact page.

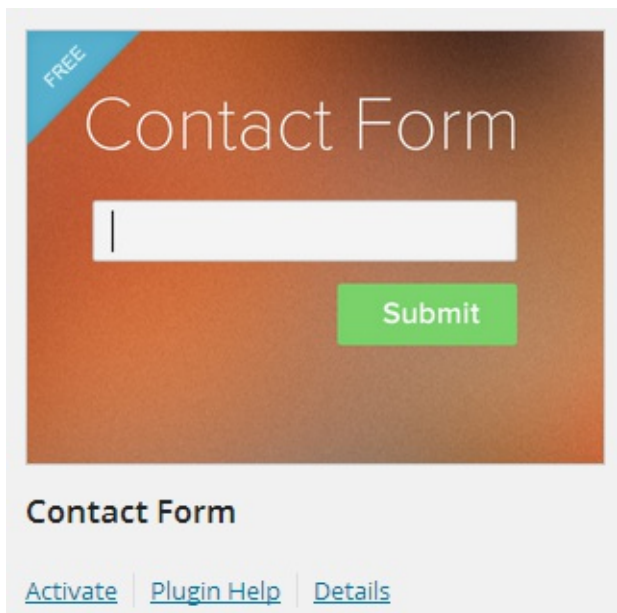
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Here’s how to create a contact page using the Contact form plugin:

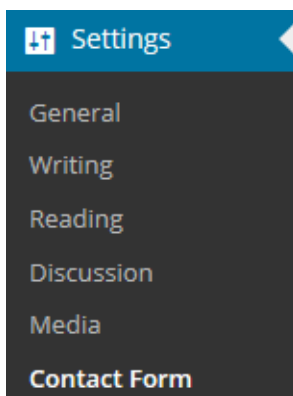
1. Go to **Plugins > All**



2. Activate the **Contact Form** plugin.



3. Go To **Settings > Contact Form**.



4. Add your email address and click **Update Options**.

Contact Form Options

E-mail Address:

This address is where the email will be sent to. Multiple recipients can be separated by a comma.

Legend:

This is a legend for your contact form. If you do not wish to have a legend, just leave it blank.

Subject Line:

If you would like a list box to select an option from on the form, input your information delimited by a pipe (|). Example: (Website | Plugin | Help)

Check this box to allow users to include a Subject line. It will be concatenated to the subject line. This will be the subject of the email.

Challenge Question

What is your challenge question?

This is a question asked to the contact form user to see if they are human.

Correct response:

This is the exact response to the challenge question.

Check this box if you don't care if the user types the response with the correct case sensitivity.

Messages

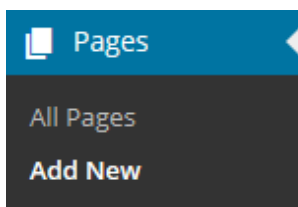
Success Message:

When the form is successfully submitted, this is the message the user will see.

Error Message:

If the user skips a required field, this is the message he will see.

5. Go to **Pages > Add New**.



6. Now just give your page a title, add your content, the contact form code and click **Publish**.

Contact me

Permalink: <http://mrswaters.edublogs.org/contact-me/> [Edit](#) [View Page](#)

[Add Media](#) Visual Text

B *I* **ABC**

If you'd like to contact me, you can do so through one of two ways:

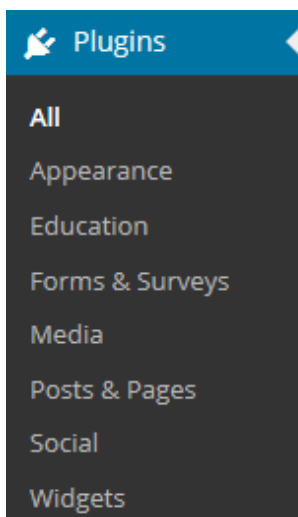
1. You can leave a comment on one of my blog posts.
2. You can send me an email through using this contact form:

%%wpcontactform%%

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Here's how to create a contact page using the **Formidable Pro** plugin:

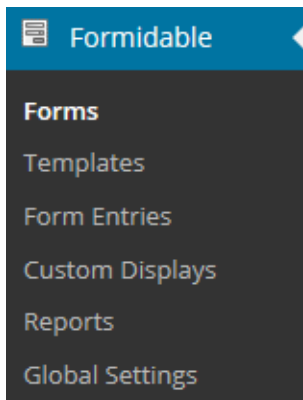
1. Go to **Plugins > All**



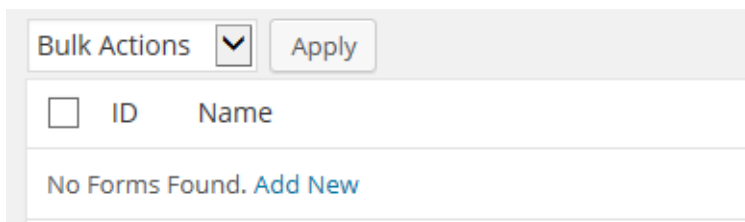
2. Activate the **Formidable Pro** plugin.

A screenshot of the Formidable Forms plugin card in the WordPress dashboard. The card features a blurred background image with the text 'Formidable Forms' in white. A white hand cursor icon is positioned over the text. In the top-left corner, a blue banner says 'FREE'. Below the image, the text 'Formidable Forms' is displayed in a bold, dark font. At the bottom, there are three links: 'Activate', 'Plugin Help', and 'Details', each in a blue, underlined font.

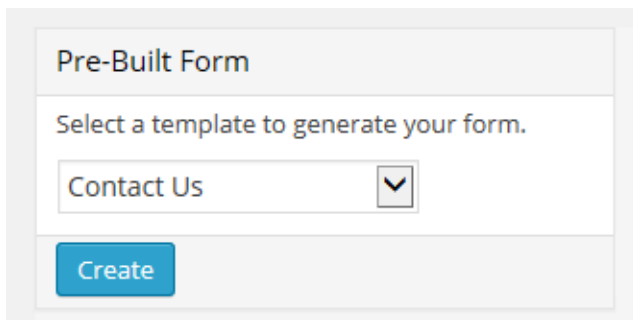
3. Go to **Formidable > Forms**.



4. Click on **Add New**



5. Select Contact Us and then **Create**.

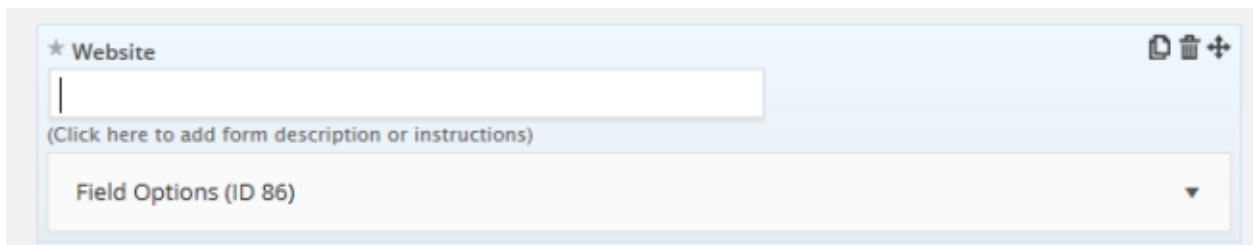


6. Hover your mouse over the Captcha field, now click **Trash** to delete it.

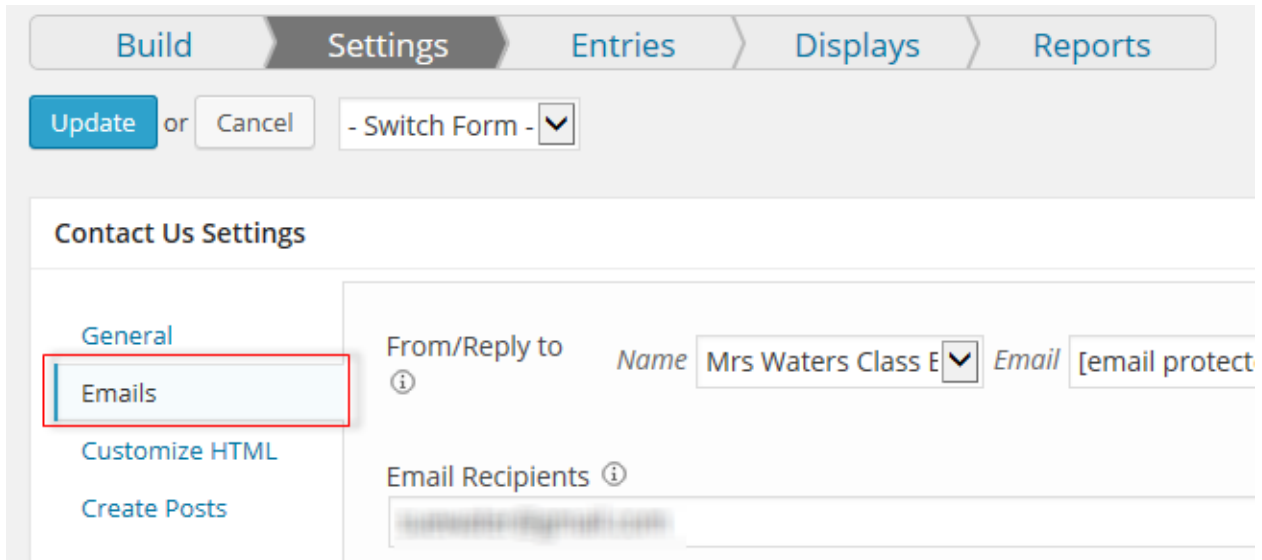


7. Now just edit the contact form to customize it to your needs.

- The * next to a field means this is required information to submit the form.
- Clicking on the * changes it to not required
- Clicking on the Title allows you to edit the name.

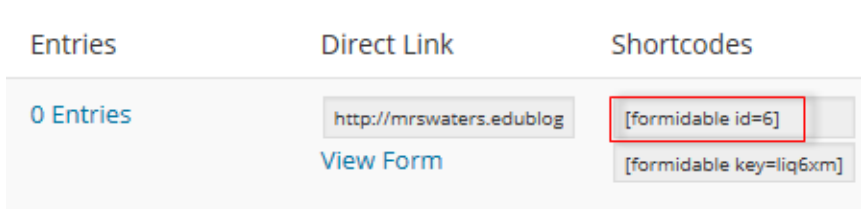


7. You can update the email address by clicking on **Settings > Emails**.

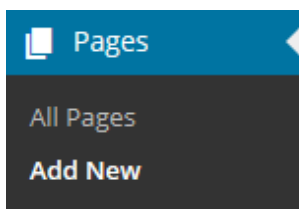


8. Once you've made all changes click **Update**.

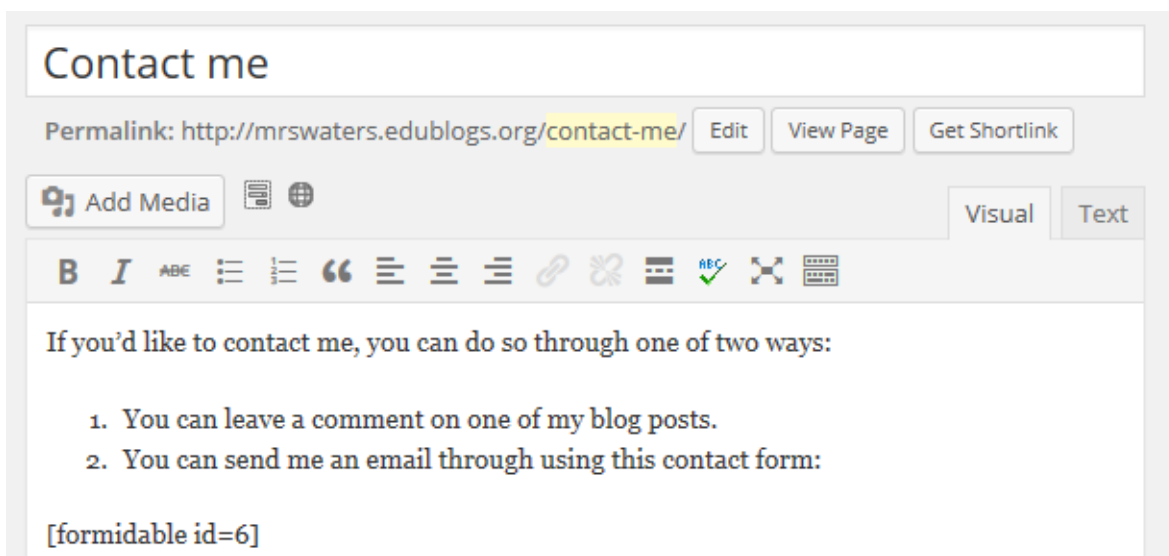
9. Now go back to **Formidable > Forms** and grab your Contact Us shortcode.



10. Go to **Pages > Add New**.



11. Add a page title, your content, the Contact Us shortcode and click **Publish**.



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OTHER TYPES OF PAGES USED ON CLASS BLOGS

There's a lot of different types of pages you can add to class blogs.

The main things to remember are:

1. Pages are best suited for information you rarely update such as your About, Contact and Blogging Guidelines pages.
2. Situations where you want students to discuss a question or topic are better suited to publish as a post and not a page.
3. Assignment and homework information is normally best published as posts and not on a page.
4. Too many pages can make information harder to manage and find.

We'll show you how to use posts in the Step 3 of our class and student blogging series.

Other types of pages used on class blogs include:

1. How to comment - Grade 4/5 at Napoleons Primary School [How to Comment](#), Mr. Salsich's [How to comment](#), Mrs Yollis's [How to comment video](#)
2. What is a blog & why we blog – Mr Baldock's Class Blog [Parents/Carers](#)
3. Resource links - Mr. Salsich's [Learning Links](#)
4. Activities for students to work on independently – Mrs Hamman's Class Blog [Mastery Club](#)
5. Events Calendar - Mr Baldock's Class Blog [Calendar](#)

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SETTING UP THE LINKS TO YOUR PAGES

Some themes automatically add a link to pages in their top navigation while on other themes you need to add a pages widget or set up a custom menu to add the page links.

Personally I prefer to set up my top navigation using a custom menu as links in the top navigation are easier for readers and it allows you to customize the links considerably more.



You'll find step by step instructions for [setting up custom menus here](#).

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COMMON QUESTIONS WE'RE ASKED ABOUT PAGES

Here's answers to commonly asked questions we receive into Edublogs Support:

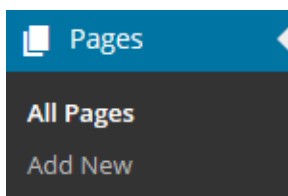
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1. HOW DO YOU DISABLE COMMENTS ON PAGES?

Most Edublogs themes support comments on pages and by default comments are enabled on pages.

You can disable comments on pages using Quick Edit as follows:

1. Go to to **Pages > All Pages**



2. Locate the post or page you want to disable comments on

3. Hover over it's title to bring up it's action menu.



4. Click on **Quick Edit**, deselect 'Allow Comments' and then click on **Update**.

The image shows a screenshot of a WordPress post editor. On the left, there is a 'Categories [more]' list with checkboxes for 'Assignments', ' Blogging Activity', 'Class News' (checked), 'Minecraft', 'Minecraft', 'Students' (checked), and 'Amanda' (checked). Below this is a 'Private' checkbox. On the right, there is a 'Tags' field containing ' Blogging'. Below the tags, there are two checkboxes: 'Allow Comments' and 'Allow Pings', both of which are unchecked and highlighted with a red box. Below these are 'Status' (set to 'Published') and 'Make this post sticky' (unchecked). At the bottom, there is a 'Format' dropdown set to 'Standard' and an 'Update' button.

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2. WHY WON'T COMMENTS DISPLAY ON PAGES?

Most Edublogs themes now support comments on pages however there are a few themes that don't.

If the theme you are using doesn't support comments on pages, and you would like this feature, then you will need to use an alternative theme.

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3. What does the Nothing Found message on my front page mean?

By default, the front page of your blog is set to display your latest posts.

If you delete the default "Hello World" post before you publish a new post then your front page will display 'Nothing Found', '404 – Not Found Error' or something similar depending on the theme you are using.

This message is displayed because there is nothing to display on your front page.

Nothing Found

Apologies, but no results were found for the requested archive. Perhaps searching will help find a related post.

A search bar with a magnifying glass icon on the left and the word "Search" in a light gray font.

You'll find step by step instructions on [how to fix a Not Found message here](#) .

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3. Is it possible to publish posts to different pages on my blog?

We're often asked if it is possible to add posts to other pages, rather than just the front page of the blog. This is commonly asked by educators who want to use one blog for multiple classes or subjects.

And yes you can! But it does involve slightly advanced blogging skills. You'll find step by step instructions for

[sending posts to different pages here.](#)

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WHAT NOW?

How did you go? Hopefully you've now created some pages on your class blog and this information has helped!

Leave a comment below with a link to your blog and let us all take a look!

Also feel free to leave any questions you are having (or tips/advice) as well.

Or go to [Step 3: Writing your first posts – What you need to know !](#)