

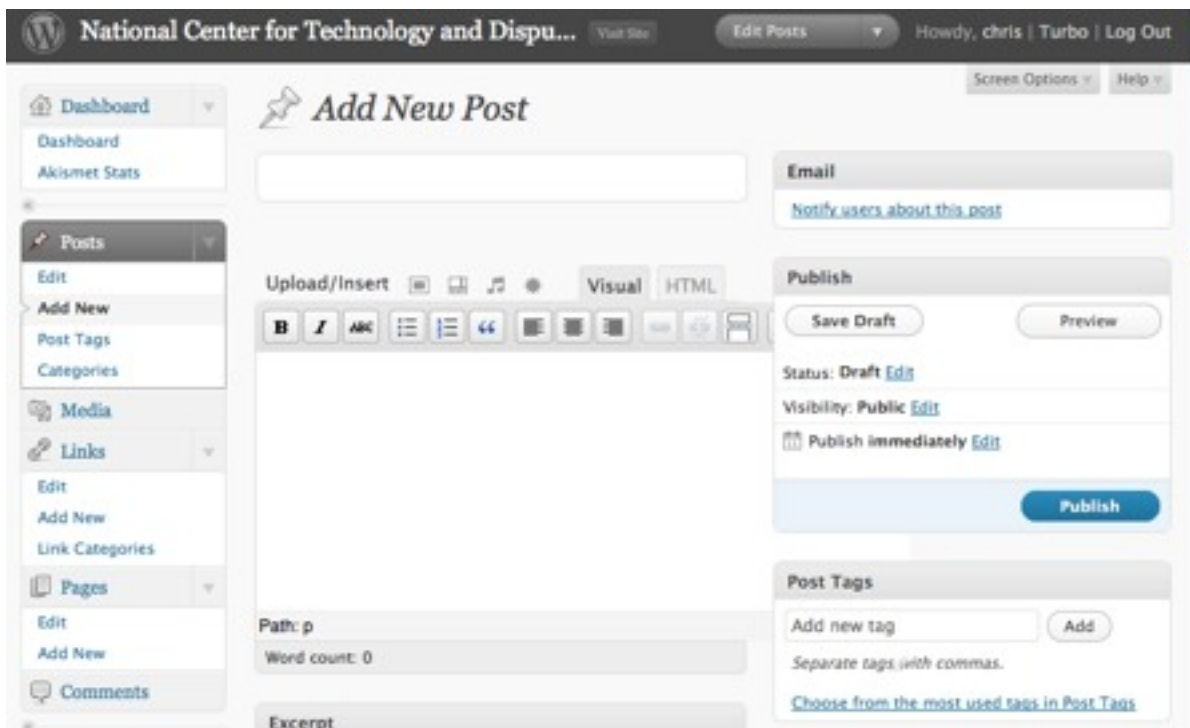
Publishing To Cyberweek

Objective

This white paper explains how to make posts to the Cyberweek blog. You may follow the directions below or click on any of the blue hyperlinks in this text to be taken there directly. There are two sets of directions below. The first is for posting blog entries generally; the second is for posting assignments and their respective responses.

General Posting Process

- [Register](#) for the site, then [login](#) to access the [admin control panel](#).
- Click “[Add New](#)” under the “Posts” menu on the left hand navigational bar. This will bring you to the posting page.
- Your page should look like this:



- In the top white bar, directly below “Add New Post”, enter in the **title** of your post.
- In the large white box in the center, enter in the **content** of your post. This is a **rich text editor**, meaning that any formatting (bold, italics, etc) created in another word processor will be carried over. You may also format your post using the toolbar above the box. If you wish to edit in HTML directly (advanced users only) then click the “HTML” tab on the top left of the box.

- You may “tag” your post. “Tagging” is a way to associate your post with different content categories. Examples of tags include “odr”, “mediation,” “law,” “second life,” etc. It is a way to create an improvisational taxonomy and categorization system. After you have written all your tags, click “Add” and they will become associated with your post. This is not required.
- Click “Preview” if you wish to preview your post. After you are satisfied with it, click “Publish”, and it will become posted to [the blog](#).

Assignment Posting Process

If you are posting assignments and their responses, then you must follow these additional steps:

- Make sure to include “assignments” among your tags.
- You must post the responses to your assignment within the comments of the blog post. To do this, go to your blog entry. At the bottom of the page, there is a comment box. Post the text of the response (and its authors and so forth) in that box.
- Once you have posted all of the comments, it is time to edit your original blog post so that it contains a listing of all the responses to your assignment. Open a new window and go to the “[Edit Posts](#)” list. Find your article, place your mouse over its title, and then click “edit.”
- At the bottom of your post, add the title “Responses” in bold.
- Now, return to the window containing your blog entry and all of the comments you’ve added in. You must copy the links to the individual comments and paste them into the blog entry.
- Each comment that you left will have the word “permalink” next to your name and the date and time at which the comment was left. Right-click this link and copy its location. This is the URL of this specific comment.
- Return to the blog entry edit window. Scroll down to below the “Responses” title. Type in the title and authors of this particular response. Then, select the text. While the text is selected, click the linked chain towards the right side of the editing toolbar. Under “Link URL”, paste the comment permalink that you copied in the last step. Click “Insert.”
- Repeat this process for each of the responses. Then, resave your blog entry. It should now have a list of responses with links such that when someone reads your assignment and clicks one of the links they are taken directly to the appropriate comment.

Technical Support

Please contact Chris Peterson at chris@cpeterson.org with any questions or concerns. He will be handling technical support for the Cyberweek site.