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BACKGROUND HISTORY - IN BRIEF

When it was clear that shared information areas would be useful for the Teacher Education program, it appeared that Blackboards set up within RMIT’s Learning Hub would meet the need.

However the way the Learning Hub recognises registered students proved to be a problem because of the modular structure of the Teacher Education program. The TES Weblogs have been set up as an alternative. Authors should find them reasonably easy to use.

WHAT ARE WEBLOGS (OR BLOGS)?

A short definition can be found on one of the web encyclopedias, the Wikipedia:

http://en.wikipedia.org/wiki/Weblog

They’re websites created with a Weblog publishing tool that handles all the complex structuring. Authors can publish directly to the Web via a Browser window by typing (or pasting) entries directly to a simple editing interface.

Movable Type version 2.6.2 is the publishing tool used for the TES Weblogs:

http://www.movabletype.org/

THE TES WEBLOGS

Seven Weblogs have been set up, one for each of the student cohorts. The Weblogs are housed on the ADC Web server. Unlike the tools within the DLS, the TES Weblogs are fully public. Weblog editing areas can only be accessed by entering a User ID and Password, but the published site content can be viewed without logging on.

All students will be able to freely access the site, but the public nature of the site means authors must ensure that all content is suitable for public viewing.

Material must not be put on an RMIT public Weblog if it is subject to copyright restrictions or if it should not be public for any other reason, instead a link should be provided to part of the main RMIT website or the RMIT media object database.

WEBLOGS - RMIT RULES OF USE

Anyone intending to contribute to a Weblog must read the rules of use for Weblogs at RMIT. Every page of the Weblogs includes a link to these rules, as well as a disclaimer and a statement about privacy.

If students are to be included in an editing group they must read through the guidelines. A password can only be set up for a student if they have provided a written undertaking to abide by the rules of use.


WHO WILL BE RESPONSIBLE FOR CREATING THE WEBLOG CONTENT?

The Coordinators for each section of the Teacher Education program and other key SoE staff (see following tables) have been provided with Editing access to all of the Weblogs. Other Editors can be added by contacting the DSC Online Group. It is expected that staff will organise the content of their own Weblog; access to other Weblogs has been provided so experience can be shared easily.

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<tr>
<th>Weblog</th>
<th>Coordinator</th>
<th>Email</th>
<th>Temp Password</th>
</tr>
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<tr>
<td>TESY1 (BEd Yr 1)</td>
<td>Gloria Latham</td>
<td><a href="mailto:Gloria.Latham@rmit.edu.au">Gloria.Latham@rmit.edu.au</a></td>
<td>gloriapsw</td>
</tr>
<tr>
<td></td>
<td>Mindy Blaise</td>
<td><a href="mailto:Mindy.Blaise@rmit.edu.au">Mindy.Blaise@rmit.edu.au</a></td>
<td>mindypsw</td>
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<tr>
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<td>Tony Owens</td>
<td><a href="mailto:Tony.Owens@rmit.edu.au">Tony.Owens@rmit.edu.au</a></td>
<td>tonypsw</td>
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<td>TESY4 (BEd Yr 3)</td>
<td>Chris Walta</td>
<td><a href="mailto:Chris.Walta@rmit.edu.au">Chris.Walta@rmit.edu.au</a></td>
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<td>Jeff Wakefield</td>
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<tr>
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<tr>
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<td>annepsw</td>
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<tr>
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<td>diannepsw</td>
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**TES Weblog URLs**


**The Public View of the TES Weblogs.**

Please go to one of the Weblogs and refer to these notes as you look through the sections.

Each Weblog opens at the Announcements section. The lefthand column shows GENERAL ANNOUNCEMENTS. This scrolling pane appears in all TES Weblogs. The help notes that appear above and below the pane are fixed for each Weblog and are not editable.

The central part of the Announcements window is for posts by that Weblog’s Authors. The righthand column contains a search entry area. Other text in the righthand column can be edited.

A navigation bar appears under the top header bar. The links shown take the visitor to the other sections of the site: Calendar, News, Views and SSCC (the page for the Staff Student Consultative Committee).

All sections have a similar layout. Text can be added to the righthand column in the Calendar section and to both left and right columns in the News, Views and SSCC sections.

The layout of the TES Weblogs is closer to standard websites than most Weblogs. However they still retain some main characteristics - sections show posted entries in reverse chronological order, with the newest at the top. However entries are not time stamped - only date stamped. Nor is the email address of the author shown. It is up to Authors if they wish to publish their email address with an entry.

As Authors, you can alter the creation date of any existing post. When you create entries for the Calendar section you will make use of this by changing the creation date of the post to reflect the date of the event you wish to add to the Calendar.

Please notice the link that appears under some entries - ‘Continue reading’... When a longer post is created, it is added in two sections. The complete post appears in a new window only when requested, to save space on the page.

Notice also the link to ‘Comments’. Visitors can add comments to an entry on the site but only if the author of that entry has enabled this option. The option can be switched off at any time, for any of the Weblog entries. Individual comments can be deleted by an Author with Administration access. An IP address can also be banned.
1. The URL at the top of this page takes you to the logon window for the Editing Interface of the Weblogs on the ADC Web server. The first time you log on you will need to type in your name and the temporary password as shown in the table on one of the previous pages.

2. When you click LOG IN you'll arrive at the Main Menu Welcome screen as shown above. (Gloria's logon has been used, as you see). All of the Weblogs that you have Editing access to will be shown. Before you go any further you should alter your password to something less obvious. You can also alter your Username and any other information in your profile.

3. You can also add a clue to assist you if you forget your password at a later time. Click save when you have finished. A message will appear near the top of the screen letting you know your profile has been updated.
At this point you can move on in more than one way. To go back to the Main Menu, select this option from the Breadcrumb trail (4) or the options shown at the top of the screen (5).

To go directly to the Editing Menu for one of the Weblogs, select the name of the Weblog from the dropdown list (6) and click GO (7). If you return to the Main Menu (which you’ve already seen), the dropdown menu with the list of Weblogs will still be available.

8. From the Main Menu you can also reach the Editing Menus for an individual Weblog by choosing the Manage Weblog link next to the Weblog name.

9. You can go immediately to the screen to create a New Entry for a WebLog... or select from the Weblogs’s Editing Menu options.

There are two button groups of options in the Editing Menu, headed POST and UTILITIES.

Options under POST:
NEW ENTRY
EDIT ENTRY
UPLOAD FILE

Options under UTILITIES:
SEARCH ENTRIES
REBUILD SITE
VIEW SITE

Each of these options are covered in one of the following pages.
Phrases that mean the same thing...
• post an entry
• add an entry
• add a post
• create a new entry

The title you enter here will be shown above the newly-published entry.

An entry must have an appropriate category. These categories can be chosen from the dropdown list:
- announce
- announce_right_topmsg
- announce_right_msg
- calendar
- calendar_right_topmsg
- calendar_right_msg
- news
- news_left_topmsg
- news_left_msg
- news_right_topmsg
- news_right_msg
- sccc
- sccc_left_topmsg
- sccc_left_msg
- sccc_topmsg
- sccc_right_msg
- views
- views_left_topmsg
- views_left_msg
- views_topmsg
- views_right_msg

The underlined category in each group shown is the one that must be chosen if the entry is to appear in the centre part of the page. The other categories in each group allow text to be added to the side columns.

Two categories have been created for each column - this is to make it easier to ensure a particular always remains at the top.

It’s best to keep side column entries short. Avoid creating a long, non-breaking string of characters, or the layout of the page may be disrupted.

If links are included in the side column text, and the URL is long, use a short phrase to indicate the nature of the link rather than the URL itself.

When you have added the text for a new post, added a title and selected the category, the post status should be selected. Choose Publish or Draft from the dropdown menu, then click SAVE.

To add a new entry, always select the NEW ENTRY option from the menu. Don’t overwrite another post, or it will be altered and a new post will not be created.
When the Weblog is viewed with new published entries, the most recent entries will be at the top. If this isn’t what is wanted, the Authored On date can be changed for any post. However this can’t be done until the entry has been saved, as the date does not appear until then.

Please note that the month and day have a leading zero. Add a zero at the front of single-digit months or days.

After adding or editing a post, and saving it, the site should be rebuilt. Click REBUILD SITE on the Edit Menu. A popup window will appear. Use the default option of “Rebuild All Files” and click REBUILD. After the success message ‘All of your files have been rebuilt” has appeared, the popup window can be closed.

It’s a good idea to view posts you have just added or edited to make sure they appear as intended. Select the VIEW SITE option from the Editing Menu menu. The Weblog will appear in a new Browser window.

The Browser window showing the Authoring Interface should be kept open until all editing has been done. At that point, select LOGOUT from the top of the Browser window.
The list shows the Title of each Entry, the Category it’s in (this can be altered), the Authored Date (this can be changed too, as was noted in the previous section) and the Author. The Status of the entry indicates whether it can be viewed by someone visiting the site. The status of an entry can be moved between Draft and Published.

An Entry can be stored in Draft status if its purpose is (for example) only to save a list of email addresses. The Weblog can be used in this way to send group emails, in the same way as an ordinary Web page, with a “mailto:” statement. The statement will still work even if the post is in Draft status.

The number of entries shown on a screen at one time can be altered by selecting from the dropdown box near the bottom of the screen. If there are more (or previous) entries, a NEXT or PREVIOUS button will be shown.

Several entries can be deleted at once by selecting the checkbox to the right of each item to be deleted then pressing the DELETE button at the bottom of the list.

To edit an entry shown on the List & Edit Screen, click on the entry Title. The editing page shown is the same as the page for new posts, discussed in the previous section.
Entries can be browsed using the navigation links near the top of the screen. Multiple categories can be assigned to Entries, this would not be a logical option.

When the required change has been made, the SAVE button at the bottom of the screen must be pressed or the change will be lost. Click REBUILD SITE to make sure the change is shown on the site.

The UPLOAD file option allows you to upload a file to the ADC Web Server - for example a Word document that you wish to link to, or an image file. Files should be loaded into appropriately named folders, such as documents, images or sounds.

When you click on the UPLOAD FILE button, a pop-up window appears. Use the BROWSE button in the pop-up window to find the local file. A message in the window asks you to choose between the Site Path for the Weblog and the Archive Path.

As the link to the file will appear in archived posts, choose the Archive Path by turning on the radio button next to the top option. Add the name of the folder for that image type as shown in the illustration above.

Large files (over 30MB) should not be stored on this server - it is not the best place for extensive or long-term file storage. The HTML for linking to or embedding the file you're uploading is shown to you as text in a new entry or another popup window. If you don't need it straight away, and you are not used to HTML, you might like to save it as a pattern, possibly in an entry in draft status.

The top section of posts should not contain any large embedded images - only small thumbnails (150px by 150px or less). Larger embedded images can be put in the Extended section of posts.

The last option in the Editing Menu, the SEARCH button will take you to a screen where you can create criteria for a search. A word, phrase or character can be searched for in all entry titles, entry body areas, extended entry areas and keywords.

The search and replace function should NOT be used as there is no undo.