RHCS 105: Media, Culture, and Identity
Spring 2016
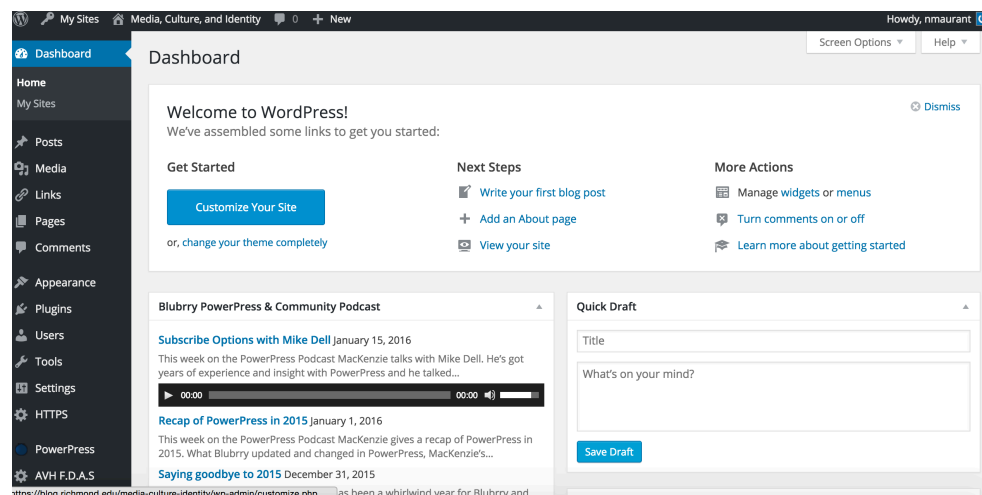
How to Post to the Course Blog
Instructions
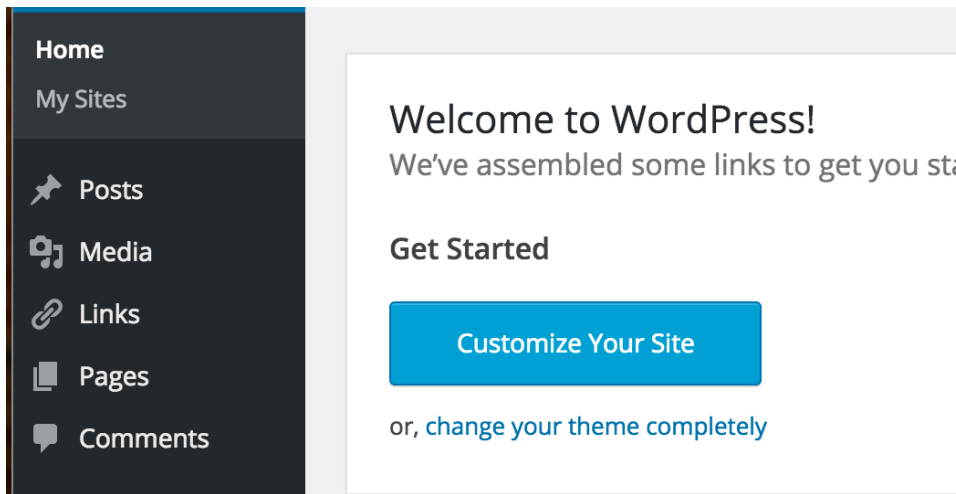
1. Visit https://blog.richmond.edu/

2. Click Log In [Upper right hand corner]

3. You will then be prompted for your Username and Password.

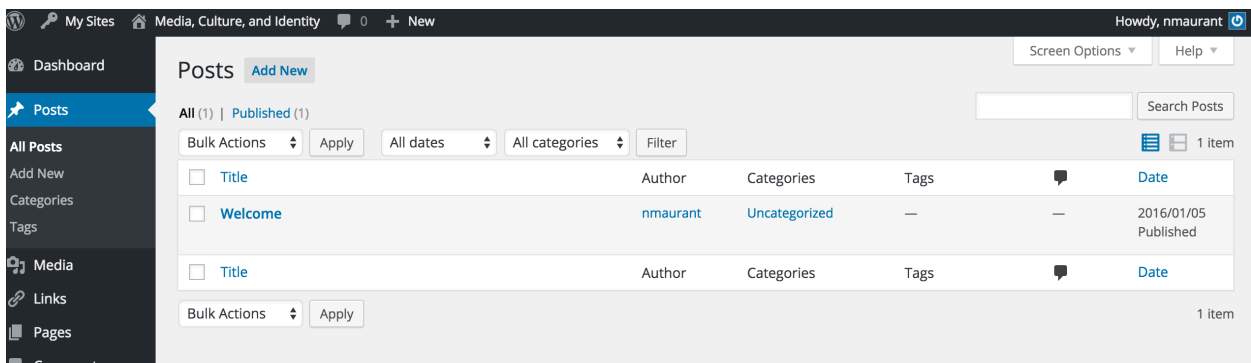4. Upon correctly entering your Username and Password you should have access to the course website Dashboard.
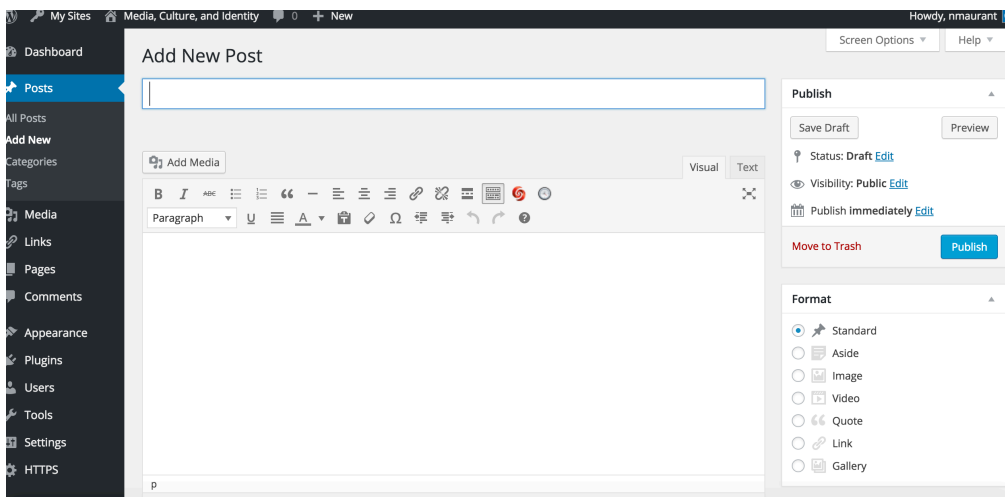
5. To create a post, click the pushpin icon/Post link on the lefthand side of the page.

6. Then click Add New

7. This next screen allows you to enter all the material for the post, whether it's a clip, a relevant link, and/or a picture. But first, do not forget to give your post a Title (Include that in the top box).

8. In the large blank space, this is where you include the text of your post (typically a brief sentence or two about *why* you are putting this out there for the class to see and comment on).

   If you wish to include a photograph that you have downloaded, click on the Add Media button at the top of the page. You will then be prompted to add a file from the library. You should be able to upload your image here.

   If you wish to include a hyperlink, taking your reader to another website, highlight the words you

   wish to link, then click on the icon in the toolbar at the top. You should then paste in the appropriate page link.

   If you wish to include a link to a youtube video, just cut and paste the link into the textbox.

9. If you have any questions, please let me know!