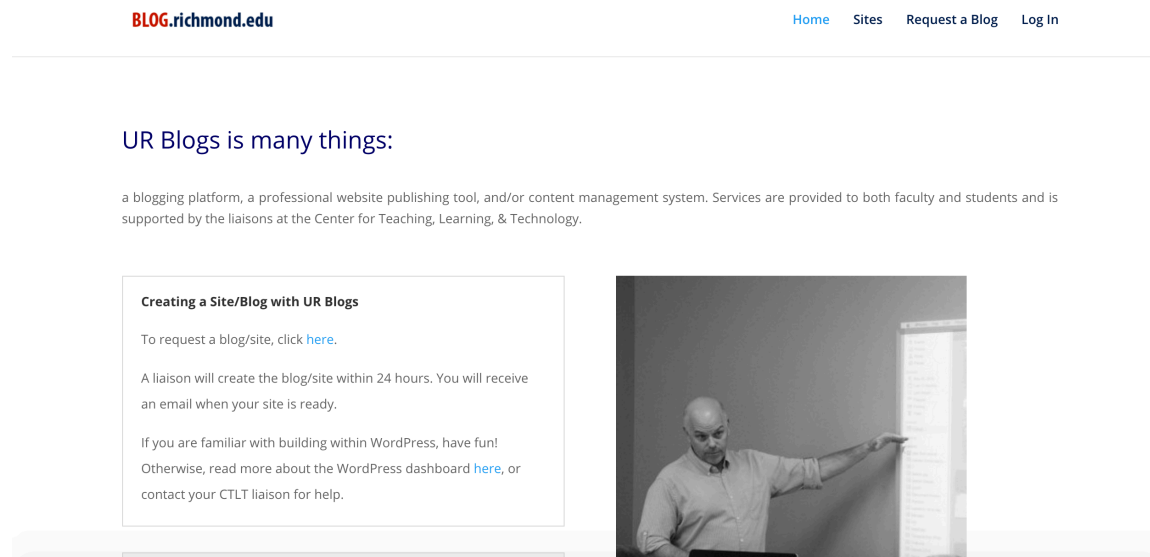


RHCS 105: Media, Culture, and Identity Spring 2016

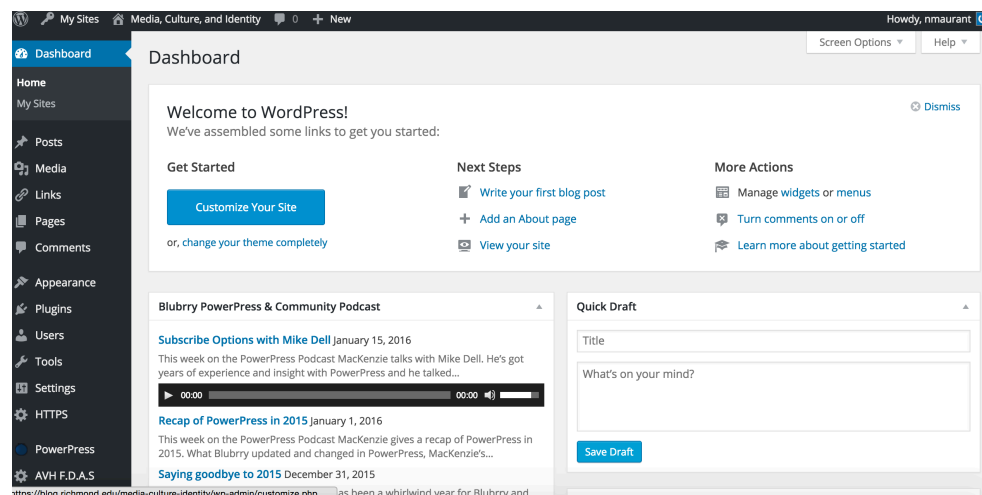
How to Post to the Course Blog Instructions

1. Visit <https://blog.richmond.edu/>



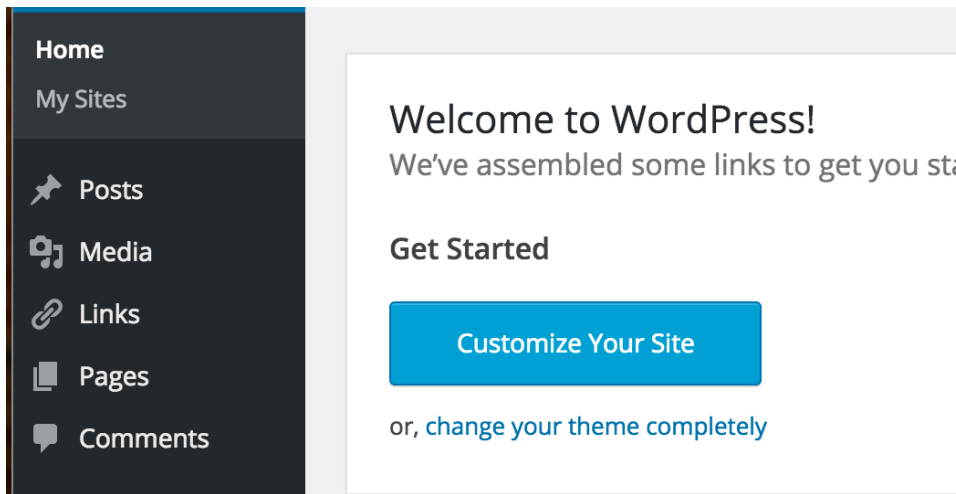
The screenshot shows the homepage of the course blog at [BLOG.richmond.edu](https://blog.richmond.edu/). The page has a navigation bar with links for Home, Sites, Request a Blog, and Log In. The main content area features a heading "UR Blogs is many things:" followed by a paragraph explaining that it is a blogging platform, a professional website publishing tool, and/or a content management system. Below this is a box titled "Creating a Site/Blog with UR Blogs" which provides instructions on how to request a blog, including a link to request one and information about the 24-hour turnaround time. To the right of this box is a photograph of a man pointing at a whiteboard.

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](#).

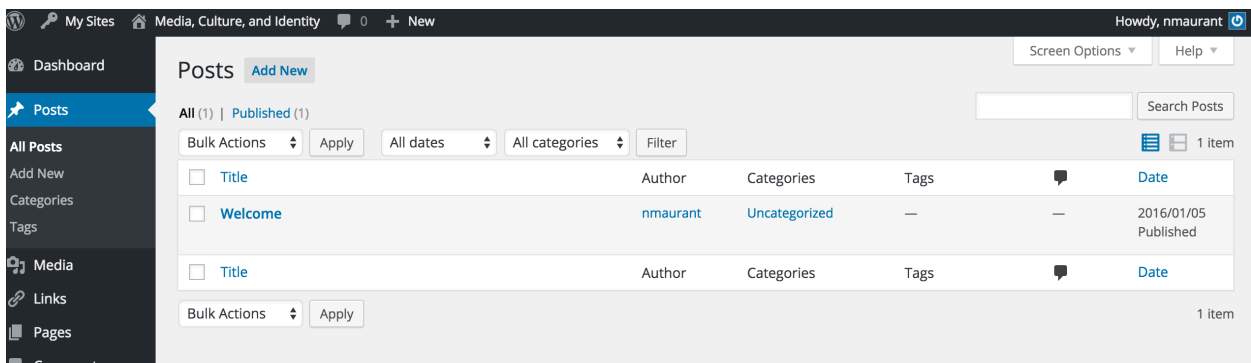


The screenshot shows the WordPress Dashboard for the course blog. The dashboard includes a sidebar with navigation links for Dashboard, Home, My Sites, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, HTTPS, PowerPress, and AVH F.D.A.S. The main content area displays a "Welcome to WordPress!" message with a "Dismiss" button. Below this are sections for "Get Started" (with a "Customize Your Site" button), "Next Steps" (with links to "Write your first blog post", "Add an About page", and "View your site"), and "More Actions" (with links to "Manage widgets or menus", "Turn comments on or off", and "Learn more about getting started"). There are also sections for "Blubry PowerPress & Community Podcast" (with a list of recent posts and a video player) and "Quick Draft" (with a "Save Draft" button).

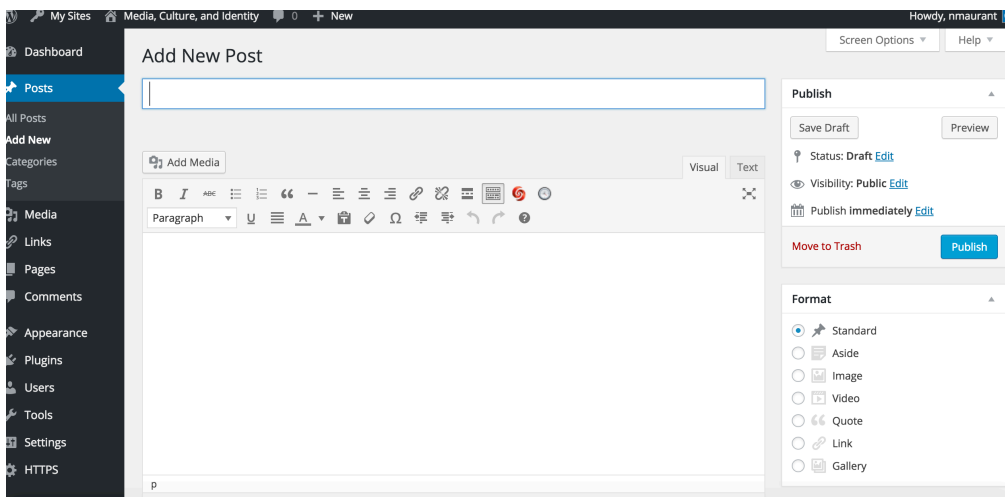
- To create a post, click the pushpin icon/Post link on the lefthand side of the page.



- Then click [Add New](#)



- 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!