



2Blog User Guide





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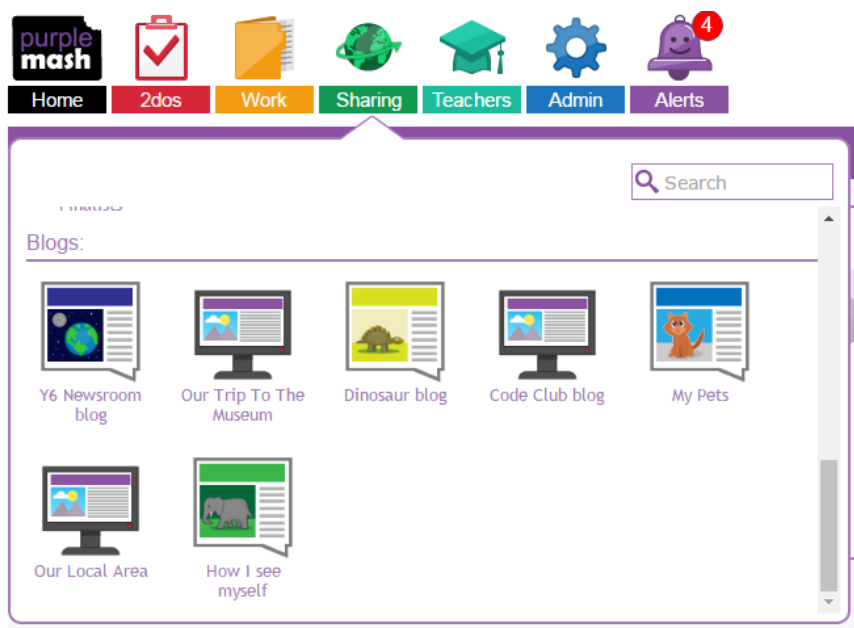


1. Introduction

2Blog in Purple Mash is a simple and versatile way of setting up Blogs for the classes, groups and individuals within your school.



Blogs are viewable from the Purple Mash Home screen Sharing section.



- You can create a blog for a particular class topic, a particular piece of work or any other project of your choice.
- Teachers can view and approve blog posts and comments before they can be seen 'live'.
- Blogs can be viewable by selected groups, selected classes, by the whole school or they may be public (if you choose).
- If a blog is public then members of the public can also be set to comment on blog posts.
- Pupils can be set up so that they can add blog posts, comment on others' posts or have view only access to blogs. Access to each blog is easily customisable.
- Children can attach their work to blog posts and it will be "live", so if a child has (for example) created a game in 2Code, that game will be playable from the blog.
- Pupils can create their own Blogs using the My Blogs tool. Any pupil made Blogs are private and viewable only by the teacher and pupil unless the teacher makes them visible to others.

Get started right away by [creating a blog](#).

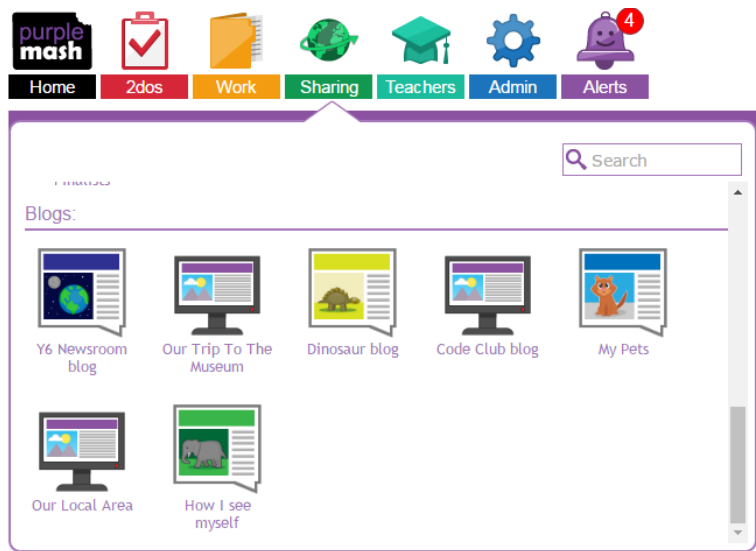


1.1 Opening 2Blog

To create and approve blogs use the Manage Blogs tool which can be found in the Admin area of Purple

Mash .

Any blogs that have been created, that the user has 'view' permission are viewable from the Sharing area of Purple Mash. They appear in the section called Blogs below the Display boards.



- Only blog posts and blog comments that have been approved by a teacher or created by a teacher (and therefore do not need approval), will be viewable to pupils or teachers when they enter a blog.
- It is possible to switch off the approvals process to allow all posts and comments to go straight to the live blog.
- Blogs created by pupils using the My Blogs tool are only viewable by that pupil and their teacher unless the teacher sets them to viewable by others.
- Teachers can go into 'edit mode' to see unapproved blogs and comments that they have the access to approve. See [Approving blog posts](#) and [Approving blog comments](#) for more information.



2. Creating a blog

On entering the Manage Blogs Tool you will see the Welcome screen. You can watch the video here for an overview of creating a blog.

The titles of any blogs that have been created are viewable on the left-hand side of the page in a list. This is split into two tabs: Class Blogs which are blogs created by the teacher and Pupil Blogs which are created by pupils. This section is concerned with Class Blogs. For details about Pupils Blogs see the section [Pupil Blogs](#).



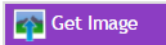
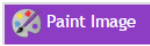
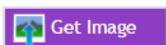
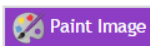
To create a new blog, click on the  button. This will take you to the following screen.

Complete the following details in the appropriate boxes.

Notice that the Save and Delete buttons are disabled until you have entered the required information.

- **Name:** This name will be displayed on the home page as the name of the blog. This is limited to 30 characters.



- **Description:** Enter a brief description of your blog. This will appear on the pop-up screen when you hold your mouse over the blog icon on the home screen and at the top of the page of the blog.
- **Icon:** This Icon will appear as the icon on the home screen. When the button is clicked, the Clipart Picker screen will open. From here you can either:
 - Select one of the ready-made icons from the Clipart Picker.
 - Use the drop-down box at the top of the screen to select an appropriate clip art category and then an appropriate image.
 - Click the  button and upload an image from your computer.
 - Click the  button and draw an image using the paint tools.
- **Cover:** This image will appear at the top of the blog page. When the button is clicked, the Clipart Picker screen will open. From here you can either:
 - Select one of the ready-made covers from the Clipart Picker.
 - Use the drop-down box at the top of the screen to select an appropriate clip art category and then an appropriate image.
 - Click the  button and upload an image from your computer.
 - Click the  button and draw an image using the paint tools.
- **Hide pupil name:** Tick here if you wish the name of the pupil who has made the blog post or comment to be hidden. This might be required if you plan to make the blog visible to the public.
- **Skip approval:** Tick here if you want to by-pass the approvals process for this blog. This means that no pupil posts or comments will require approval before being posted on the blog. Public comments (where a blog is public) will still require approval. It can be useful to tick this temporarily during a computer lesson when you are teaching blogging to improve the flow of the lesson. Approvals can then be switched back on after the lesson to re-enable the approvals process.
- **Allow Embedding:** Ticking here will allow blog posts to contain embedded videos.

Once you have entered these options, Save the blog.


- **Visible to public:** You will then be presented with the ability to make your blog public by ticking the 'Visible to public' check box.
- **Allow public comments:** If you make a blog public, you will then be offered the option to allow public comments. This means that anyone who accesses the blog can comment. Public comment always require approval before going live.

You can use the  button to see what your blog will look like to users. This will open in a new tab so you can close the tab and return to the screen that you were on.



Blog Access Permissions

In the bottom half of the screen you can choose the access rights to your blog. This includes who, within the school, can see, comment on and post on the blog.



- If you set someone as being able to post on the blog then they will automatically be able to comment on and see posts.
- If you set someone as being able to comment, they will automatically be able see posts.
- If you set someone as being able to see a blog, they will not automatically be able to comment or post.

For this reason, set the people who can See blogs first (left-hand side), then add any additional people who can comment on the blog posts (middle) then add any users who can write posts (right-hand side). If you wish the same people (or groups or classes) to be able to comment and see or post and comment and see, then you can use the tick-boxes as a short-cut.

You can only set individual permissions for children, classes or groups whom you are the teacher of. When you select a person (or group or class), the screen will update with the information in all three columns.

You may wish to use the little arrows to 'fold up' the view to see things more clearly.

Click the Save button when you are happy

Now your blog will appear in the list of Available Blogs on the left-hand side of the Manage Blogs screen.

See [Authoring a blog post](#) to add content to your blog.

2.1 Authoring a blog post

Posts are added to blogs by going into the blog from the Home page. By default, posts on blogs appear with the most recently added post at the top and then in reverse chronological order. It is possible for blog administrators to pin a post to the top of a blog. This is detailed in the section [Pinning a Blog Post](#).

Users who have read only access to a blog will not be able to add posts.

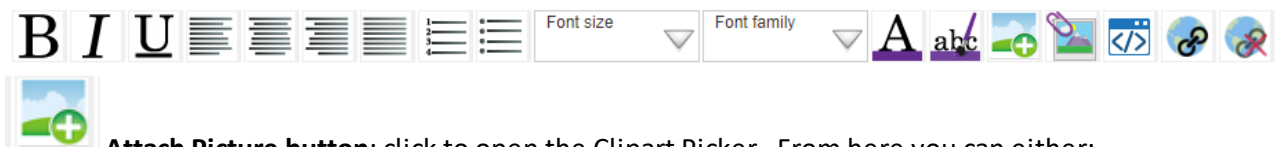
Users who have comment access will not be able to add a post but will be able to add comments to existing posts.

To add a new post, go into the blog and click on the  on the top right-hand corner to open the Create Post screen

Fill in the required details. The Title and Summary will appear on the front page of the blog. The Content can be seen when the blog is clicked on by the reader.

The **summary** should be a brief description of what the blog post is about. It challenges pupils to summarise their work in an appealing way, thinking of the reader of the blog.

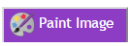
The Content style can be formatted using the Text Tools



Attach Picture button: click to open the Clipart Picker. From here you can either:

- Use the drop-down box to select an appropriate clip art category and then an appropriate image

- Click the  button and upload an image from your computer.

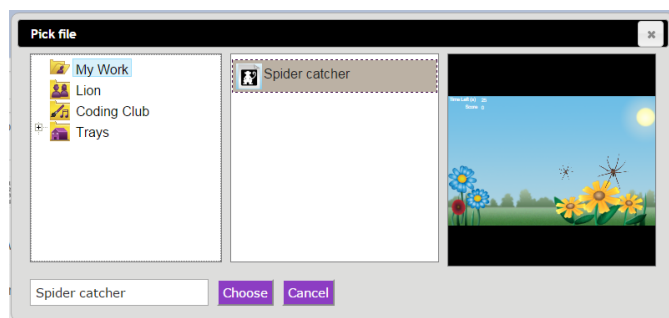
- Click the  button and draw an image using the paint tools.



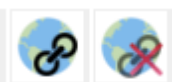
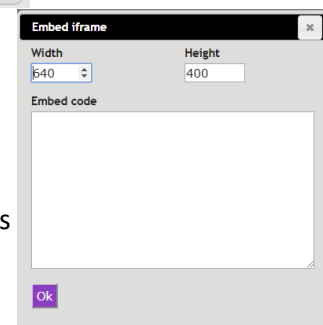
Attach Work button: you can also attach work from most Purple Mash programs to blog posts as long as it is saved in the online folders of Purple Mash. The work on the posts is "live", so if a child has (for example), created a game in 2Code, that game will be playable from the blog. When you click the button, the Pick File screen will open. When you click on the name of the piece of work, you can see a



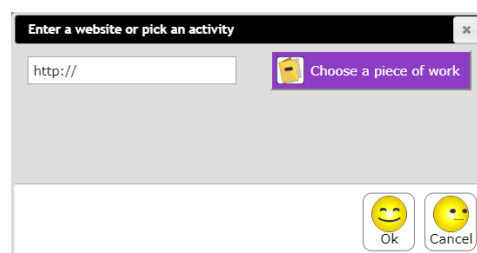
preview image of the work. Click Choose when you are happy to attach the piece of work.



Embed iFrame: This button will only appear if 'Allow Embedding' was ticked when the blog was set up: See the section [Creating a Blog](#). This allows you to embed videos from other sites into blog posts. You will need the embed code from the video that you want to link to - you will usually find this as a sharing option on the video hosting site. Click on the Embed iFrame button and paste the embed code into the box:



Add/Remove link: This allows you to add hyper-links that will open in a new tab. Or remove an existing link. Type some text that will become clickable to make the link and highlight/select it. Then click the Add Link button. You will be asked to enter the web address or chose a piece of Purple Mash work to link to:



When all of the details have been filled in, click Save to save the post and send it to the teacher for approval (if the post is being written by a pupil). Pupils will see their post as it will look. The Not Approved indicator on the bottom right shows that this post still needs to be approved by the teacher before it will appear on the blog for everyone else to see.



The author of the post can then click on it to open the post and click on the Edit button if they wish to



make any changes.

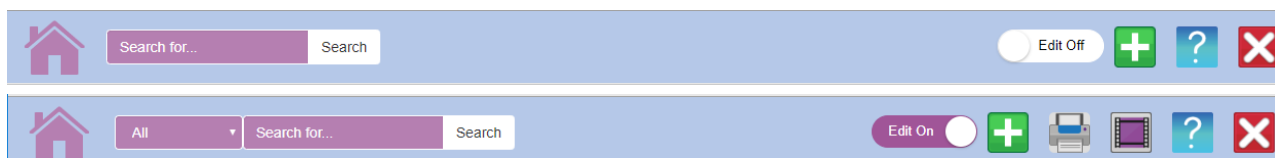


2.1.1 Pinning a Blog Post

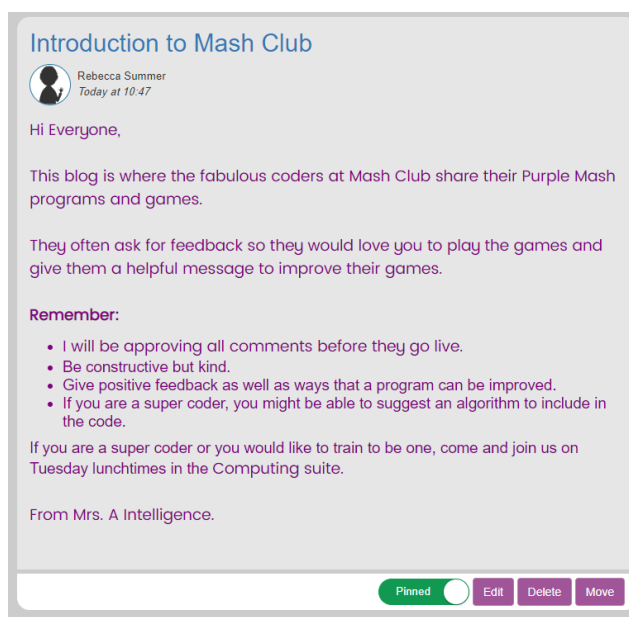
Teachers and administrators can pin blog posts so that they will always be the first post seen by viewers. This means that you can have an introductory post with posting and commenting rules that always appears first.

Create the post like you would with any post and save it.

Switch to blog edit mode using the slider at the top of the screen:



Click on the post title to open the post. You will see an unpinned/pinned slider at the bottom of the post. Switch this slider:



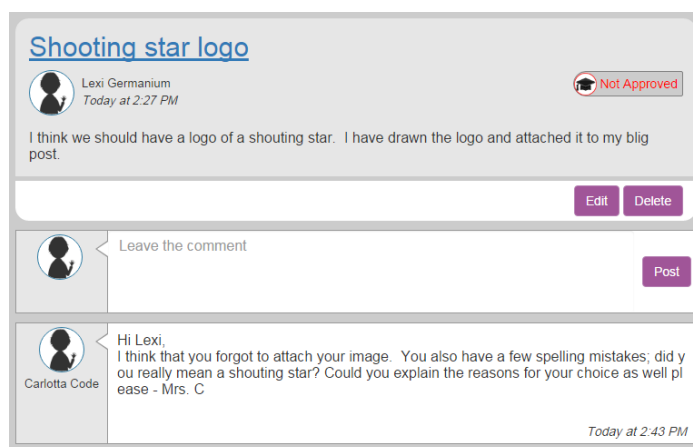


3. Editing a blog

You can edit your own blog posts from the blog itself. Go into the blog from the Purple Mash Home screen and find the post that you wish to edit.

A teacher can edit any blog that they have access to. A pupil can edit their own posts and comments.

Teachers can [move blog posts from one blog to another](#).



Click the **Edit** button. You can then edit and save your post.



3.1 Moving a post to another blog

To move a post, go into the post and switch to edit mode using the slider at the top of the screen:



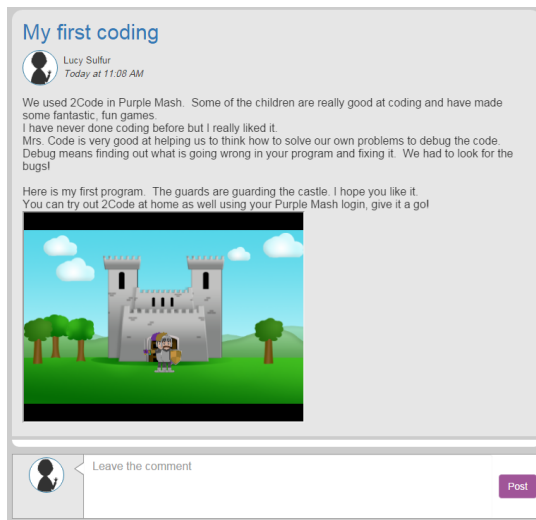
Click on the post title to open the post. Click the **Move** button at the bottom of the post. You will be presented with a list of blogs that you can move the post to. Select the required blog and click 'Move'.



4. Adding comments

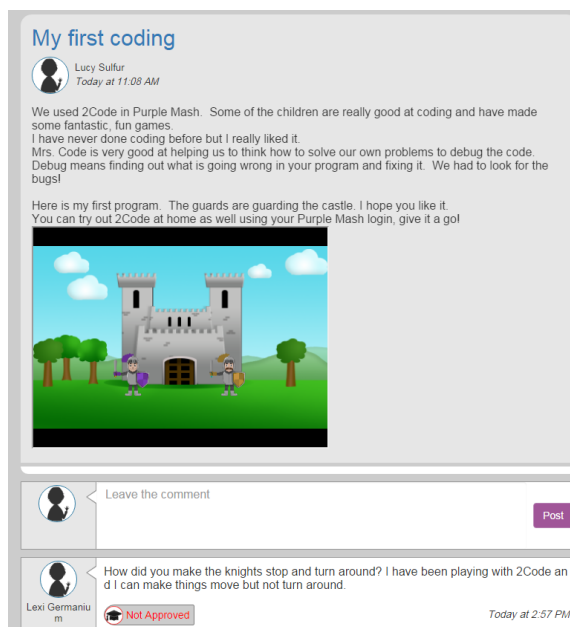
Anyone who is set up to be able to comment on posts can comment from the blog post. Comments on posts appear in the order that they were added so they can be easily read chronologically.

Go into the blog from the Purple Mash Home screen and find the post that you wish to comment upon.



There will be a Comment box on the bottom of the screen. Enter the comment and then click Post.

Pupil's comments will need to be approved before they appear on the blog. The Not Approved box will appear on the comment for the pupil who added it until the comment is approved.





5. Approving blog posts

By default, all posts and comments will require approval from a teacher before going live.

The approvals process can be by-passed for pupil posts and comments by selecting the 'Skip approval' tick box when setting up the blog (see section [Creating a Blog](#)).

If a blog is public and public comments are allowed, these will always require approval before going live.

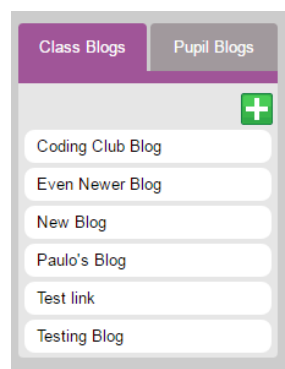
Teachers can go into 'edit mode' to see unapproved blogs and comments that they have the access to approve.

There are two ways to approve (or unapprove) posts:

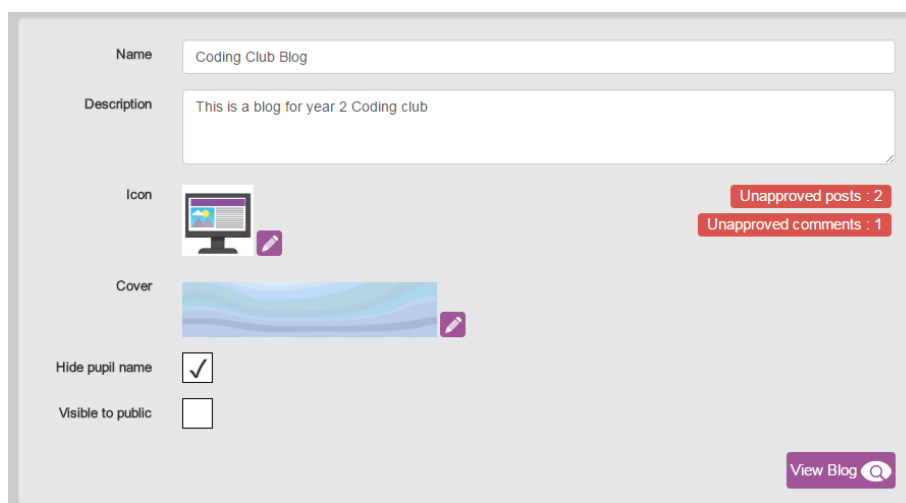
Method 1



The teacher can use the **Manage Blogs** tool to approve blog posts. Enter each blog in turn from the main page of Manage Blogs. For example, to approve posts in the Coding Club Blog, click on Coding Club Blog from the left-hand side of this screen.



This opens the Blog screen and any approvals required are visible as red buttons. In the example below, there are 2 unapproved posts and 1 unapproved comment.



Click on the red button to be taken to these posts or mouse-over and select 'Approve all' if you wish to approve all posts or comments without going into the blog.



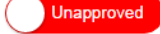

Method 2

The teacher can go into the blog from the home screen. Initially, they will only see posts that have been approved:



Click the slider at the top labelled 'Edit Off'. This will change to Edit On and any unapproved posts will appear.

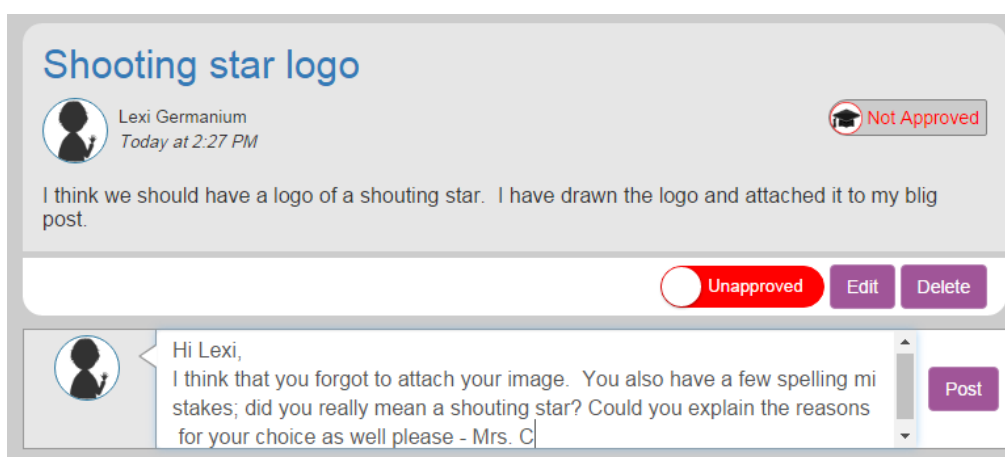
To Approve or Unapprove

Click on the post to enter it and see the contents. If the post can be approved, click the  slider to change it to . The post will then be visible to all those who have viewing access to it.

If the teacher does not want to approve, they can add a comment; perhaps they want the pupil to change something before approval? The pupil will be able to see this when they go into their post.

The teacher can also leave a comment to reply to the pupil such as leaving some feedback on their post.

They can  the post if they wish.



Returning to view all posts

To return to the view of all the posts on the blog click





6. Approving blog comments

By default, all posts and comments will require approval from a teacher before going live.

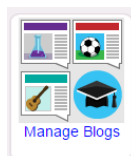
The approvals process can be by-passed for pupil posts and comments by selecting the 'Skip approval' tick box when setting up the blog (see section [Creating a Blog](#)).

If a blog is public and public comments are allowed, these will always require approval before going live.

Teachers can go into 'edit mode' to see unapproved blogs and comments that they have the access to approve.

There are two ways to approve (or unapprove) comments on posts:

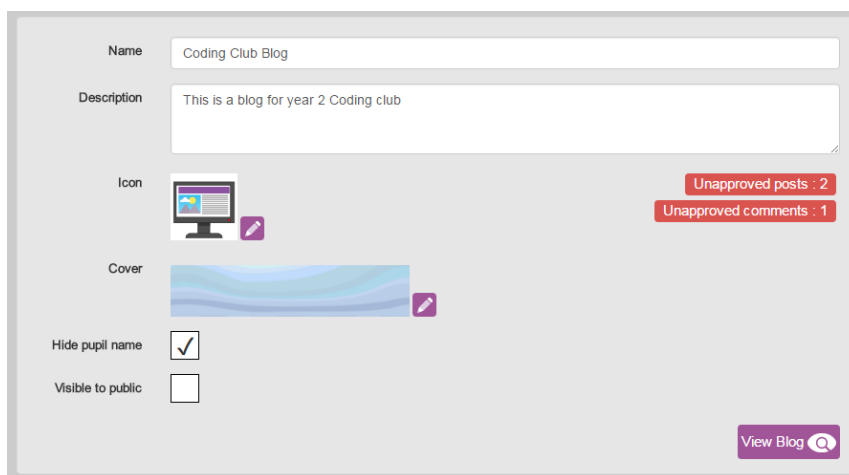
Method 1



The teacher can use the **Manage Blogs** tool to approve blog comments. Enter each blog in turn from the main page of Manage Blogs. For example, to approve comments in the Coding Club Blog, click on Coding Club Blog from the left-hand side of this screen.



This opens the Blog screen and any approvals required are visible as red buttons. In the example below, there is 1 unapproved comment and 2 unapproved posts.



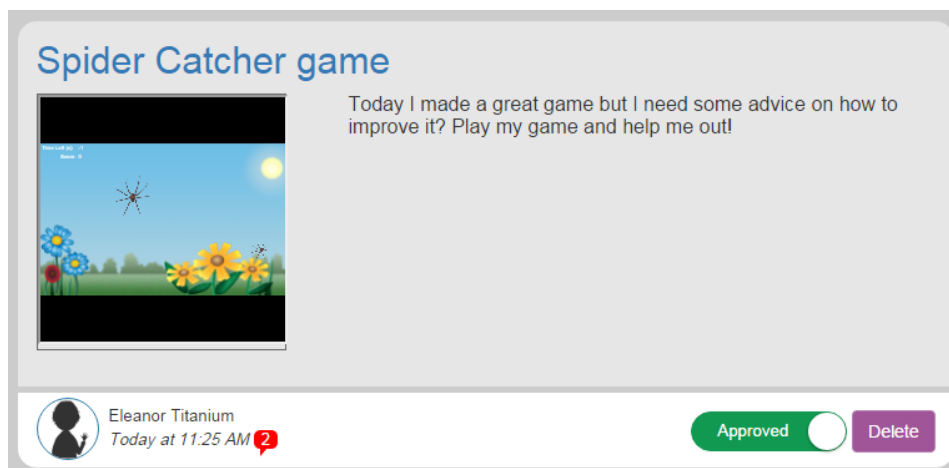
Click on the red Unapproved Comments button to be taken to these comments.

Method 2

The teacher can go into the blog from the home screen. Initially, they will only see posts and comments that have been approved. Click the slider at the top labelled 'Edit Off'. This will change to Edit On and any unapproved posts and comments will appear.



Unapproved comments display as a small red speech bubble at the bottom of a post, the number in the speech bubble indicates the number of comments that need approving. The example below shows that there are two such comments.




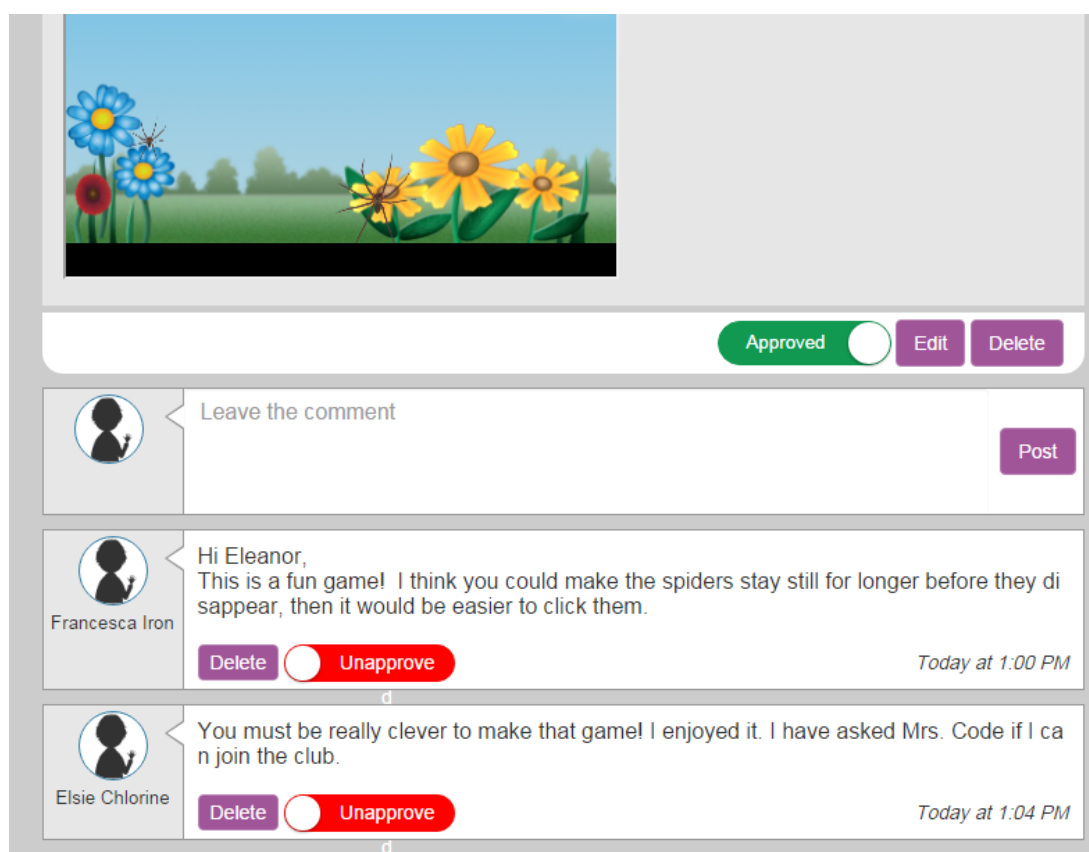


To Approve or Unapprove

Click on the comment to enter it and see the contents. Comment appear below the main post in the order that they were posted.

If the comment can be approved, click the  slider for that comment to change it to . The comment will then be visible to all those who have viewing access to it.

Comments that are not going to be approved can be deleted, if required, by clicking the  button.



Returning to view all posts

To return to the view of all the posts on the blog click





7. Posting to a blog from a different app

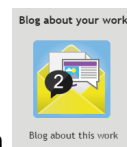
You can use the sharing options with Purple Mash tools to save work directly to blogs.

Note: There are two programs that cannot use this method for posting to a blog directly from the program. These programs are 2DIY3D and 2DIY. Some older work files may also be affected. For these programs you would need to save the work in an online folder and then create a blog post and attach the saved work to it.

In this example, a picture has been drawn using 2Paint. It has been saved in the child's work folder online.

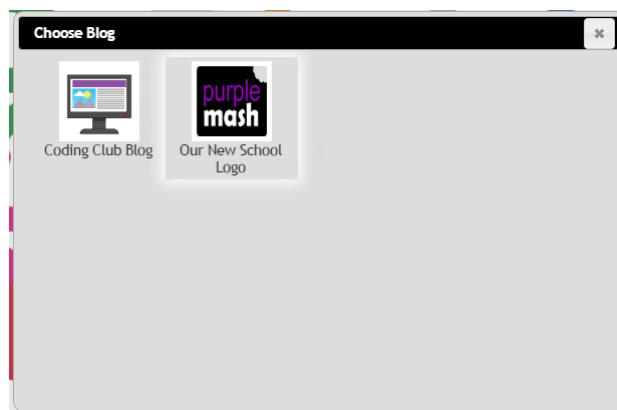


Click the share button in the main menu



On the following screen, click the Blog about your work button

This will present the child with the blogs that they have the access to post on



Click on the blog that you wish to post on. This will open a new blog post with the piece of work attached.

Enter in the rest of the required information and click Save.

The post will enter the usual approvals process before becoming live on the blog.



8. Sharing blogs with non-Purple Mash viewers

If a blog has been set to be visible to the public then it can be shared.



To set a blog as visible to the public, open the blog in the **Manage Blogs** tool.

In the **Visibility** section, tick the check box. This will create a link that you can use in communication to direct people to the blog.

Click on the **Get Links** button

To share a blog

1. Right-click on the square QR code and 'Save image as...' to save it to your device. (Anyone with a QR code reader can use the code to access the board). You can attach it to emails, put it on the school website or printed material etc...
2. Copy the PublicURL link and paste it into an email or other document or;
3. Copy the Embedded Code link to include in a website or email or onto social media applications used by the school.

8.1 Public Comments

If the blog is set to '**Allow Public Comments**' (see section [Creating a Blog](#)) anyone with the link will be able to add comments.

These comments will **always** be subject to approval before going live.

To add a comment the user will enter an author name and their comment and will then be presented with a captcha form to prove they are a person not a spamming robot.

This will then need approval. See [Approving Blog Comments](#) section.

9. Pupil Blogs

Pupils can create their own blogs using a very similar system to teacher created blogs.

Pupil blogs are not made visible to anyone other than the creating pupil and their teacher unless the teacher sets the blog to be viewable to others.

The advantage of this is that a pupil created blog does not have to go through the approvals process (unless the teacher makes the blog viewable to others). So pupils can use their own blog to write about their chosen topic without having to wait for posts to be approved.

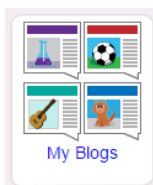
Use the following sections to guide you in creating and approving pupil blogs:

[Pupil View](#)

[Teacher View](#)

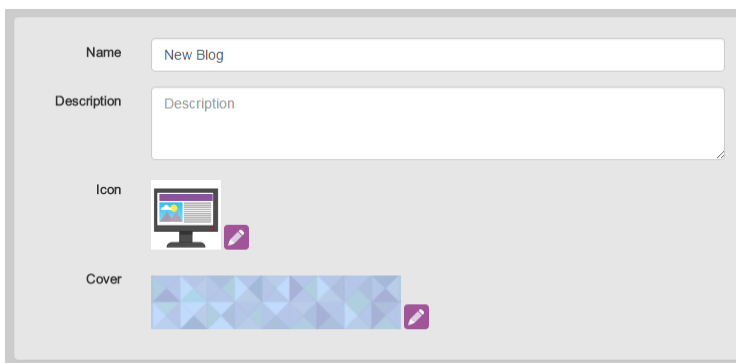
9.1 Pupil View

Pupils can create their own blogs using the My Blogs Tool.



9.1.1 Creating a Pupil Blog

To add a blog, pupils click on the  button from the My Blogs screen.



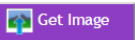
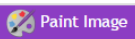
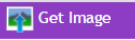
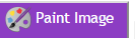
Complete the following details in the appropriate boxes.

Notice that the Save and Delete buttons are disabled until you have entered the required information.

- **Name:** This name will be displayed on the home page as the name of the blog. This is limited to 30 characters.
- **Description:** Enter a brief description of your blog. This will appear on the pop-up screen when you hold your mouse over the blog icon on the home screen and at the top of the page of the blog.
- **Icon:** This Icon will appear as the icon on the home screen. When the button is clicked, the Clipart Picker screen will open. From here you can either:
 - Select one of the ready-made icons from the Clipart Picker.
 - Use the drop-down box at the top of the screen to select an appropriate clip art category and




then an appropriate image.

- Click the  button and upload an image from your computer.
- Click the  button and draw an image using the paint tools.
- **Cover:** This image will appear at the top of the blog page. When the button is clicked, the Clipart Picker screen will open. From here you can either:
 - Select one of the ready-made covers from the Clipart Picker.
 - Use the drop-down box at the top of the screen to select an appropriate clip art category and then an appropriate image.
- Click the  button and upload an image from your computer.
- Click the  button and draw an image using the paint tools.

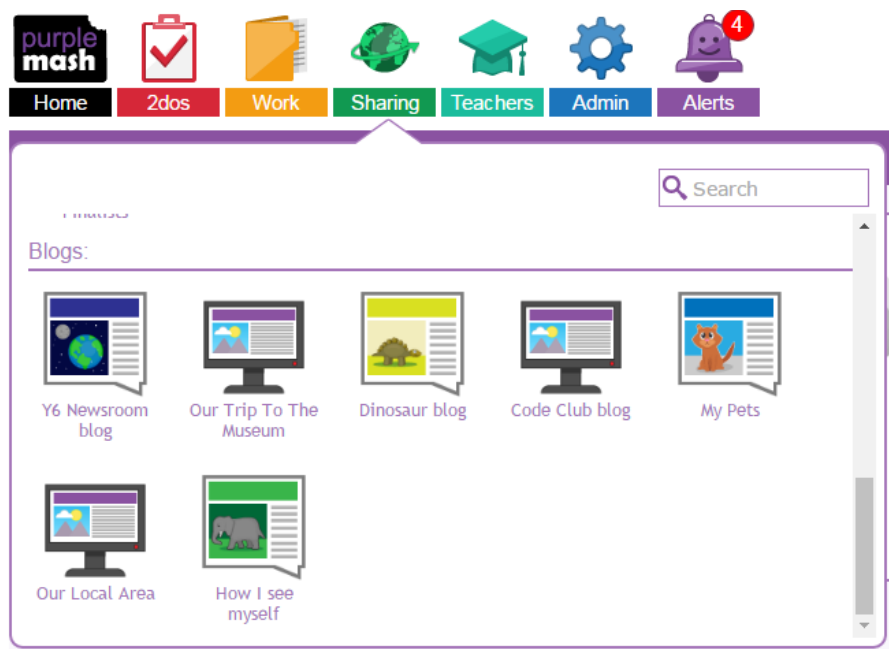
Once the blog has been saved, you can click on the "view blog" button to see what your blog will look like. This will open in a new tab so you can close the tab and return to the screen that you were on.



The  button can be used to navigate from individual blog posts back to the blog.

9.1.2 Adding and editing Pupil blog posts

Pupil-created blogs will appear for the pupil who created the blog only. They will be on the sharing screen below the teacher created blogs (class blogs).



Children can open their blogs just like they would for a class blog.



Click on the  to add a post. Then fill in the details as you would for a class blog.

Name

Description

Icon

Cover

Pupils can edit their posts and add comments to their own posts but no other pupils will see their blog by default.



When viewing a post, click on the button to go back to the blog view.

9.2 Teacher View



Teachers can view pupil blogs in the Manage Blogs tool which can be found in the Admin area of Purple Mash.

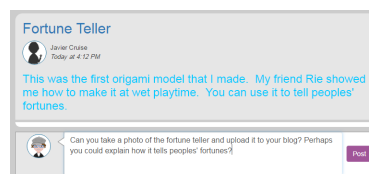


The Pupil Blogs tab displays all blogs made by your pupils.

Click on a blog to open it. On this screen you can change the view/comment/post settings for the blog if you wish. This converts the pupil blog to a class blog and it will then be subject to the approvals process as per all class blogs.



To see the posts in a pupil blog, click on the button. You can then click on the post titles to read the posts and add comments.



The button can be used to navigate from individual blog posts back to the blog.