**Adding Users to your BLOG /Eportfolio**

Eportfolios stay private unlike School Blogs to protect Children’s Privacy.

You can add any users within East Ayrshire with a GLOW account to your blog

Select Dashboard from the top menu on your **BLOG**

From menu down left hand side – Select Users – Add Users

You now have 2 options

Either

Add Curricular Groups. Select Local Authority – Your Establishment – then Group

Be default everyone within your group is selected. Go through and remove any users you do not want to access your blog.

Or you can select ADD USERS

Here you add a user by selecting there GLOW login name (only there name is required and not & glow mail etc.)

Accessing Pupil Blogs and keeping Track of changes.

There are several ways of checking out your Pupils blogs.

Go to MY SITES and select FOLLOW on all your pupil blogs.

Create a BLOG group for your class e.g. Primary 4 Then add all our pupils to this group.

When you now go into your Blog select Blogs/Follow and you will see all your pupil’s blogs and any updates will be highlighted with a Blue circle which will then go grey when you have read the post.