



# Glow Blogs - Guidance

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Children's Services

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## What are Glow blogs?

As part of the whole host of new applications available to staff on Glow, we can now create and share online content through Glow blogs:



This is an exciting and flexible tool for schools, Glow Blogs can be set up for external audiences, within Glow generally or for use in a particular Glow Group – school staff control the level as required.

Why blog?

- A blog is an easily up-dated page or set of pages on the web.
- It can be updated without any knowledge of html through a web based interface.
- Only a web browser is needed
- The pages consist in the main of a series of articles, the most recent at the top.
- Previous articles are archived and can be searched.

Glow blogs can also be used to create easy to navigate, good looking and functional school websites – its user friendly, so hopefully this guide won't be getting much use!

## What will it look like?



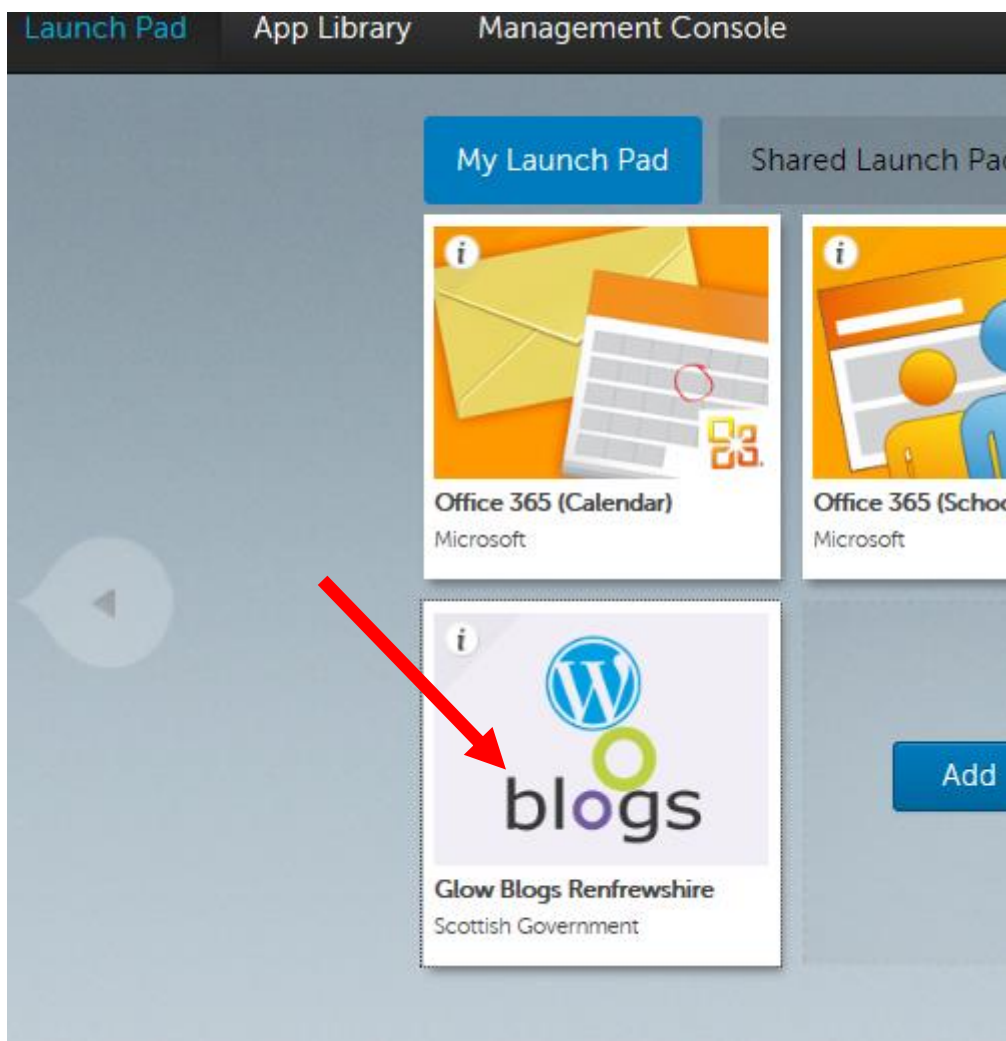
Glow blogs look like a normal website – everything is tidy, modern and professional. You have top level menus which help you navigate a site:



If you click on any of the menus, these will either take you to a page, such as school news, or to further sub menus, such as selecting a primary class.

## How do I get access?

First thing you have to do is log into Glow. From here you will see the Glow Blogs tile on your launch pad:

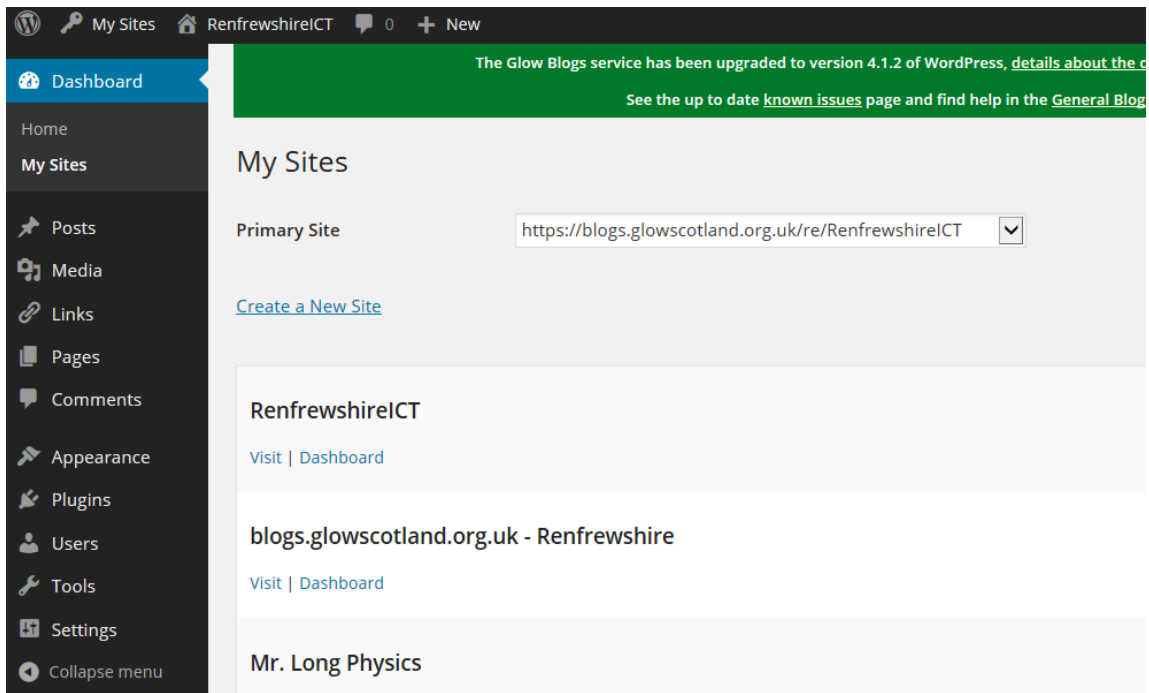


Once clicked, you'll be taken to the Glow Blogs Renfrewshire home page – click on **my sites**:

### My Glow

- [Create a Blog](#)
- [My Sites](#)
- [Help](#)

This will take you to the my sites page and here you'll find a link to your school site:



Click visit or dashboard to access your site.

## Who gets access?

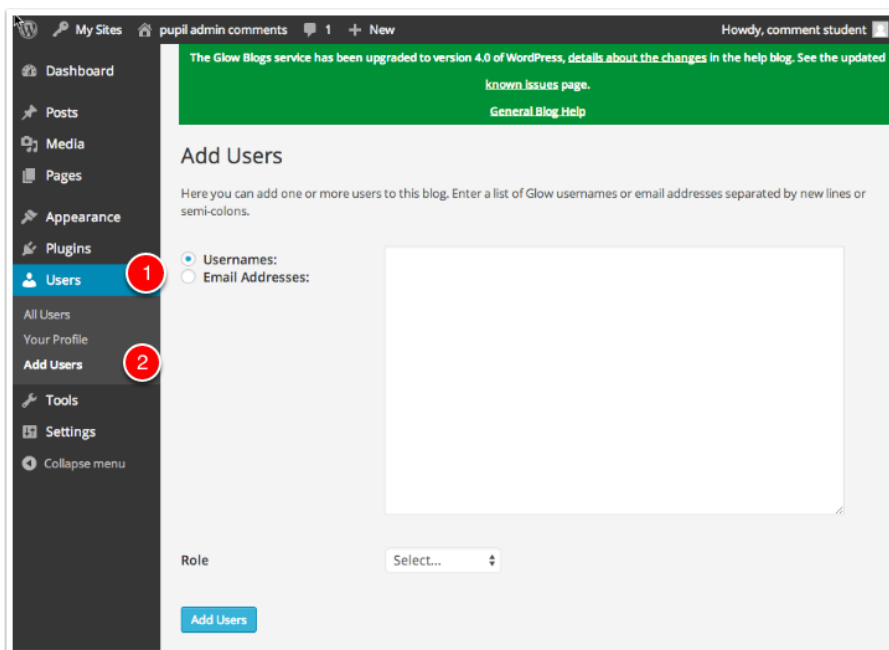
Users can have different roles on a blog, these will come with different permissions:

- Administrator – somebody who has access to all the administration features within a single site.
- Editor – somebody who can publish and manage posts and pages, including the posts of other users.
- Author – somebody who can publish and manage their own posts.
- Contributor – somebody who can write and manage their own posts but cannot publish them.
- Subscriber – somebody who can only manage their profile.

The Subscriber role can be used to allow Glow users to see a private blog.

### Add Users Dashboard

On the Dashboard the Add Users screen is accessed from the Users section of the left hand navigation, you may have to expand the Users section by clicking on Users **[1]** before clicking Add Users **[2]**.



# Add Users

To add users you

1. Type or paste the list of users you want to add to the blog into the username fields. Alternatively you can use an email address if they have already logged on to WordPress and added an email. At the time of writing we believe that the username is the best option, there may be problems with how we are dealing with email addresses.
2. Choose the WordPress role you want those users to have from the popup.
3. Click **Add Users**

You will see a message at the top of the Add Users screen.

Add Users

Here you can add one or more users to this blog. Enter a list of Glow usernames or email addresses separated by new lines or semi-colons.

Usernames:  
 Email Addresses:

gw08mclauchlanross@glow  
gw07renfrewshiretestaccount@glow

Role: Select...

# Manage Users

After users have been added to the blog they can be managed from the Authors & Users screen [1].

You can view information about the users and change or remove their role on the blog.

Users that have been added who have not visited and logged into the blogs are added as **pending** [2].

Administrators can remove users from their blog or change their roles on this screen.

<input type="checkbox"/>	Username	Establishment Role	Year of Entry	Name	E-mail	Role	Posts
<input type="checkbox"/>	commentstudent@dev-290	Student	-	comment student	[blurred]	Administrator	1
<input type="checkbox"/>	mrteacher@dev-290	TeachingStaff	-	Mr Teacher	temporary-2e8d0366-14cb-41d1-a5fe-1fc692273d76@example.com	Administrator	1
<input type="checkbox"/>	gw09johnstonjohn@glow	-	-			Subscriber	0
<input type="checkbox"/>	gw14thisandthat@glow	-	-			Subscriber	0



## Changing a User's Role

To change a users role

1. Check the box beside their name (you can change multiple users at the same time) [1]
2. Select a new role from the **Change role to...** pop up. [2]
3. Click **Change**. [3]

The screenshot shows the 'Users' management page. At the top, there are filters for 'All (4)', 'Administrator (2)', and 'Subscriber (2)'. A search bar is present. Below the filters, there are 'Bulk Actions' and 'Apply' buttons. A dropdown menu is open, showing the 'Change role to...' option selected, with a list of roles: Subscriber, Contributor, Author, Editor, and Administrator. The 'Change' button is highlighted. The table below shows a list of users with columns for Name, E-mail, Role, and Posts. The user 'mrteacher@dev-290' is selected, and their role is currently 'Administrator'.

Name	E-mail	Role	Posts
comment student	johnhjohnston@gmail.com	Administrator	1
Mr Teacher	temporary-2e8d0366-	Administrator	1

## Removing a User

To remove a user:

1. Check the box beside their name (you can delete multiple users at the same time) [1]
2. Select Remove from the **Bulk Actions** pop up [2]
3. Click **Apply** [3].

You will be taken to the Delete Users screen where you can make decisions to delete the posts from the user or attribute them to another user.

The screenshot shows the 'Users' management page. At the top, there are filters for 'All (4)', 'Administrator (2)', and 'Subscriber (2)'. A search bar is present. Below the filters, there are 'Bulk Actions' and 'Apply' buttons. The 'Remove' button is highlighted. The 'Apply' button is also highlighted. The table below shows a list of users with columns for Username, Establishment Role, Year of Entry, Name, E-mail, Role, and Posts. The user 'mrteacher@dev-290' is selected, and their role is currently 'Administrator'.

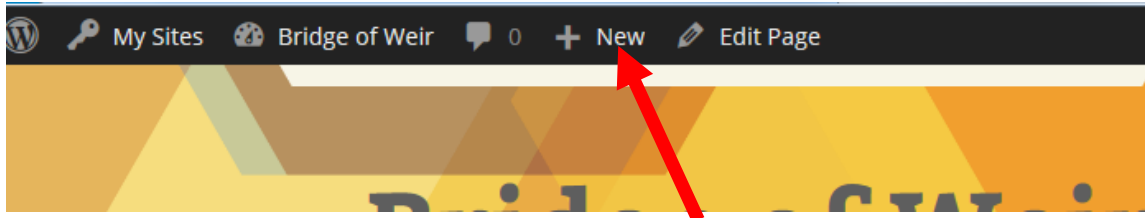
Username	Establishment Role	Year of Entry	Name	E-mail	Role	Posts
comment student	Student	-	comment student	johnhjohnston@gmail.com	Administrator	1
mrteacher@dev-290	TeachingStaff	-	Mr Teacher	temporary-2e8d0366-14cb-41d1-a5fe-1fc692273d76@example.co	Administrator	1

## Add new page

You can also add a new page to your site. Extra pages can be used to house information that is not already catered for within the website template.

The quickest and easiest way to add a page to your site is to:

1. Go to the top of your screen and hover over the **new button**:



2. Click on page
3. On this page you will see the WordPress page editor. The most important parts of this page are:

**Page Title** - enter the title of your page in this field.

**Page Content** - you can use the WordPress editor to add the actual content of your page.

See the up to date [known issues](#) page and find help in the [General Blog Help](#)

### Add New Page

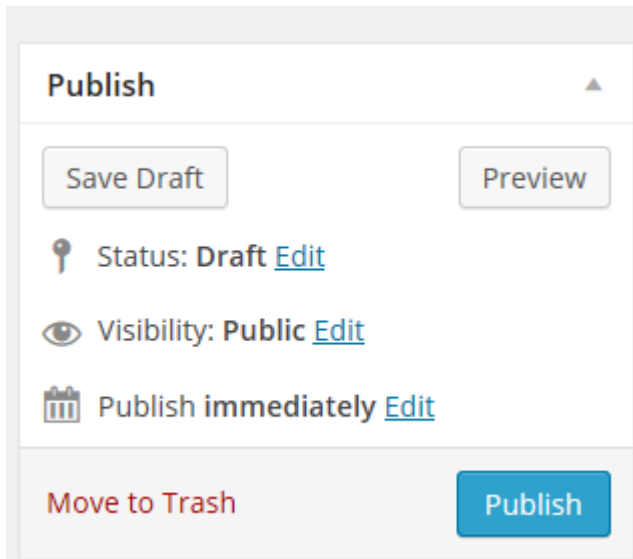
[Add Media](#) Visual Text

**B** *I* ABC

p

Word count: 0

4. When you are done, click **publish** on the left hand side of your page:



5. This will make your page live within your website.

6. You will need to create a link to this page from the site (please see **menu** section)

## Adding content to website

As an editor, you can see a range of tools hidden to teachers, pupils, etc. This makes life simple in terms of who can update, change or add content to any pages within your blog. The welcome page is usually the first page a visitor will see upon landing on your blog. In this case, we have set this up as a welcome from the head teacher.

1. To edit this page, scroll to the bottom and click the **edit** button:

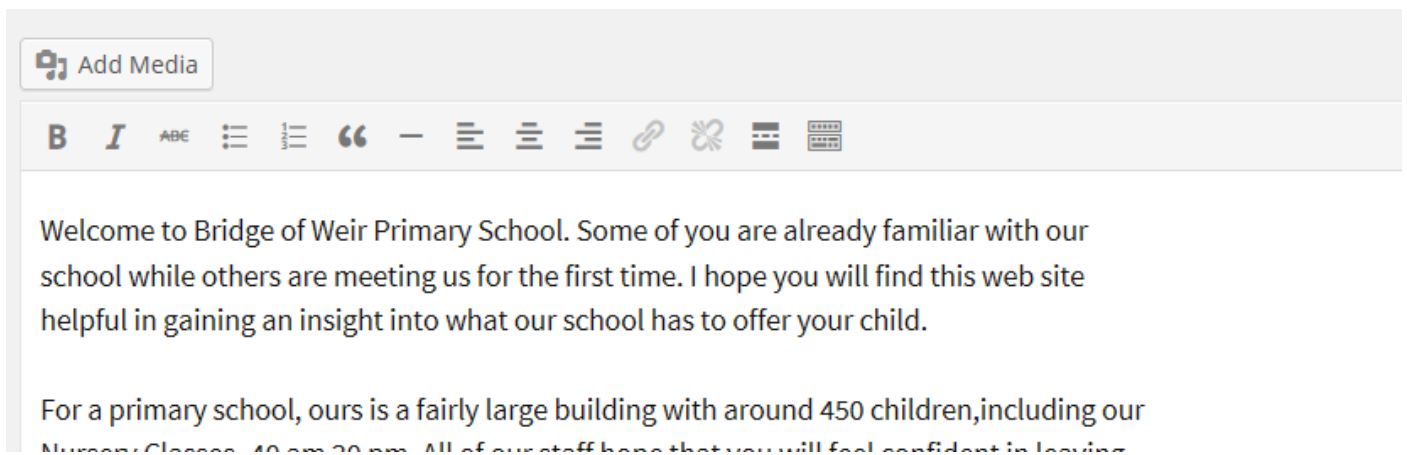


2. Once you have click this button, you will be taken to the **pages** tool in the dashboard of your blog:

A screenshot of a web dashboard's 'Edit Page' interface. On the left is a dark sidebar menu with options: Dashboard, Posts, Media, Links, Pages (highlighted in blue), All Pages, Add New, Comments, and Profile. The main content area has a green banner at the top with a notification. Below it, the title 'Edit Page' is followed by an 'Add New' button. The page content is 'Welcome'. Below the content is a 'Permalink' field with the URL 'https://blogs.glowscotland.org.uk/re/bridgeofweirprimary/' and a 'View Page' button. There is an 'Add Media' button. A rich text editor toolbar is visible with icons for bold, italic, text color, bulleted list, numbered list, quote, link, unlink, table, and table of contents. The text 'Dear Parents,' is visible in the editor. An orange arrow points from a text box to the table of contents icon in the toolbar.

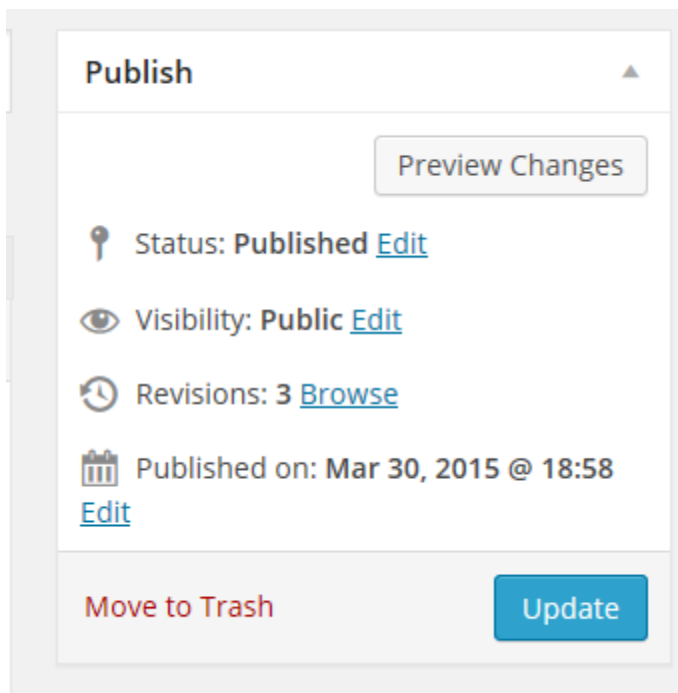
Click this box to toggle additional features

3. Make any changes needed using the text editor:



4. You can copy and paste from your handbook, website, or type text.

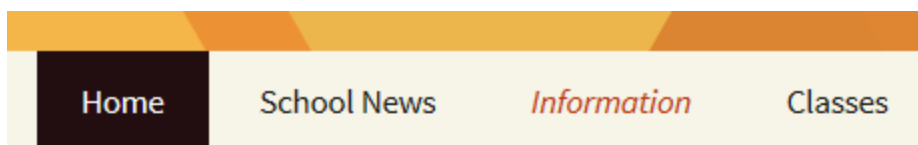
5. Finally, to save, go to the right hand side of your screen and click **PUBLISH** – the button will now read **'update'** – or click preview if you want to see it before saving:



You can do this for any pages within your blog, making life very simple.

## Create and change hyperlinks

The school information page contains a pre-defined list of links to areas on your website:



# Information

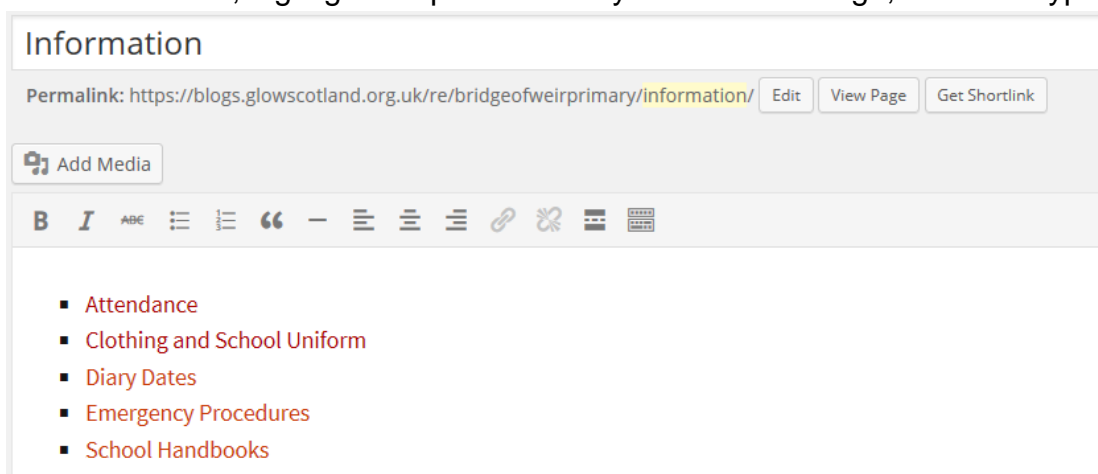
- Attendance
- Clothing and School Uniform
- Diary Dates
- Emergency Procedures
- School Handbooks
- School Meals and Milk

This includes links to the school handbook, emergency procedures, etc.

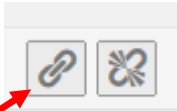
If you click on any of these links on the site, you will be taken to the relevant page.

To create or change a hyperlink, do the following:

1. Click the edit button at the bottom of your page:
2. In the text editor, highlight the piece of text you wish to change, or add a hyperlink to:



3. Click on the hyperlink button:



4. This will open a new window to allow you add your hyperlink:

### Insert/edit link ✕

*Enter the destination URL*

URL  ✕

Title

Open link in a new window/tab

*Or link to existing content ▲*

Search

No search term specified. Showing recent items.	
Religious and Moral Education	PAGE
Technologies	PAGE
Sciences	PAGE
Social Studies	PAGE
Expressive Arts	PAGE
Health and Wellbeing	PAGE

Cancel Update

5. You can either paste the url from the page you want (it's useful copy the URL before following these steps) or you can select a page from the scroll menu below.

6. Add in your link and click in **open link in new window or tab**.

7. **Click Update.**

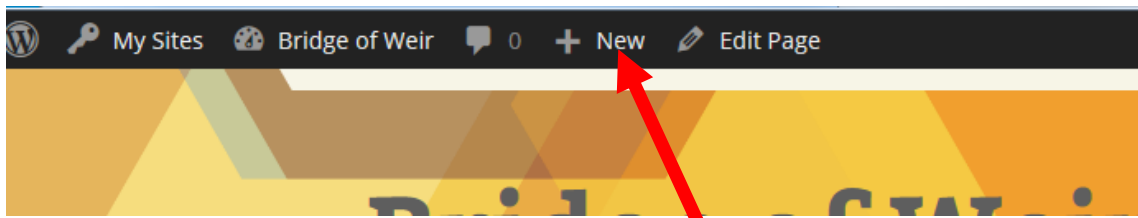
## How to add a blog post

Teachers and other staff can post blogs that can be seen by all visitors to your site. It's really easy to do, and it's a good way to share information.

### Write your posts

The quickest and easiest way to add a new post is:

1. Go to the top of your screen and click the **new button**:



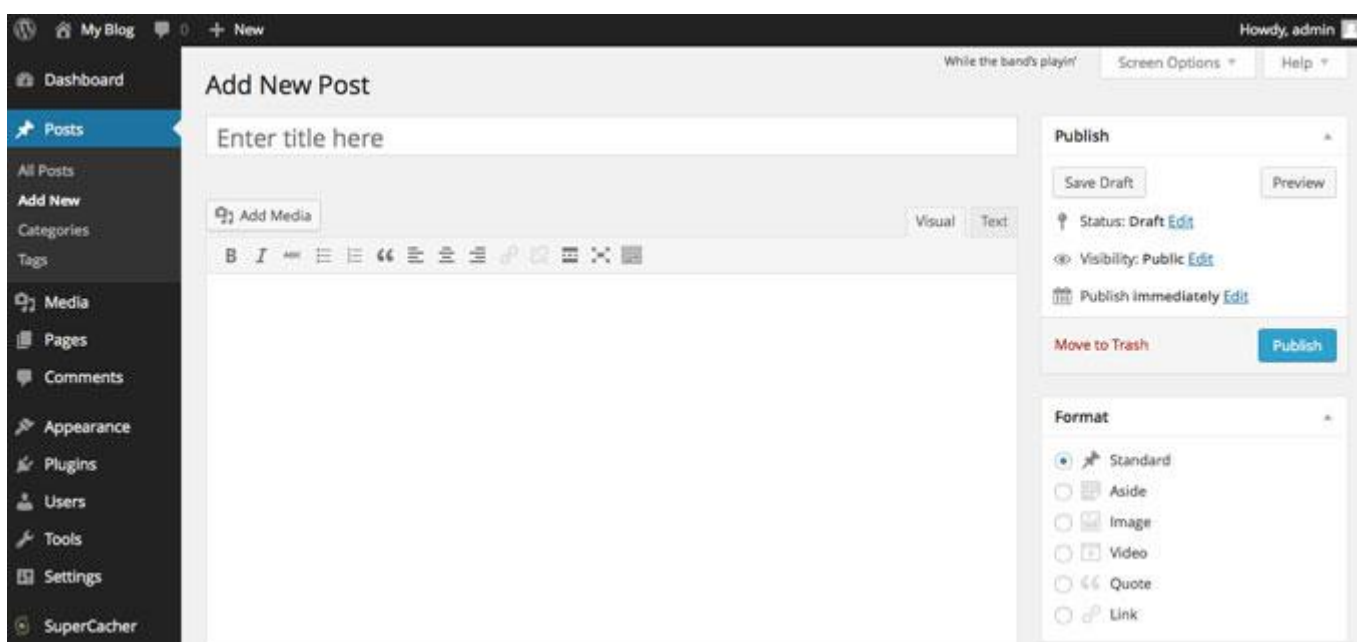
2. On this page you will see the WordPress posts editor. The most important parts of this page are:

**Post Title** - enter the title of your post in this field. On your theme it will be shown above your content.

**Select a Category** – from the list available on the right side of the post editor you can select any categories that you have previously created. This will post your blog on the pages relevant to that particular category/categories.

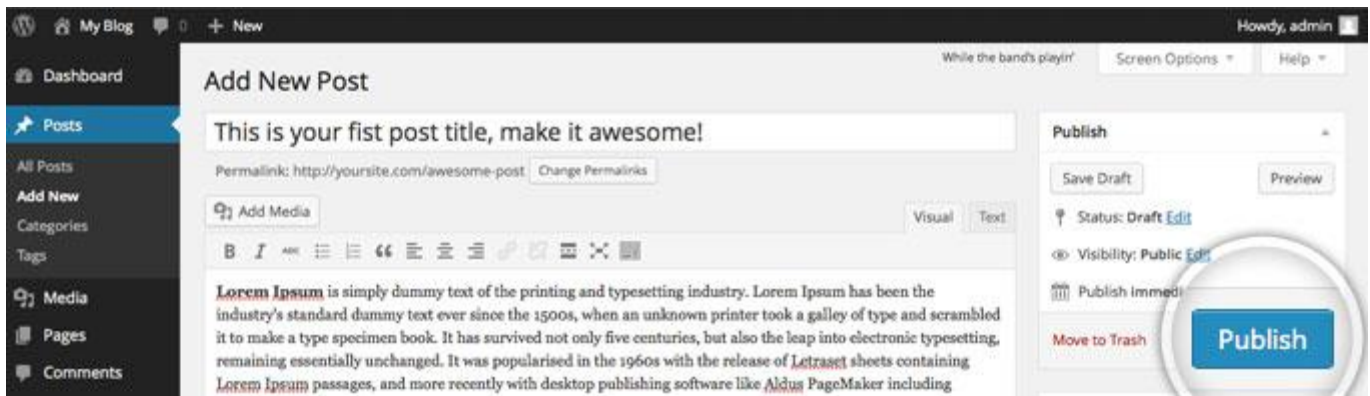
**Click and drag the categories tab to the top of the page, so that you can always remind yourself to select a category:** - INSERT GUIDANCE IMAGE

**Post Content** - you can use the WordPress editor to add the actual content of your post.

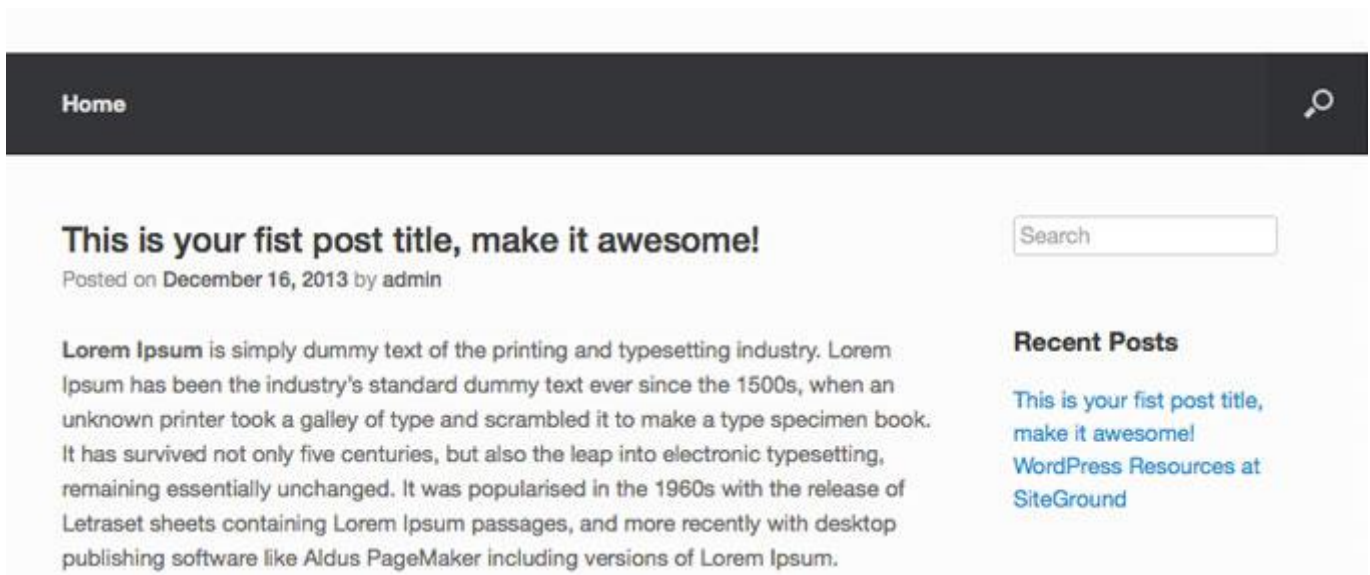


4. Once you enter the content of your first WordPress post, you need to **Publish** it so it can be seen on your website.





5. That's it! You can now go to the front page of your site to check out the newly created blog post.



## Editing Posts

To edit a blog go into the **Dashboard** of your website. Click on **Posts** on the left hand menu.

Select the post that you wish to edit and this will bring you back into the post editor menu – from here you can make any changes to your post, i.e. change title, content, add images, add categories.

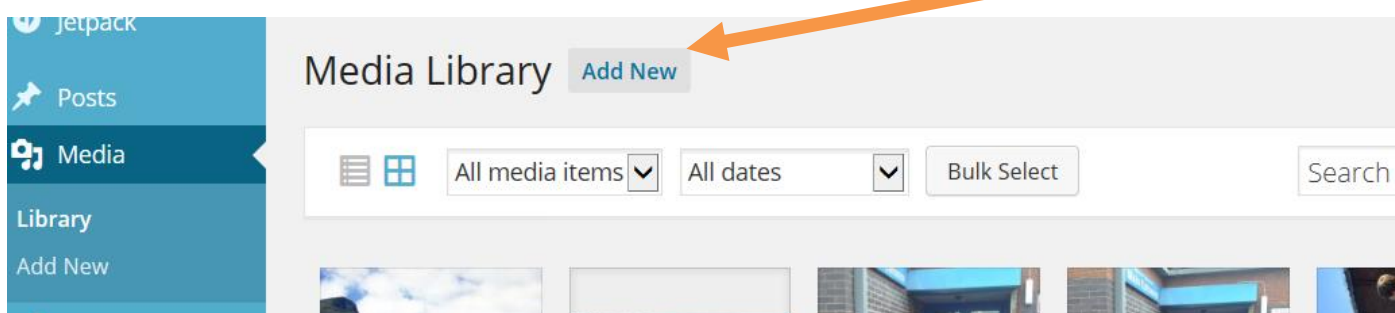
## Add Media and creating galleries

Practically any form of media can be added to your Glow blog website – this can be done by either creating a media library, or uploading materials in your blogs, etc.

This includes:

- Pictures
- Files
- Videos (these must be in MP4 format)
- Etc

You can add multiple files from your computer at one time. To add media, first go to **Dashboard**.  
Click on **Media > Add New > Select Files:**



Browse your PC files to select the materials you wish to upload to your media library – please note you can revisit this library at any time to upload or delete materials (please note, that material uploaded to your media library only sits in the background of your website until you add it to a post or a page).

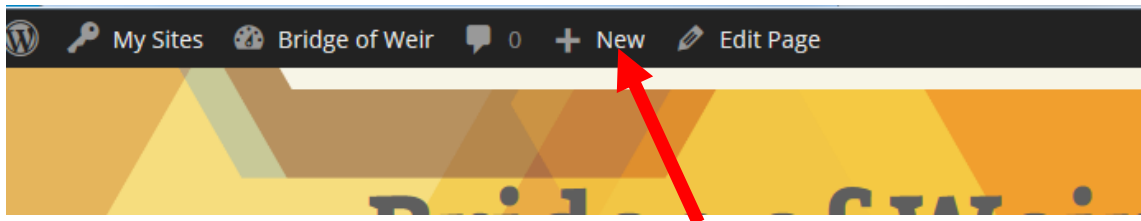
In the library, by clicking on any file you can find the URL for that file. There is guidance on that in the advance section of this document (**adding links to pictures**).

## Add Media to a post

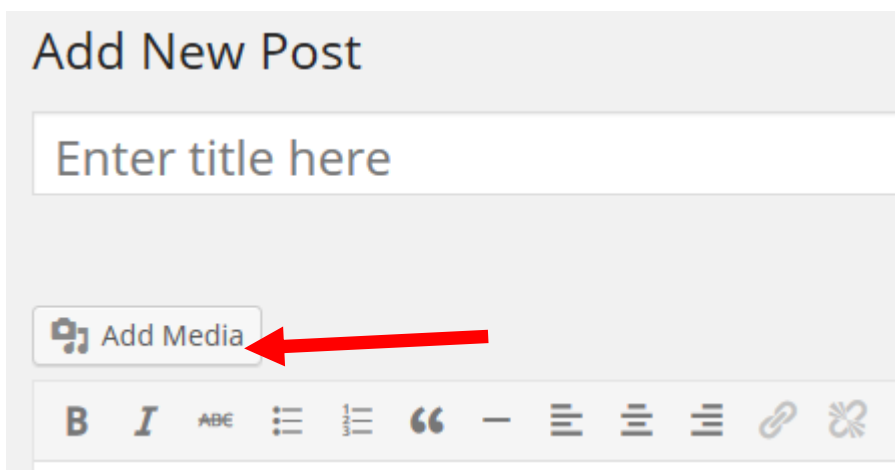
You can also add media to a post; this can include pictures, videos and other files.

The quickest and easiest way to add media to your post is to:

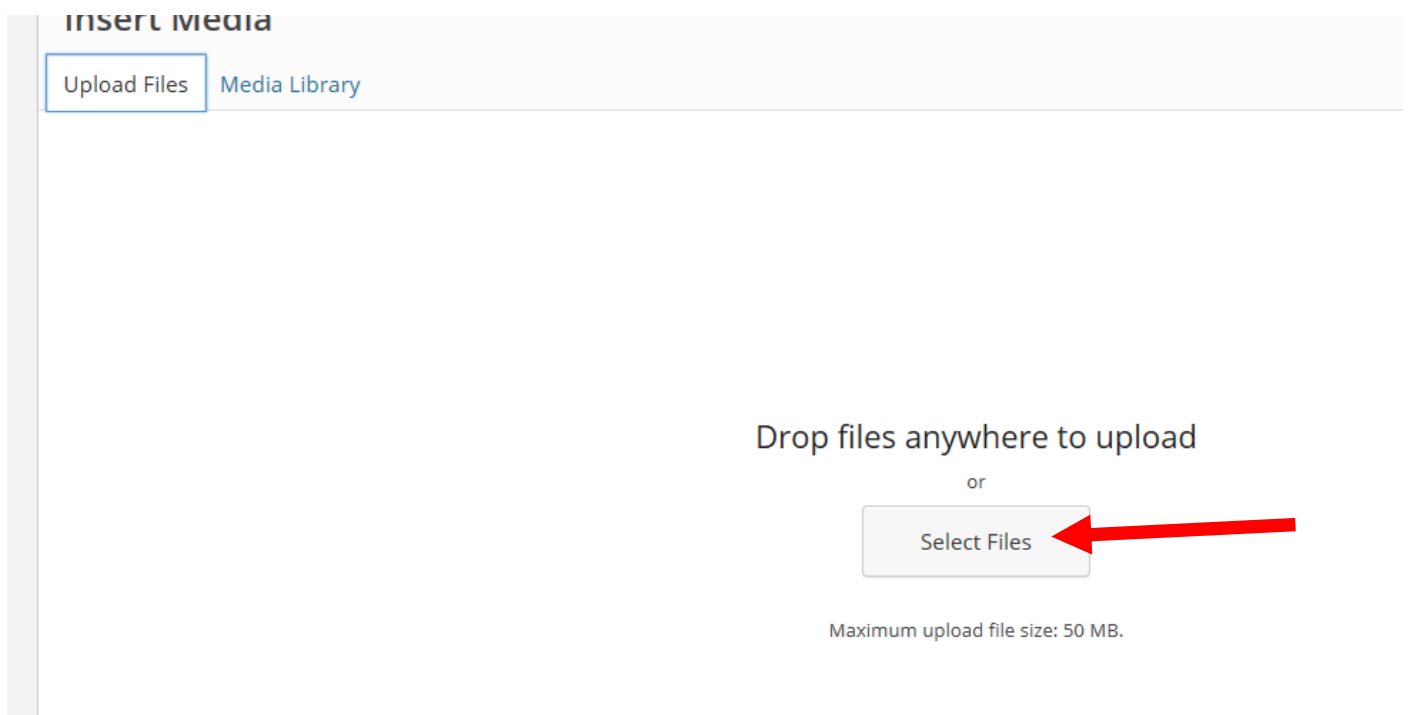
1. Go to the top of your screen and click the **new button**:



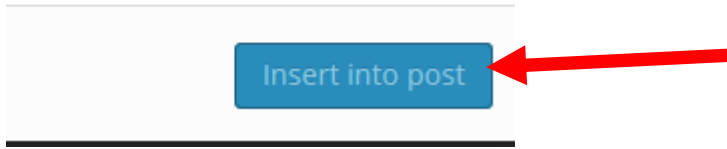
2. Click on post
3. On the post editor screen, click **add media**:



4. Once clicked, you will be taken to a page where you will be able to upload files from your computer:



5. Once you have selected a file to upload you will now be able to insert this media into your post:



# Advanced

## Menus and dead links

### Menus

Menus can be used to organise the navigation of your blog.

There are two stages to using menus:

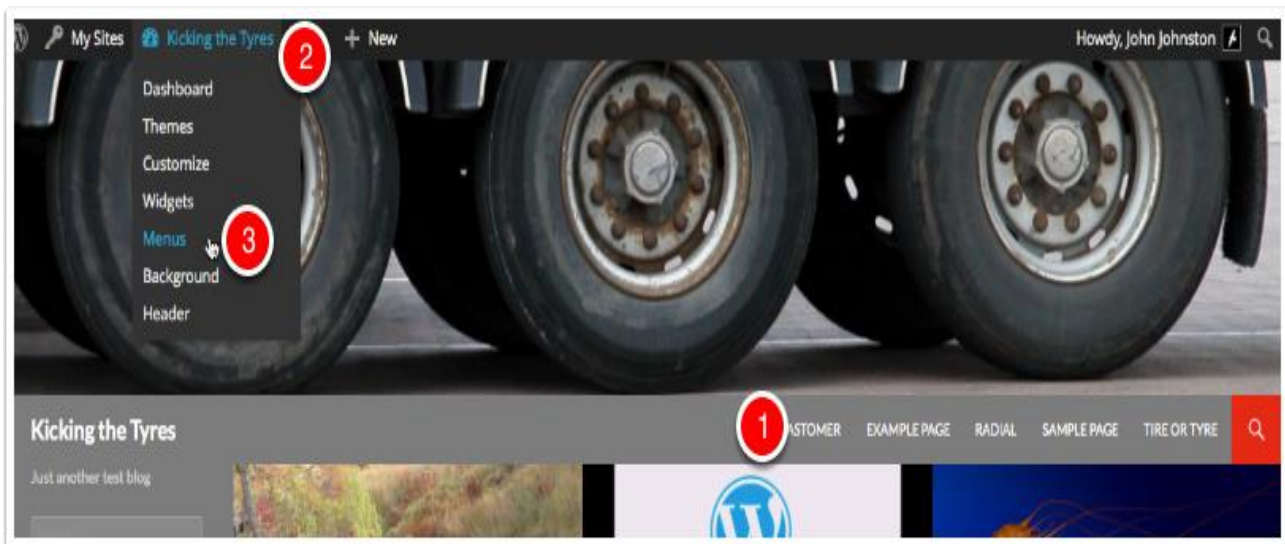
1. Creating the Menu; and
2. Showing them on a site.

Some themes will automatically create a menu as you add pages. This menu can be replaced after you make a menu.

### Creating a menu

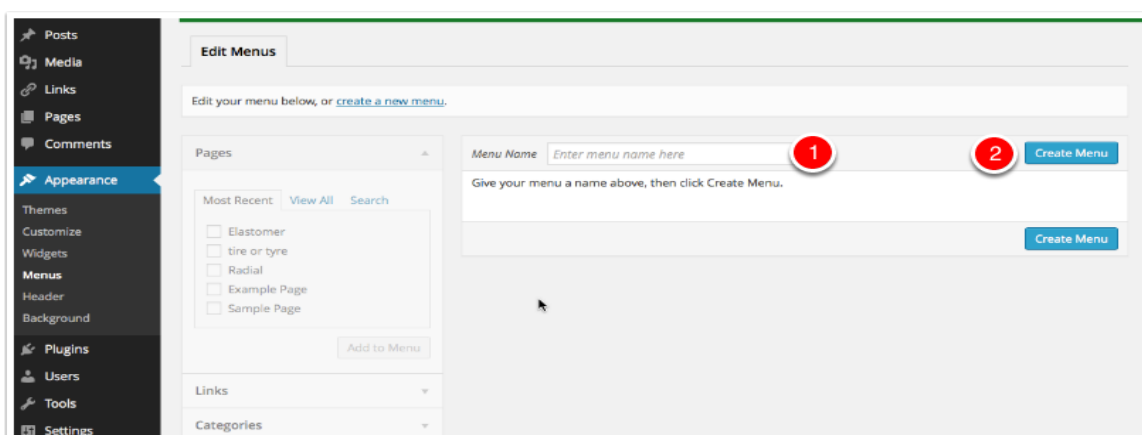
In the screenshot below the site is using the TwentyFourteen theme. The menu [1] that appears across the site is created automatically.

To access the menus, after logging on, hover the mouse over the site name [2] in the admin bar and then choose Menus [3] from the drop down that appears.



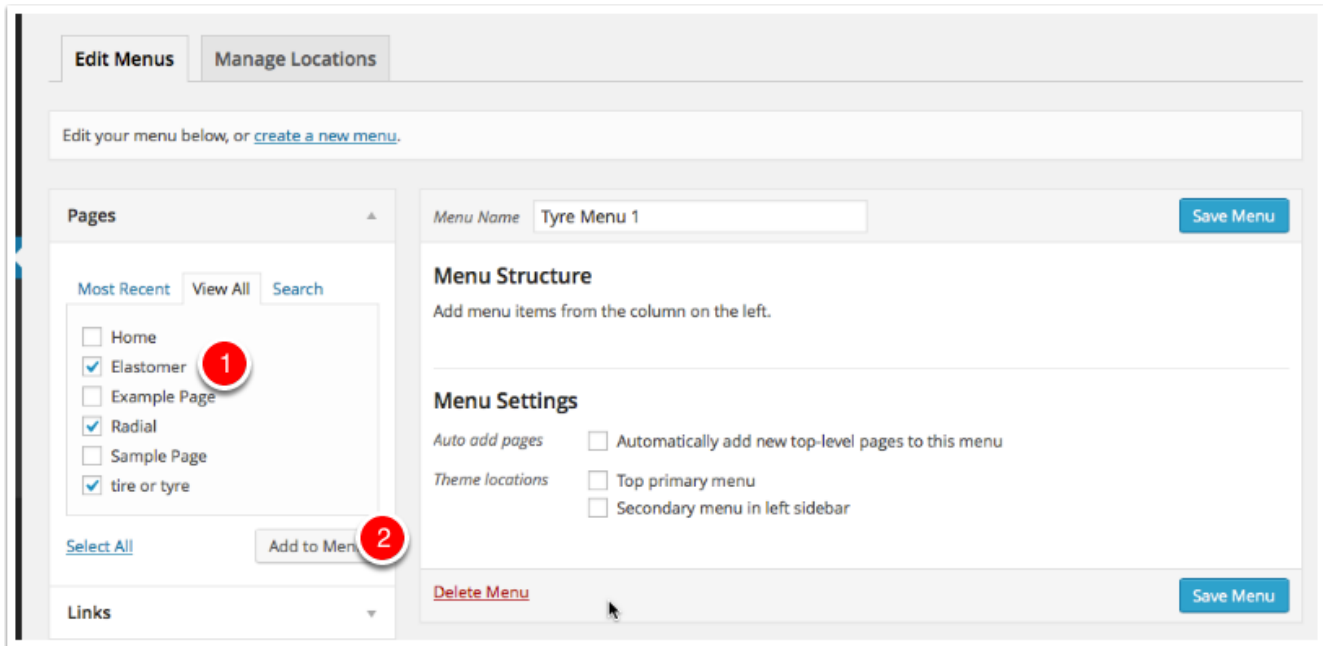
On the menu screen, to create a menu:

- Enter a Menu Name [1] and
- click Create Menu [2]



## Adding items to menus

To add items to menus you select items from the sections on the left [1] (Pages, Links or Categories) and them to the menu [2] and then organise them.

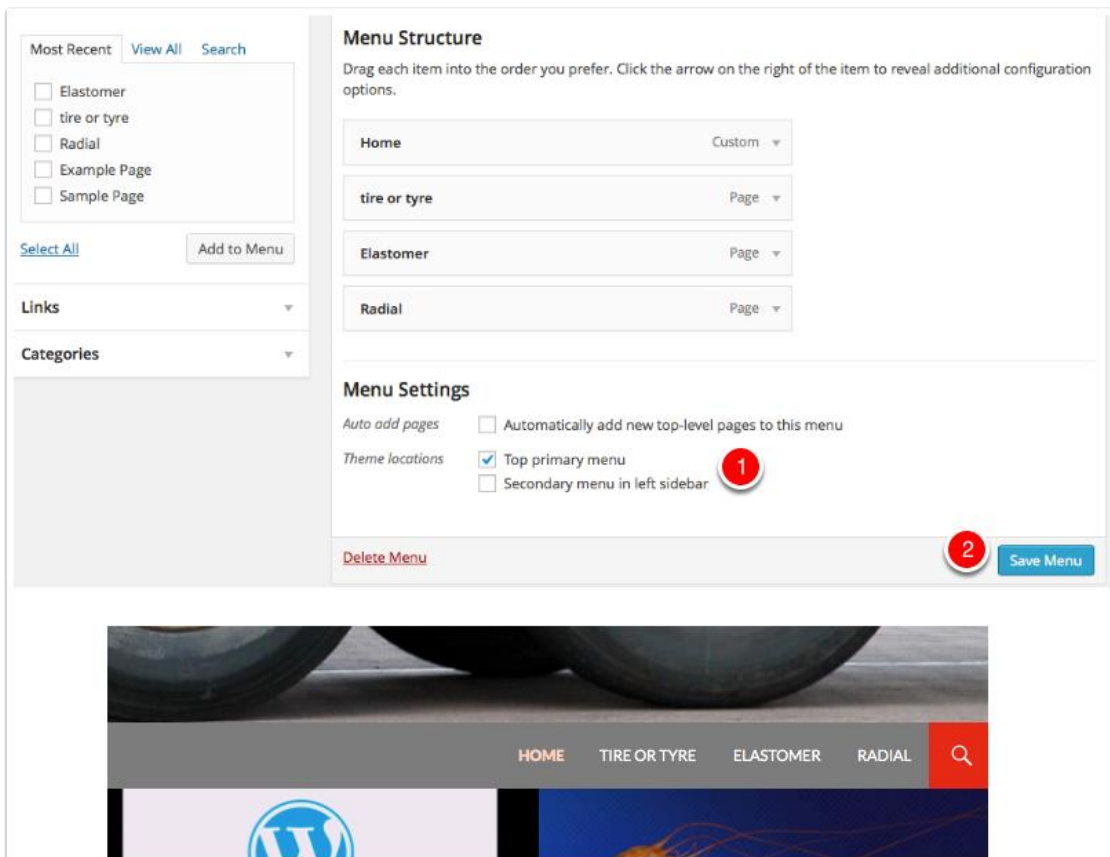


## Menu structure

After adding items you can reorder them by using drag and drop and make them submenus by indenting menu options.

You **can** set the location of the menu where you want the menu by checking the **Theme Location** [1]

Make sure you click Save Menu [2]



## A more complex structure

Here we have added some category menus (Meetings, images and Vocabulary). We have made them submenus, of the Posts menu.

The image shows the WordPress menu configuration interface. On the left, the 'Links' section has a 'URL' field with 'http://' and a 'Link Text' field with 'Menu Item'. Below it is a 'Categories' dropdown menu. A red circle with the number '1' highlights the 'Categories' dropdown. On the right, the 'Menu Structure' section shows a list of menu items with their configuration options:

- Home (Custom)
- tire or tyre (Page)
- Elastomer (Page)
- Radial (Page)
- Posts (Custom)
- Meetings *sub item* (Category)
- images *sub item* (Category)
- Vocabulary *sub item* (Category)
- Wikipedia Tire (Custom)

Below the configuration is a preview of the website's navigation menu. The menu items are: HOME, TIRE OR TYRE, ELASTOMER, RADIAL, POSTS (with a dropdown arrow), and WIKIPEDIA TIRE. The 'POSTS' dropdown is open, showing sub-items: MEETINGS, IMAGES, and VOCABULARY. The website logo 'bloas' is visible in the background.

## Menu location

After you create a menu a new tab appears. Go to Manage Locations, here you will see a list of places you can add a menu. In the case of our TwentyFourteen theme there are 2, Top Primary & Secondary in Left Sidebar.

Edit Menus **Manage Locations**

Your theme supports 2 menus. Select which menu appears in each location.

Theme Location	Assigned Menu
Top primary menu	<span>Tyre Menu 1</span> <span>↕</span> <a href="#">Edit</a>   <a href="#">Use new menu</a>
Secondary menu in left sidebar	<span>— Select a Menu —</span> <span>↕</span> <a href="#">Use new menu</a>

[Save Changes](#)

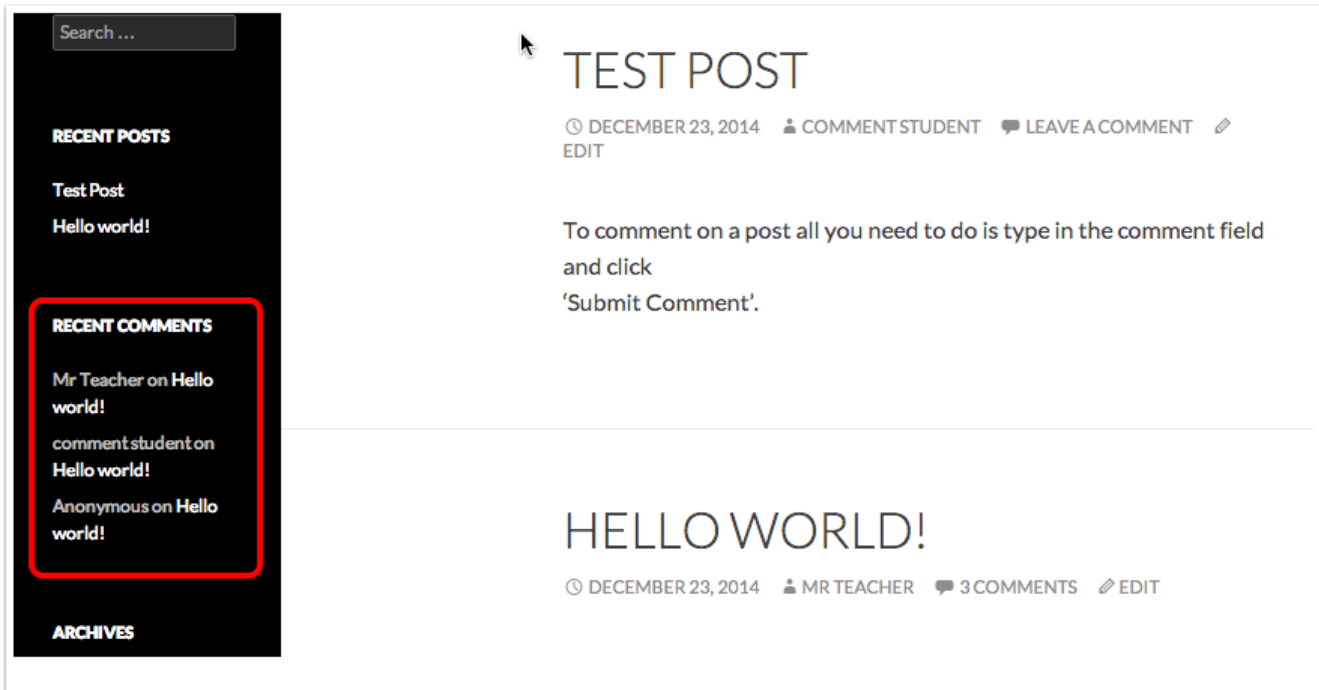


# Widgets

Widgets are used to add features and functionality to the sidebar (usually) of your blog. Widget placement is dependent on themes.

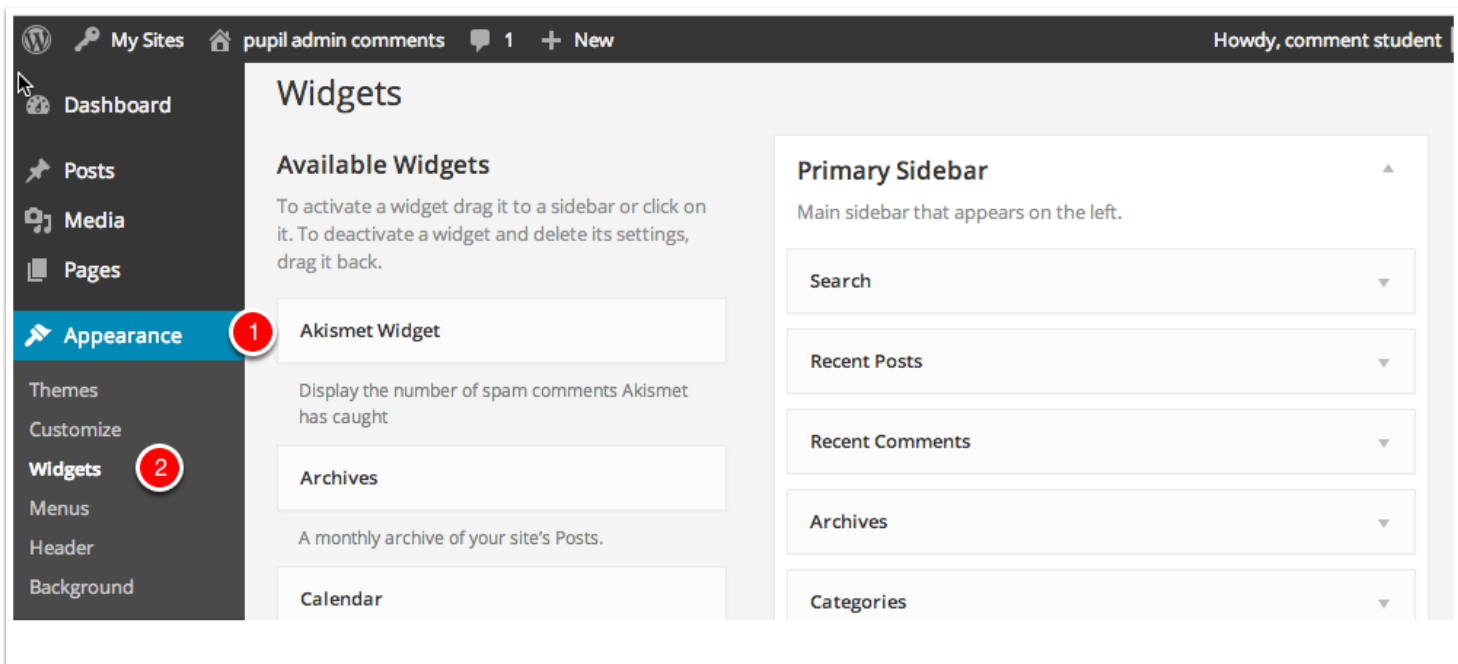
## Widgets

This blog has just been created with a standard set of widgets.



## Widgets Dashboard

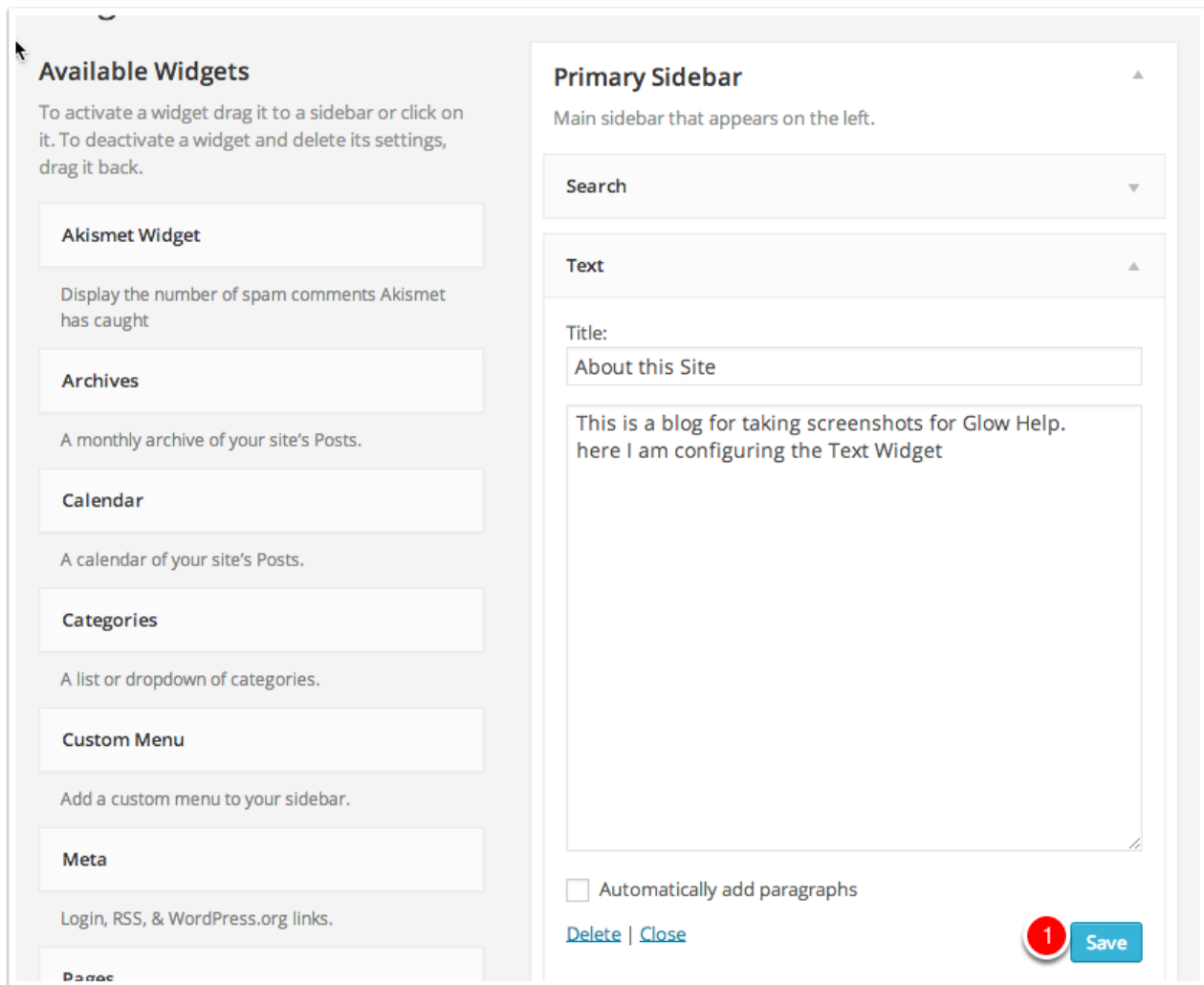
You can access the widget dashboard from the Appearance section. Click on appearance>click on widgets..



## Adding Widgets

To add widgets drag them into the sidebar.

You may need to configure widgets after adding. For example adding a URL or adjusting the visibility of a widget. The Widget will need to be Saved **[1]**.



**Available Widgets**

To activate a widget drag it to a sidebar or click on it. To deactivate a widget and delete its settings, drag it back.

- Akismet Widget**  
Display the number of spam comments Akismet has caught
- Archives**  
A monthly archive of your site's Posts.
- Calendar**  
A calendar of your site's Posts.
- Categories**  
A list or dropdown of categories.
- Custom Menu**  
Add a custom menu to your sidebar.
- Meta**  
Login, RSS, & WordPress.org links.

**Primary Sidebar**

Main sidebar that appears on the left.

**Search**

**Text**

Title:  
About this Site

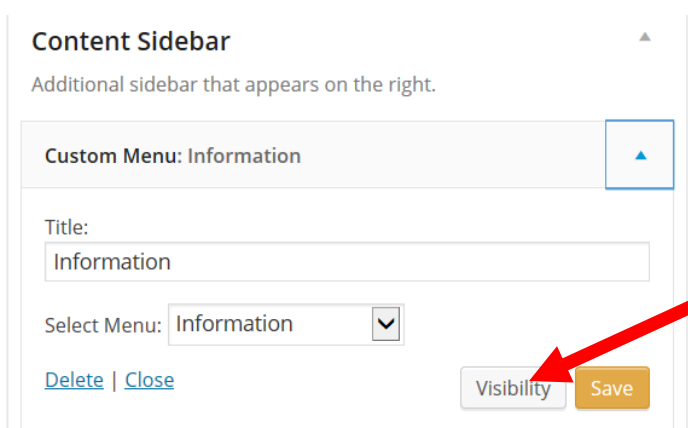
This is a blog for taking screenshots for Glow Help. here I am configuring the Text Widget

Automatically add paragraphs

[Delete](#) | [Close](#) **1** [Save](#)

## Visibility of widgets

If you want your widget to appear on certain pages or alongside categories, you will need to set the visibility of the widget. To do this, click on visibility at the bottom of the widget:



**Content Sidebar**

Additional sidebar that appears on the right.

**Custom Menu: Information**

Title:  
Information

Select Menu: Information

[Delete](#) | [Close](#) **Visibility** [Save](#)

This lists all the pages you want to show and all the categories you want this to shown under. To show a widget on a specific page, or alongside a blog category, select page from the 1<sup>st</sup> menu **(1)**, then select the page from the list provided**(2)**.

Title:  
Information

Select Menu: Information

Show if:  
Page is Information [Delete](#) | [Add](#)

or

Similarly for categories, select categories from list 1 and the category from list 2.

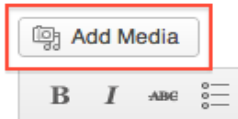
To create a new condition, click the add button. To delete a condition, click delete.

**NB. Categories will not appear in the widget until there is at least one post using that category.**

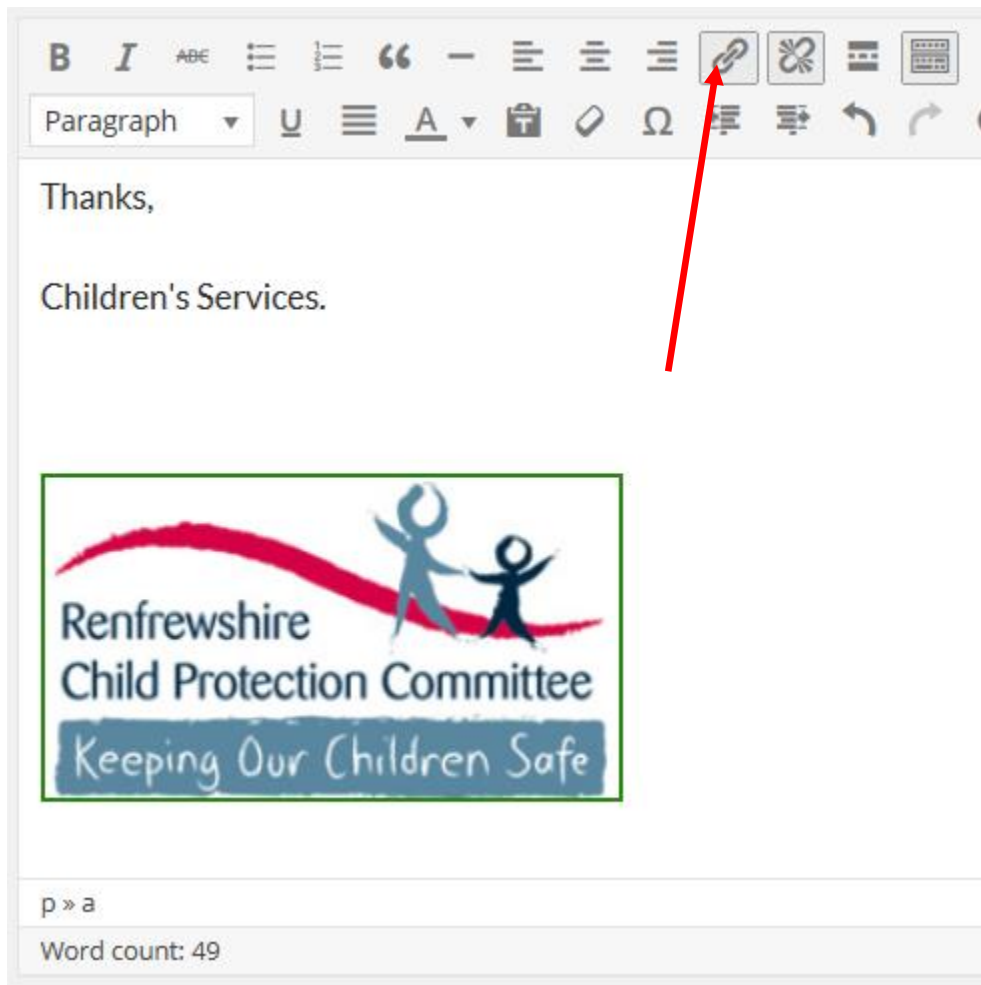
## Links from pictures

To insert a link using an image from your computer, follow these steps:

1. Go to a post or page editing screen. Click the **Add Media** button.



2. [Upload a new image](#), or click the **Media Library** tab and click the image you'd like to use as a link.
3. Once the image is on your post or page, click the hyperlink button:



4. Once you have clicked the hyperlink sign, you will be able to enter a URL address to another website

### Insert/edit link ✕

Enter the destination URL

URL

Title

Open link in a new window/tab

Or link to existing content ▲

Search

No search term specified. Showing recent items.

Circulars and Appendices	PAGE
Child Protection Training Resources	2015/06/16
Training resources	PAGE
Annual Update 2015/16	PAGE
Child Protection Part 2	PAGE
Child Protection Part 1	PAGE

[Cancel](#) [Add Link](#)

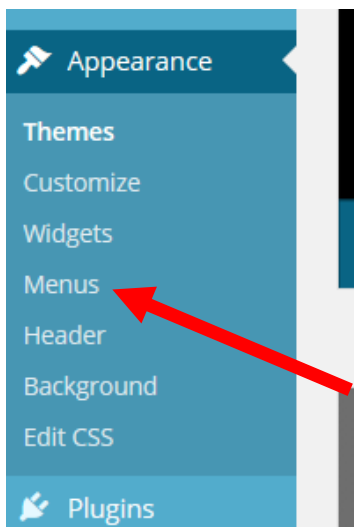
Always select this option



5. Finally Click the add link button.
6. Once this has been done – don't forget to update or publish your post or page to save this and make it active.

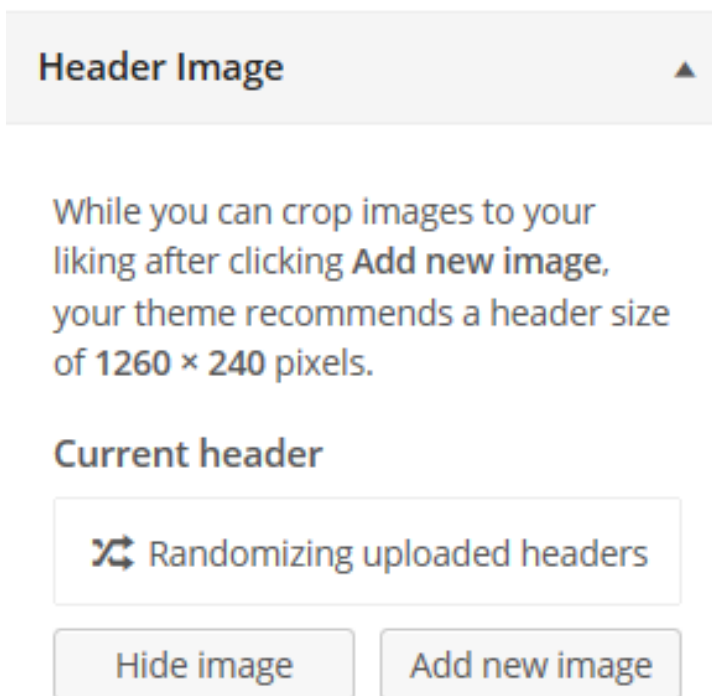
## Headers

Please ensure you have created a header before starting this process. Headers can be added or changed by accessing the **appearance** menu. To do this, go to the dashboard and then use your cursor to hover over the appearance menu on the left hand side:



In here you will see the headers menu. Click on this to begin changing or adding headers.

Click on add new image to upload a new header.



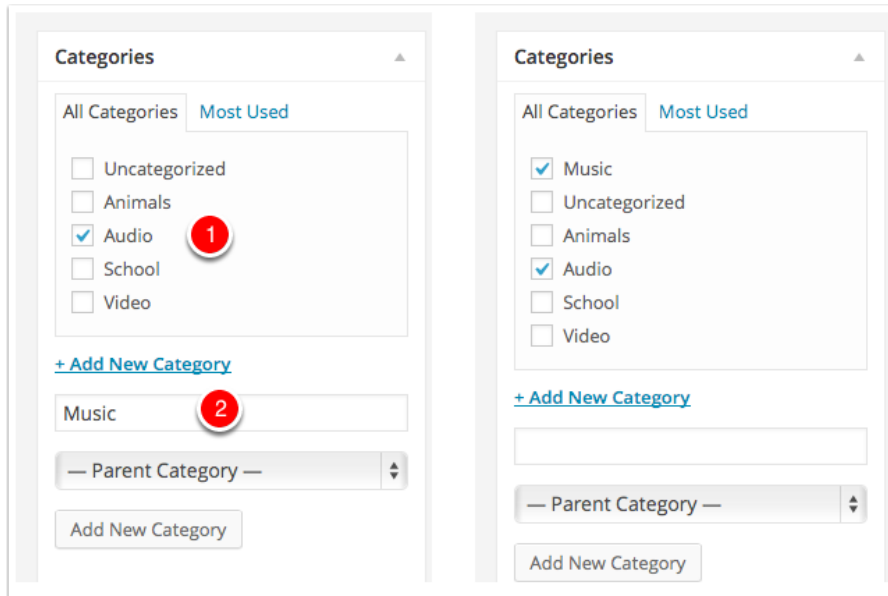
You can also click the randomise button above to shuffle between all uploaded headers.

# Categories

To edit or create a category, first go into the **Dashboard** of your website. Click on **Posts** on the left hand menu. From here, select **Categories**.

Select **Add a new category**. Add the name of the category, i.e. pupil council, eco committee, etc.

Categories can be added by checking item in the Category list [1] in the Post editor. New Categories can be created in the post editor using the field at the bottom of the list[2].



Categories can be used to produce a page of posts with the same Category. Categories can be displayed in the site **menus**. You can also add a list of Categories to the side bar by using the Categories Widget. You can do this from the Widgets page in the dashboard.

## Colours


You can change your site colours simply by going hovering over the **appearance menu** and clicking on **customise**.

With the customise page you will see many option – scroll down to colours and click on it to bring up the following menu:

**Colors** ▲


**Accent Color**

*Includes links, text selection, the header search bar, and more; use vibrant colors for best results.*




**Contrast Color**

*Header, sidebar, footer, and other details; use muted or grayscale colors for best results.*



**Background Color**

*May only be visible on wide screens.*



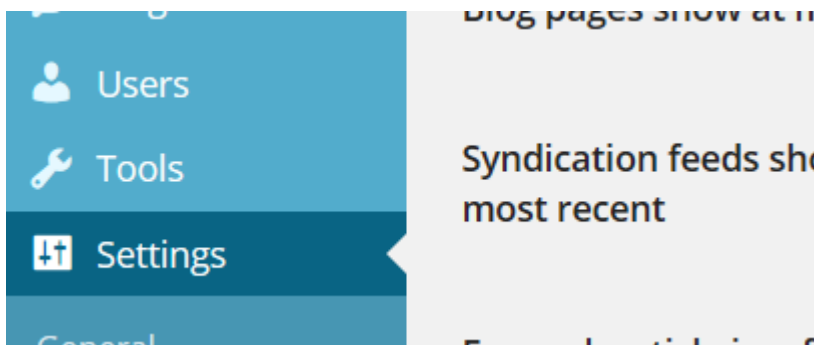
From this menu, you will be to select the accent colour, contrast colour and background colour of your site.



## Front pages

You can set a front page for your site to be a category or a page. This could be a welcome page, or a blog that you want visitors to see first when they land on your site.

To do this, go to **dashboard>settings**:



In this section, go to **reading settings**. From here you can set the front page to be your latest post, or any static front page you wish:

### Reading Settings

Front page displays

Your latest posts

A [static page](#) (select below)

Front page:

Posts page:

Simply check the latest posts circle, or if you want a static page, check the circle and select the page.

Scroll to the bottom of the page and save to finalise.