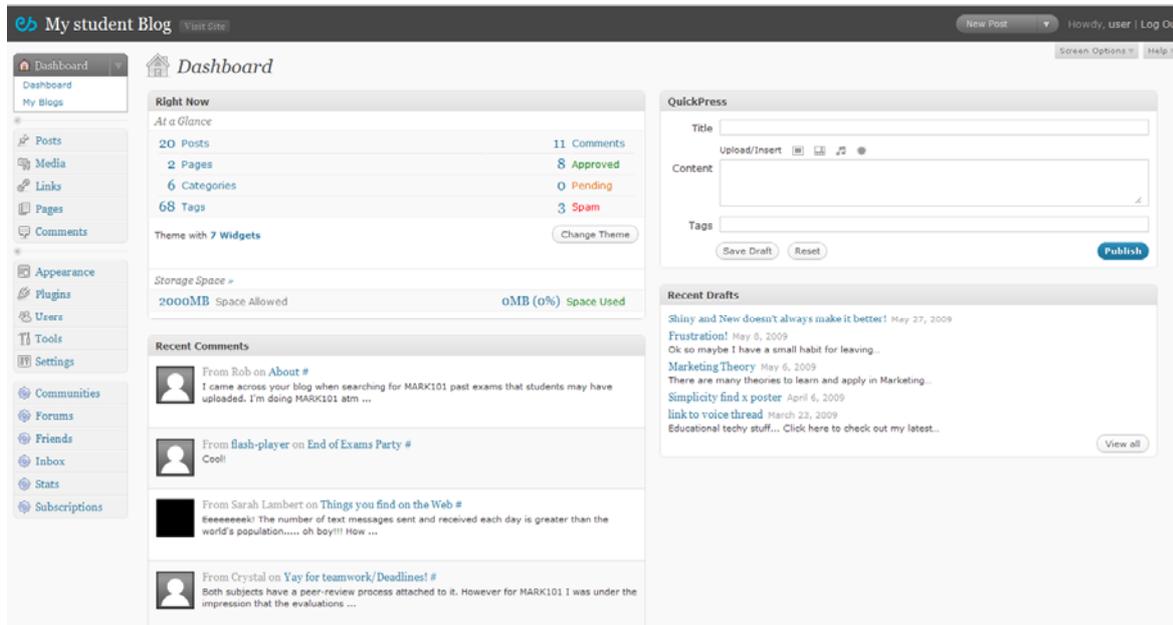


Your Dashboard – Explained!

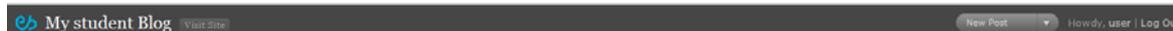
Blogging is great fun, and very simple. Your Dashboard is the first thing you see when you log in.

Your Dashboard is made up of modular blocks that can be moved around to suit the way you work.



Your Top Bar

Your top bar is a quick access spot to access your blog, and for creating new posts or pages.



On the left side, you will see the name of your blog, and a “Visit Site” button. This is a quick link to your blog, so you can see what it looks like to everyone else.



On the right side you will notice a dropdown menu, a greeting followed by your username, and a link to logout.



Clicking on “New Post” will take you directly to the New Post creation page, ready for you to write a new post. Using this link is preferable to the “QuickPress” option listed below.

Your Dashboard

In the top left you will see a module called “Right Now”. This module gives you some basics statistics on how your blogs is doing and the status of a few things.



The 'Right Now' dashboard module displays the following statistics:

At a Glance	
20 Posts	11 Comments
2 Pages	8 Approved
6 Categories	0 Pending
68 Tags	3 Spam

Theme with 7 Widgets [Change Theme](#)

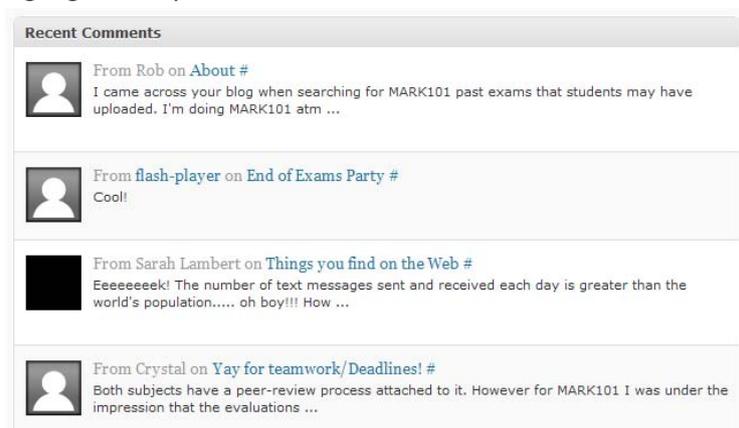
Storage Space »

2000MB Space Allowed	0MB (0%) Space Used
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This block details:

- How many posts you have
- How many Pages you have
- How many Categories you have
- How many tags you have in total
- How many comments you have
- How many comments you have approved
- How many comments you have awaiting approval
- How many comments that have been caught by the spam filer and marked as spam
- How many widgets you have on your theme
- How much space you have used.

Underneath “Right Now” you will see your “Recent Comments” Module. This module will display the most recent comments on all blog pages and posts. If you have a comment waiting for approval it will be listed here, highlighted in yellow.



The 'Recent Comments' module displays the following comments:

- From Rob on [About #](#)
I came across your blog when searching for MARK101 past exams that students may have uploaded. I'm doing MARK101 atm ...
- From [flash-player](#) on [End of Exams Party #](#)
Cool!
- From Sarah Lambert on [Things you find on the Web #](#)
Eeeeeeeek! The number of text messages sent and received each day is greater than the world's population..... oh boy!!! How ...
- From Crystal on [Yay for teamwork/Deadlines! #](#)
Both subjects have a peer-review process attached to it. However for MARK101 I was under the impression that the evaluations ...

On the right side of your dashboard you have two modules “QuickPress” and “Recent Draft”.

“QucikPress” allows you to write and publish a post quickly, however it is advised you do not use this method for regular posting as it does not allow you to select a category for your post.

QuickPress

Title

Upload/Insert    

Content

Tags

“Recent Drafts” lists all your drafts from most recent to least. To view older draft posts click “View All”.

Recent Drafts

[Shiny and New doesn't always make it better!](#) May 27, 2009

[Frustration!](#) May 8, 2009

[Ok so maybe I have a small habit for leaving...](#)

[Marketing Theory](#) May 6, 2009

[There are many theories to learn and apply in Marketing...](#)

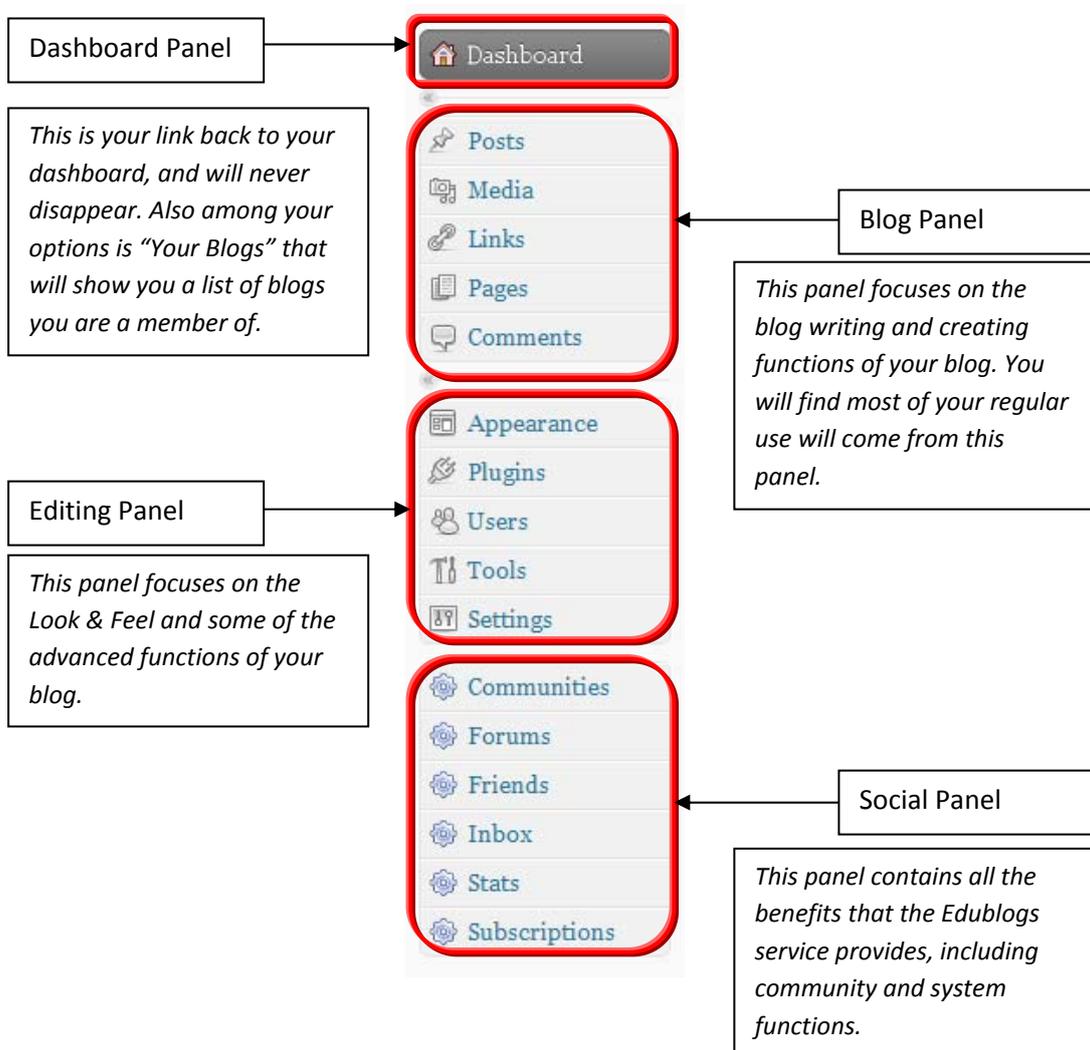
[Simplicity find x poster](#) April 6, 2009

[link to voice thread](#) March 23, 2009

[Educational techy stuff... Click here to check out my latest...](#)

Your Menu Panels

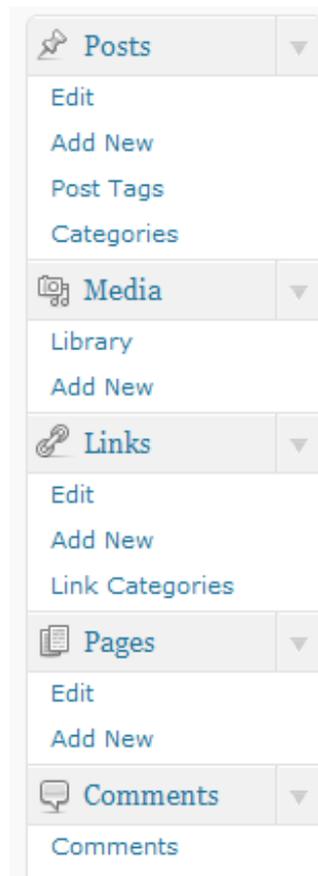
Along the left hand side of your dashboard you will find a series of Tabs and panels. They will look similar to this:



The amount of panels you have will depend on what level access you have to the blog you are logged into.

Menu Panel Details

Blog Panel



This panel focuses on the blog writing and creating functions of your blog. You will find most of your regular use will come from this panel.

In the posts tab you have the options:

“Edit” – will give you a list of published and draft posts in reverse date order.

“Add New” – will direct you to the Post writing page (see the info sheet on writing posts for more information on writing posts).

“Post Tags” – This will take you to your list of tags used on your blog. You can edit them, fix spelling errors and delete them as desired.

“Categories” – Will take you to your list of categories, where you can edit, delete and create new categories. Please note that while you may make changes to the category “Uncategorized” you cannot delete it.

Under the Media tab is:

“Library” – This will take you to your collection of media. This includes all the files, photos and videos you have uploaded to your blog. You can also see from this list which post they have been uploaded to (associated post).

“Add New” – Will allow you to upload a new media file to your blog. It will not appear on your blog until you include it in a post, page or widget. The current (as at 01/03/2011) the maximum capacity of a blog is 2000MB, and the single upload limit per file is 200MB.

Under the Links tab you have:

“Edit” – Will direct you to your list of current links (and associated information).

“Add New” – Will take you to the space where you can add new links.

“Link Categories” – Will give you your list of Link categories, you can edit, and delete as required.

These categories are very different from your post categories.

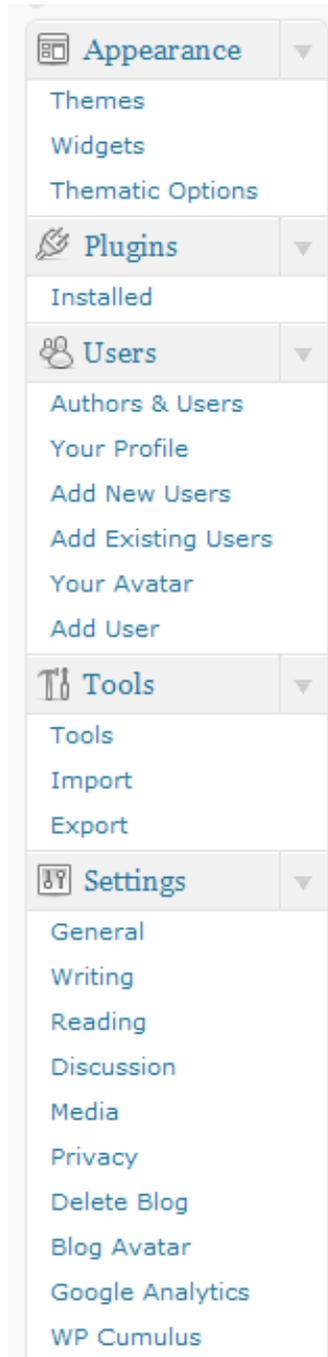
Under the Pages tab you will find:

“Edit” – Will direct you to your list of current pages, this includes all page (drafted, pending review and published).

“Add New” – Will take you to the space where you can add new pages.

Comments will take you to a page where you can manage the comments on your posts and pages.

Editing Panel



This panel focuses on the Look & Feel and some of the advanced functions of your blog.

The appearance tab allows you to tweak the look and feel of your blog and some functionality.

“Themes” will take you to where you can change the design (the look) of your blog.

“Widgets” are the little blocks that sit on your sidebars. These widgets do different things like display links and information (eg list of pages, blogrolls, twitter feeds, etc.)

“Thematic Options” will only appear when you have a theme installed that is based on the thematic theme (all UOW themes are based on this theme). Here you can tweak a few settings to alter the appearance and behaviour of your theme.

Plugins tab has one option “Installed” this will take you to a list of plugins available to you. It will highlight (in white) the plugins you have activated. Plugins are little chunks of code that allow you to get some more advanced functionality out of your blog. For example the “Facebook Like” Plugin will put a Like button on each page to connect with social media platform Facebook.

The Users tab has a number of options, which change depending on your role in the blog you are logged into.

“Authors &Users” will show you a current list of users that have access to your blog. You can filter these with the links at the top of the page by level of access. For more information on users see our Blog Administrators guide.

“Your Profile” presents you will all your option for your own profile, including changing the display name, and changing your password.

“Add New Users” Allows you to add new users that do not yet exist on the system. This option is only available to a select few users.

“Add Existing Users” Allows you to add users who already have an account.

“Your Avatar” will display which avatar you currently have activated and provide an option to upload a new one. Please note only PNG, GIF, JPG and JPEG images will be accepted.

“Add User” This is where you can add a user to your blog. If you are adding a user who has a university account, but is not a user in Edublogs campus yet, you will need to add them with the same username they use for their university account. For those without a UOW account, you will need to know their email address.

The Tools Tab includes:

“Tools” will give you access to Gears and Press This. Unless you are a power user it is suggested that you use the web interface to do your posting. Installation of either piece of software requires administrator access of the machine you wish to install it on.

“Import” - This option allows you a number of options for importing content into your blog, including importing from different popular blogging platforms. For more on importing see the information sheet on Importing and Exporting.

“Export” - This options allows you to export data from you blog. There are a number of filtering options when exporting your posts. For more on exporting see the information sheet on Importing and Exporting.

In your Settings tab:

“General” covers a number of general settings, including name of the blog, which email is listed as the administrator notification, the time zone and the language.

“Writing” allows you to control some of the options around writing posts and pages including, formatting, default categories and permissions on writing for mobile clients (for more information see info sheet on Blogging from mobile devices).

“Reading” This allows you to change some settings about how users read the blog, such as how many posts appear on your feed, which page your feed appears and how each article is displayed. In some cases this option will not be available; the privacy setting is fixed and cannot be changed by the user.

“Discussion” These options are the settings related to comments and commenting on your blog. Here you can find all the options to moderate and control who comments and how they comment on your blog, and the level of moderation for comments.

“Media” Here you can change the default sizes of images, along with any other special media applications you have applied.

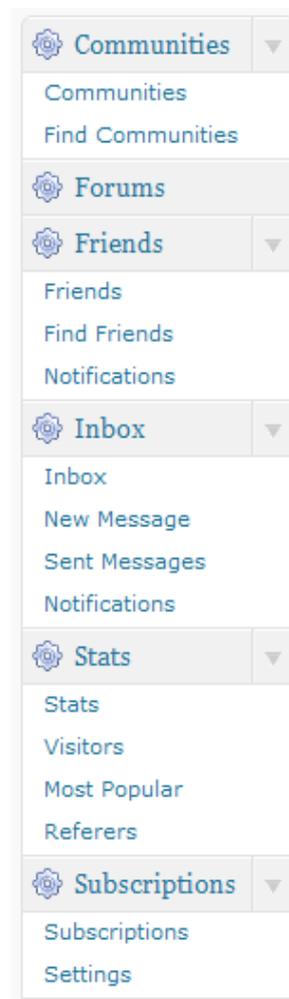
“Delete Blog” only click this if you would like to permanently delete your blog from the system. Deleting your blog is permanent, and the information cannot be recovered.

“Blog Avatar” This is where you can upload a blog avatar. Just remember to see it on your blog, you will need to place the blog avatar widget in the sidebar of your blog (see: widgets).

“Google Analytics” You have some options to setup Google Analytics on your blog. Google Analytics will not work on private sites.

“WP Columbus” This blog has activated the WP Columbus plugin, so this is an extra option in the Settings menu. Here you can make more functional edits to how the Columbus widget displays.

Social Panel



This panel contains all the benefits that the Edublogs service provides, including community and system functions.

Communities:

“Communities” are where you can see a list of communities you are a member of, you can also create communities here. Each user can create no more than 45 communities. This may be another option for users interested in a forum solution. You can make communities public or private depending on your needs.

“Manage Communities” will only appear once you are an owner of a particular community.

“Find Communities” will allow you to search for existing communities.

Forums allow for a public forum to be placed in your blog. For further instructions on how to setup a forum for your blog see the Forums info sheet.

Friends:

This works similar to other social networking sites, which allows functions to connect with people you know.

“Friends” will show you a list of your current friends (with options to message them).

“Find Friends” will allow you to search the system for your friends; you can search by display name, username (UOW alias) or email address.

“Notifications” allow you to change your settings for when someone requests to be your friend. The default setting is that you will receive an email when someone requests to be your friend.

Inbox handles all of your internal messaging needs, this works similar to facebook and email.

“Inbox” is where all your received messages are stored.

“New Messages” is where you can write and send a message.

“Sent Messages” is where you can see what messages you have sent.

“Notifications” will allow you to change your settings for when someone sends you a message. The default setting is that you will receive an email when someone sends you an internal message.

The Stats tab includes:

“Stats” will show you a graph of the last 30 days worth of activity on your blog.

“Visitors” will show another graph with the amount of visitors you have had. You can see this in 1 week, 4 weeks or 52 weeks.

“Most Popular” will show you some data on which posts and pages are proving most popular for your readers.

“Referrers” will show you where your blog traffic is coming from.

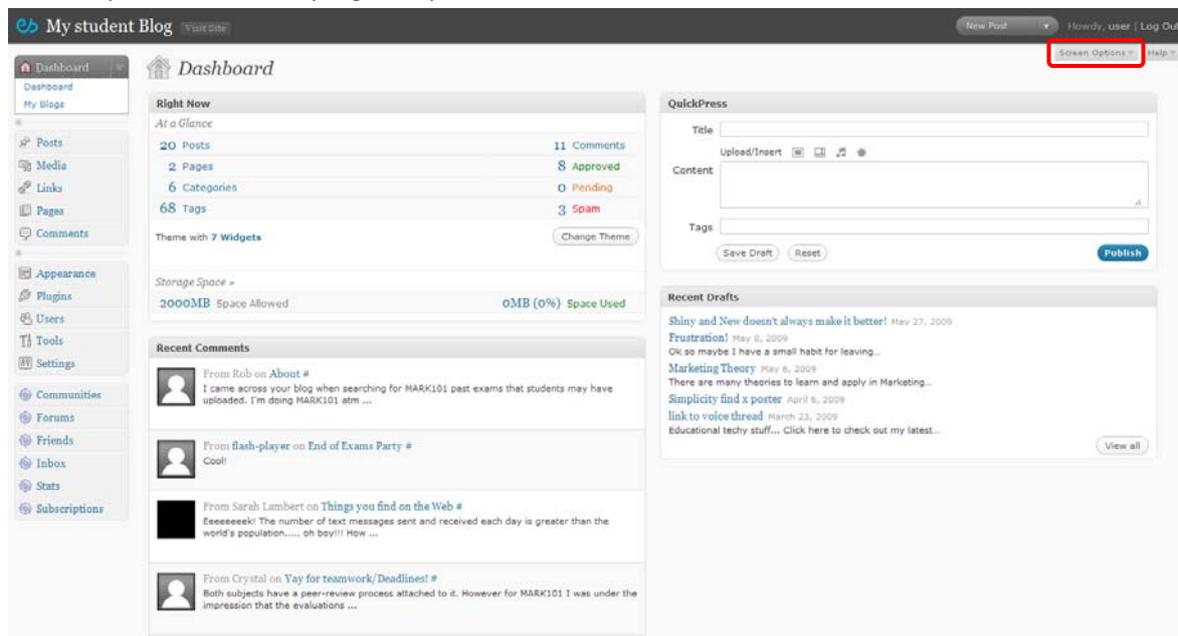
Subscriptions:

“Subscriptions” subscriptions allow users to stay up-to-date with your blog. You can see a list of subscribers here.

“Settings” will allow you to change the automatic settings to suit your audience.

Changing Your Dashboard

1. You can change which modules appear in your dashboard by altering the settings in “Screen Options” on the top right of your dashboard.



2. This opens a tab, allowing you to customise the amount of columns, and what is in them.

