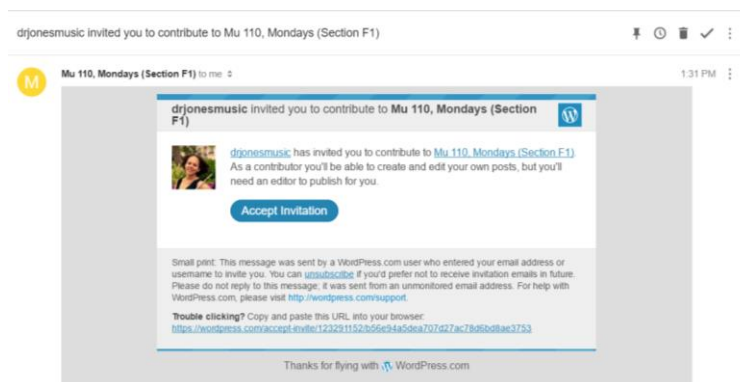


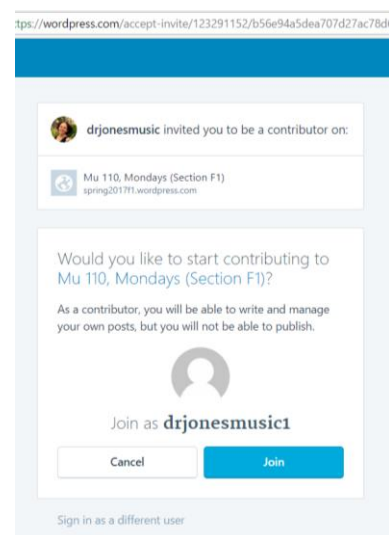
## How to create a blog post (Extra credit, Course Intro Essay paragraph, SBP)

1. Accept the email invitation to become a *contributor* to the website for your section of Mu 101 (H2, H3, or L3). The email you receive will look like this:



Clicking “Accept Invitation” will take you to a website that asks you “Would you like to start contributing to [website]?”

Click “Join.”



2. To come back to the website for your section of Mu 101 in the future, start by going to the class website by typing the URL into the navigation bar ([www.drjonesmusic.me](http://www.drjonesmusic.me)). Log into WordPress if you're not already.

3. Now you're at the class website AND you're logged into WordPress. To submit an online assignment and to participate in the discussions based on student work for your section, use the top navigation bar:

Formal Writing Assignments—Online  
Projects Spring 2018—Your section

(Clicking on the heading “Online Projects” link takes you to complete instructions, rubrics, and prompts for all online assignments.)



The link for each section of Mu 101 takes you to the website for either H2 (Tuesdays), H3 (Wednesdays at 2:10) or L3 (Wednesdays at 5:10). This is where you'll submit your CIE paragraph and comment on classmates' posts. It's also where you'll submit your own full Student Blog Post later in the term.

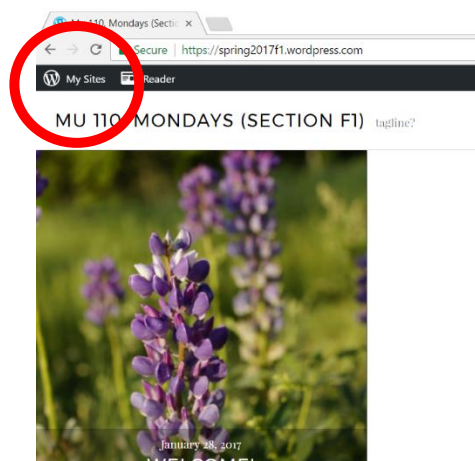
4. Now you're on the website for your section of Mu 101:

H2 (Tuesdays 2:10-5):  
[www.spring2018h2.wordpress.com](http://www.spring2018h2.wordpress.com)

H3 (Wednesdays 2:10-5):  
[www.spring2018h3.wordpress.com](http://www.spring2018h3.wordpress.com)

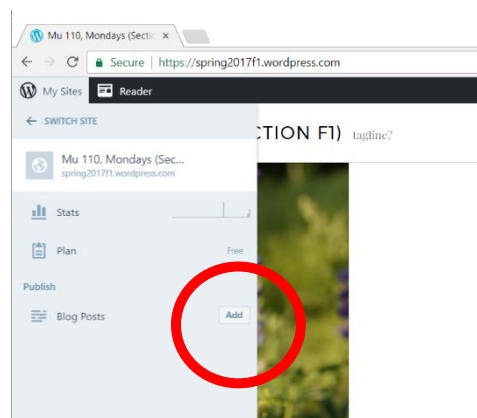
L3 (Wednesdays 5:10-8):  
[www.spring2018l3.wordpress.com](http://www.spring2018l3.wordpress.com)

To submit your own CIE paragraph, click the "My Sites" button at the top left of the page.



5. Click the "Add" button next to "Blog Posts." **If this option doesn't appear, it means that you haven't yet accepted the email invitation to become a contributor of the website.**

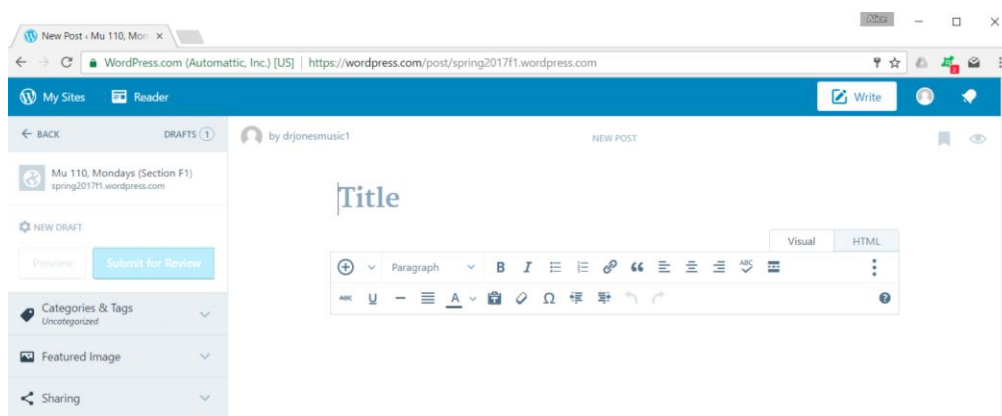
**Do NOT create your own website. If you find that you must create a website (something like YourUserName.wordpress.com), it means you skipped Step #1.**



## 6. Add content to your blog post!

Type your title where it says “Title.” This should be something catchy that makes people want to read what you’ve written.

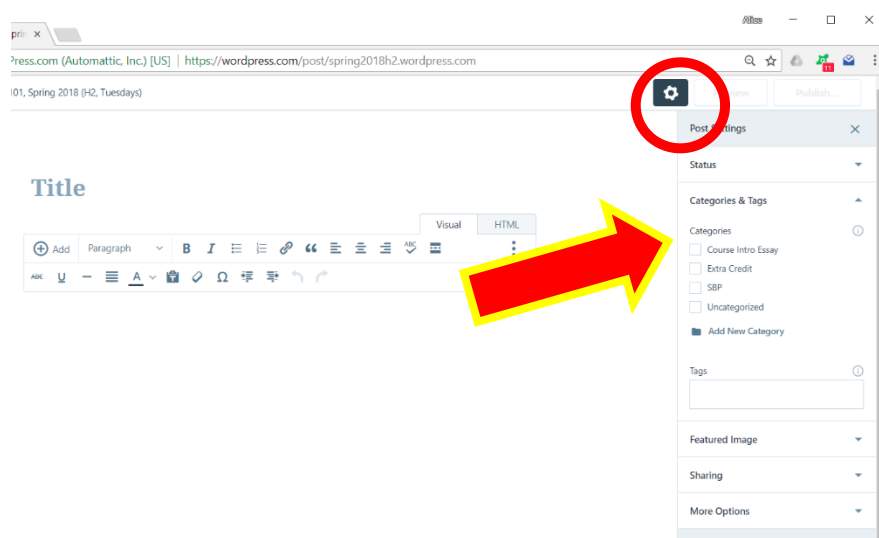
Open your word processing program (Word, Pages, etc.) and paste your assignment in the blank body space below the formatting tool ribbon. If you’re including links to youtube videos, make sure they’re on their own line of text so the video appears properly.



## 7. Categorize your post.

We’ll be adding a lot of content to this website, so you want to make sure that other readers can find what they’re looking for easily. We can do this by *categorizing* each post.

Expand the “Post Settings” sidebar if it’s not already visible by clicking the gear icon at the top right of the window.



In the settings sidebar, select “Categories,” and then check the box(es) that apply to your post. If you’re adding an extra credit response, check “Extra Credit.” If you’re adding a paragraph from your Course Intro Essay, check that box. Later in the semester, use “SBP” for your Student Blog Post playlist project.

## 8. Submitting your work

Proofread and double check that your post reads the way you want it to on the screen (did you sign your name at the bottom?)—there’s a Preview option to the left of your post to see how the final product will appear when published. When you’re done, click the blue “Submit for Review” button on the left. This will allow me to publish your post for the rest of the class to read.

