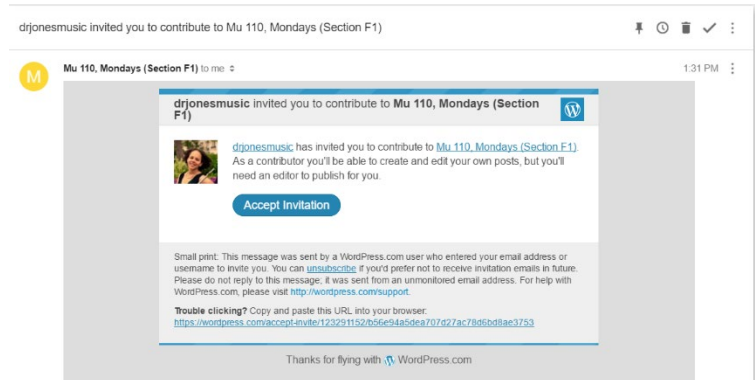


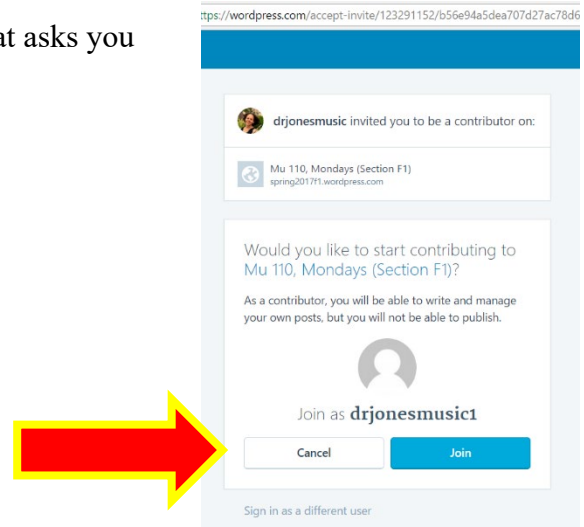
## How to create a blog post (peer critique, extra credit)

1. Accept the email invitation to become a *contributor* to the website for your section of Mu 101 (F2, J4A, M4). The email you receive will look like this:

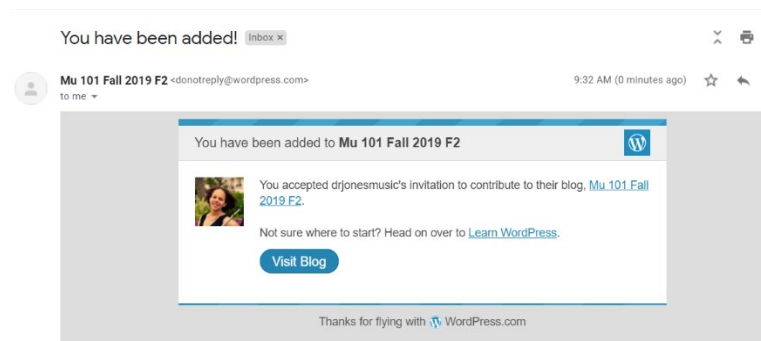


Clicking “Accept Invitation” will take you to a website that asks you “Would you like to start contributing to [website]?”

Click “Join.”



You’ll receive an automatic confirmation from WordPress that you’ve joined the website for your section of Mu 101.



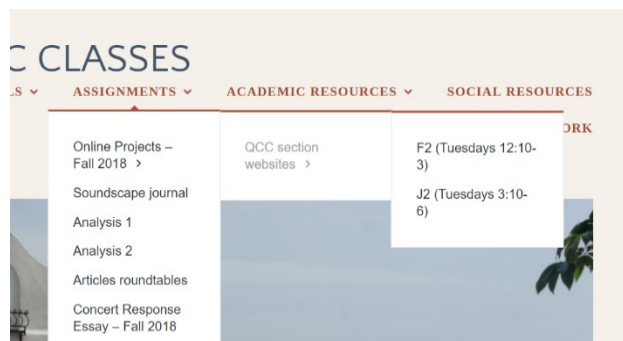
2. To come back to the website for your section of Mu 101 in the future, start by going to the class website by typing the URL into the navigation bar ([www.drjonesmusic.me](http://www.drjonesmusic.me)). Log into WordPress if you haven’t already.

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, you can type the URL for your section directly, or you can use the top navigation bar:

Assignments—Online Projects Fall 2019—QCC section websites—[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 F2 (Tuesdays 12:10-3), J4A (Thursdays 3:10-6), or M4 (Thursdays 6:10-9). This is where you'll submit your writing for Peer Critique #1 and Peer Critique #2, extra credit, and comment on classmates' posts.



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

F2 (Tuesdays 12:10-3):

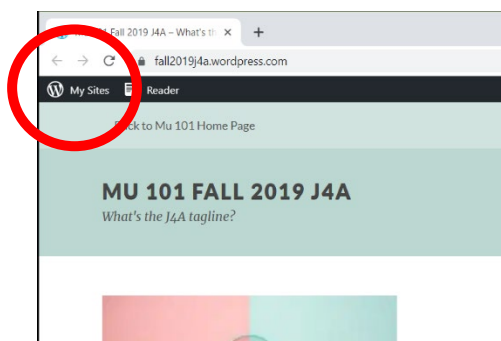
<https://fall2019f2.wordpress.com/>

J4A (Thursdays 3:10-6):

<https://fall2019j4a.wordpress.com/>

M4 (Thursdays 6:10-9):

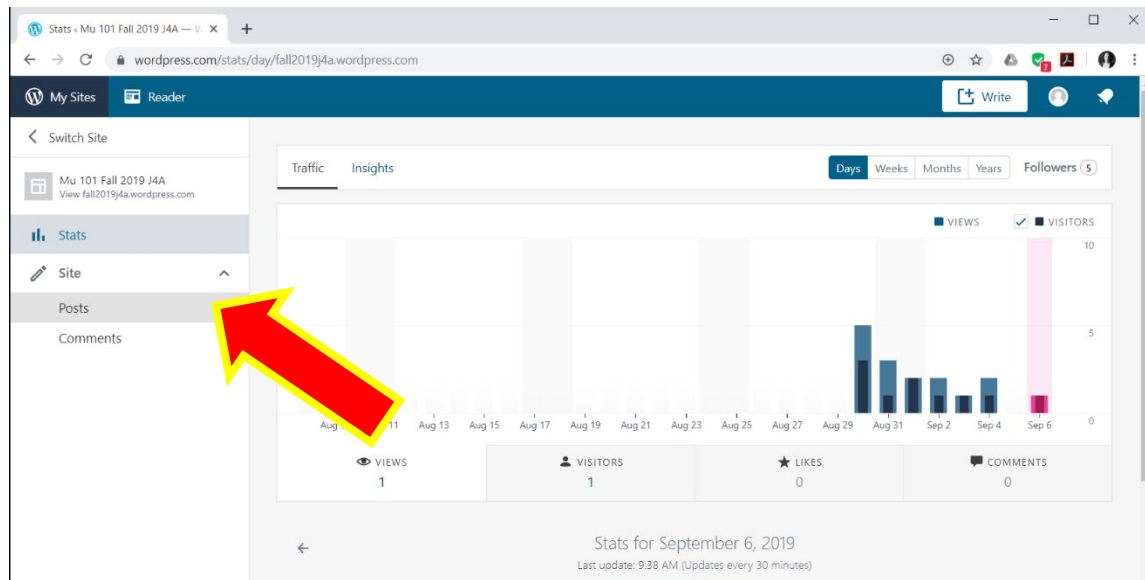
<https://fall2019m4.wordpress.com/>



To create your own blog post (as extra credit or to submit an excerpt for a Peer Critique), click the “My Sites” button at the top left of the page.

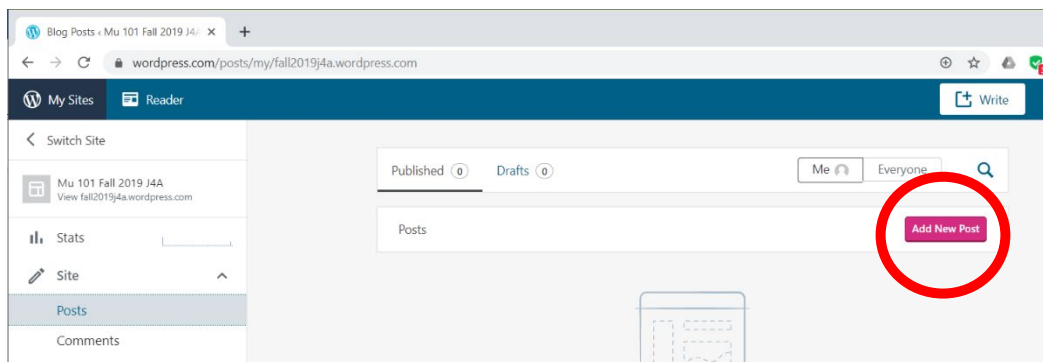
5. This will take you “behind the scenes” of the website. You can ignore the statistical data that takes up most of the screen and use the navigation menu at the left of the screen. Select “Posts.”

**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.**



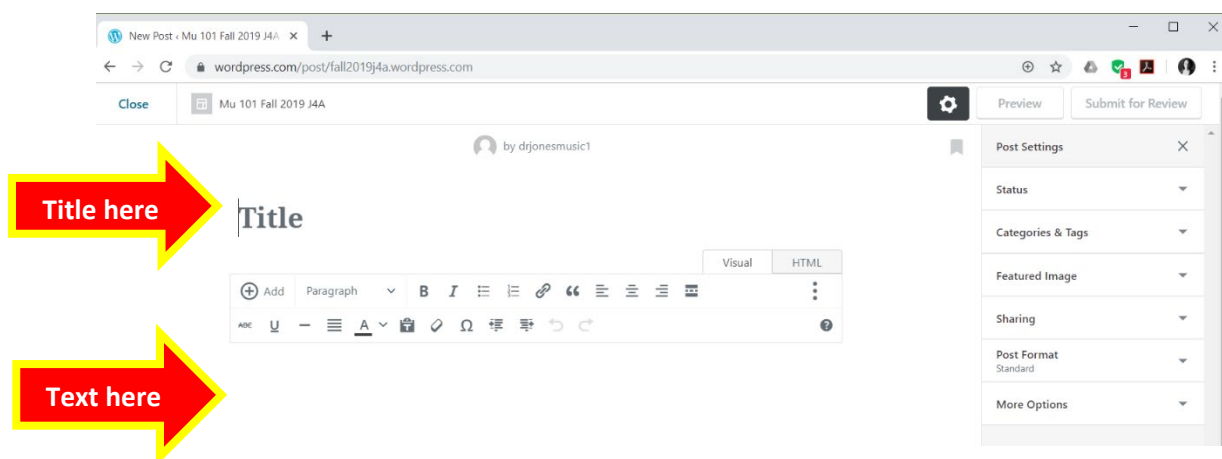
6. Create your blog post. Click the pink button that says “Add New Post.”

If you’ve previously created a draft, select “Drafts” at the middle of the screen to display any drafts you have in progress.



This will open a visual web editor. Now you can add content to your post! Type your title where it says “Title.” This should be something catchy that makes people want to read what you’ve written.

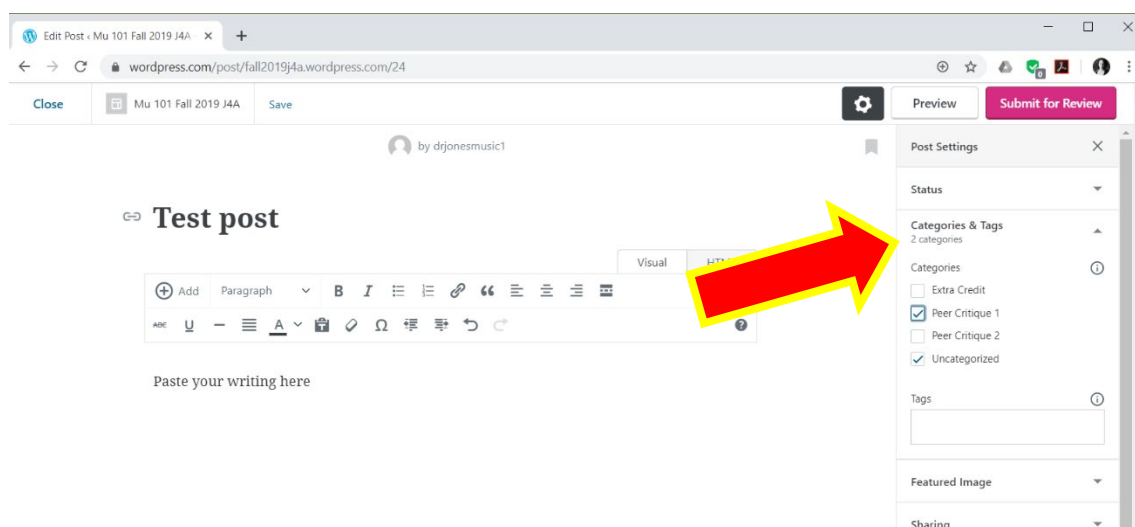
Open your word processing program (Word, Pages, Google Doc, etc.) and paste your assignment in the blank body space below the formatting tool ribbon. If you’re including links to Youtube videos, make sure they’re on their own line of text so the video appears properly.



## 7. Categorize your post.

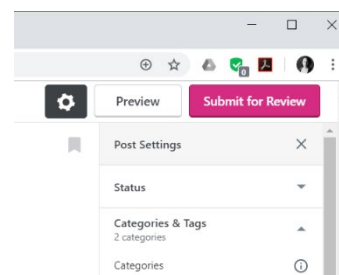
We'll be adding a lot of content to this website, so make sure that other readers can find what they're looking for easily. We can do this by *categorizing* each post.

Expand the heading marked "Categories & Tags" in the menu at the right of the screen. Select 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 for Peer Critique #1 or Peer Critique #2, check the appropriate box.

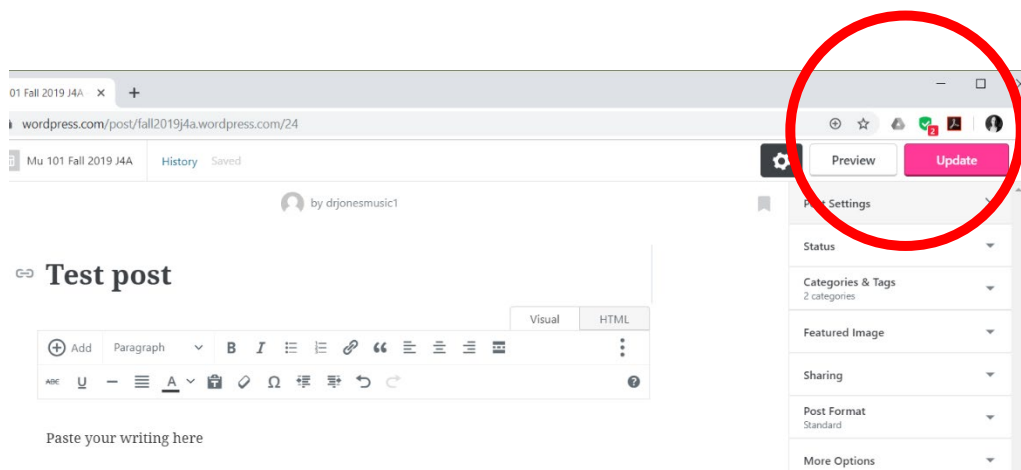


## 8. Submit your work

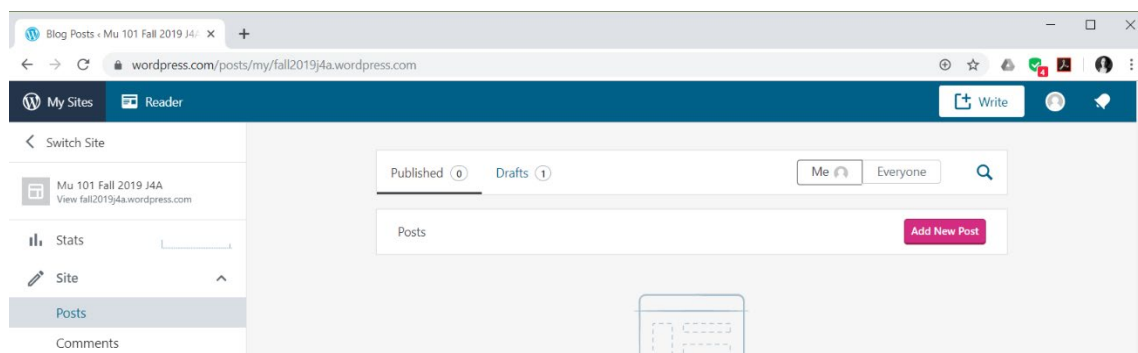
Proofread and double check that your post reads the way you want it to on the screen (e.g., are the fonts the right size, did you add headings if you wanted them, did you sign your name at the bottom?). There is a button marked Preview at the top right of the screen if you want to see how the final product will appear when published. When you're done, click the pink "Submit for Review" at the far top right. This will allow me to publish your post for the rest of the class to read.



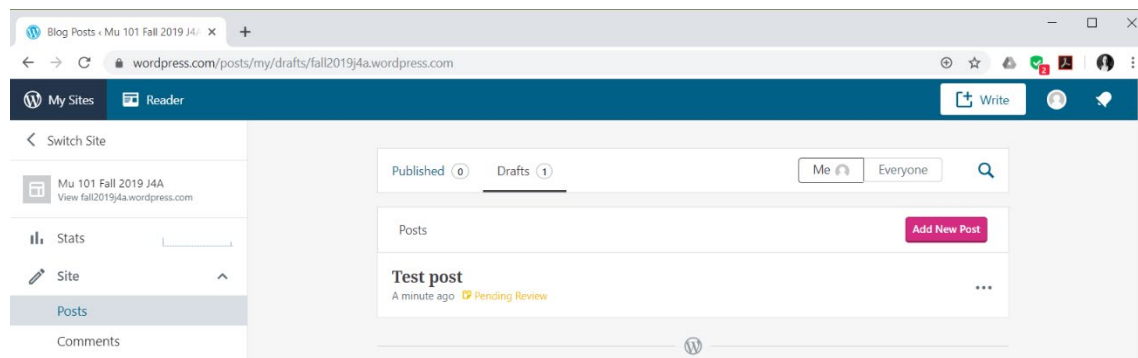
After you click “Submit for Review,” the text of that box will change to “Update.” If you want to make additional changes to the post you’ve submitted, you may do so and then click “Update.”



9. What if something goes wrong, like “Oops—I need to make a change to a post I’ve submitted before it’s published!” Repeat steps #2-5 above. After you’ve clicked “Posts” in the left navigation menu, select “Drafts.”



You’ll see your post (still marked “Pending Review”). Click on it and edit as above (steps #6-7), and finish by clicking “Update” in the top right corner.



Voilà—you’re a published author on the Internet!