



2Blog User Guide





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1 Introduction

2Blog in Purple Mash is a simple and versatile way of setting up Blogs for the classes, groups and individuals within your school.



Blogs are viewable from the Purple Mash Home screen Sharing section.



- You can create a blog for a particular class topic, a particular piece of work or any other project of your choice.
- Teachers can view and approve blog posts and comments before they can be seen 'live'.
- Blogs can be viewable by selected groups, selected classes, by the whole school or they may be public (if you choose).
- If a blog is public then members of the public can also be set to comment on blog posts.
- Pupils can be set up so that they can add blog posts, comment on others' posts or have view only access to blogs. Access to each blog is easily customisable.
- Children can attach their work to blog posts and it will be "live", so if a child has (for example) created a game in 2Code, that game will be playable from the blog.
- Pupils can create their own Blogs using the My Blogs tool. Any pupil made Blogs are private and viewable only by the teacher and pupil unless the teacher makes them visible to others.

Get started right away by [creating a blog](#).



1.1 Opening 2Blog

To create and approve blogs use the Manage Blogs tool which can be found in the Admin area of Purple Mash



Any blogs that have been created, that the user has 'view' permission are viewable from the Sharing area of Purple Mash. They appear in the section called Blogs below the Display boards.



- Only blog posts and blog comments that have been approved by a teacher or created by a teacher (and therefore do not need approval), will be viewable to pupils or teachers when they enter a blog.
- It is possible to switch off the approvals process to allow all posts and comments to go straight to the live blog.
- Blogs created by pupils using the My Blogs tool are only viewable by that pupil and their teacher unless the teacher sets them to viewable by others.
- Teachers can go into 'edit mode' to see unapproved blogs and comments that they have the access to approve. See [Approving blog posts](#) and [Approving blog comments](#) for more information.



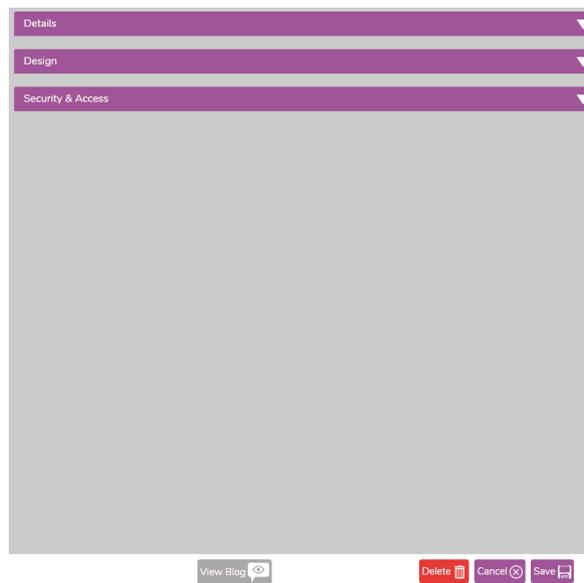
2 Creating a blog

On entering the Manage Blogs Tool, you will see the Welcome screen. You can watch the video here for an overview of creating a blog.

The titles of any blogs that have been created are viewable on the left-hand side of the page in a list. This is split into two tabs: Class Blogs which are blogs created by the teacher and Pupil Blogs which are created by pupils. This section is concerned with Class Blogs. For details about Pupils Blogs see the section [Pupil Blogs](#).



To create a new blog, click on the  button. This will take you to the following screen which has three clear sections: **Details**, **Design** and **Security & Access**.



Complete the following details in the appropriate sections (**Details**, **Design** and **Security & Access**).

Notice that the Save, Delete and View Blog buttons are disabled until you have entered the required information.

2Blog User Guide

Details -

Name: This name will be displayed on the home page as the name of the blog. This is limited to 30 characters being displayed.

Description: Enter a brief description of your blog. This will appear on the pop-up screen when you hold your mouse over the blog icon on the home screen and at the top of the page of the blog.

Design -

Icon: This Icon will appear as the icon on the home screen. When the button is clicked, the Clipart Picker screen will open. From here you can either:

- Select one of the ready-made icons from the Clipart Picker.
- Use the drop-down box at the top of the screen to select an appropriate clip art category and then an appropriate image.

- Click the  button and upload an image from your computer.

- Click the  button and draw an image using the paint tools.

Cover: This image will appear at the top of the blog page. When the pencil is clicked, the Clipart Picker screen will open. From here you can either:

- Select one of the ready-made covers from the Clipart Picker.
- Use the drop-down box at the top of the screen to select an appropriate clip art category and then an appropriate image.

- Click the  button and upload an image from your computer.

- Click the  button and draw an image using the paint tools.

- Cover fit (Select this to choose how you wish the cover to display on the blog). Fill, Fit, Tile, Stretch and Center.

Security & Access -

Name options: Here you can choose how names are displayed from contributors to the blog. You have: **Show display name**; **Show pupil first name**; **Show initials** and **Hide name** If you select Visible to public - Hide Name will be defaulted to.

Hide avatar: Selecting this check box will hide the pupils' avatars. By default, Avatars are shown.

Visible to public: Selecting this allows anyone with the link to see the blog beyond your school.

Allow public comments: If you make a blog public, you will then be offered the option to allow public comments. This means that anyone who accesses the blog can comment. Public comment always require approval before going live.

Skip teacher approval: Tick here if you want to by-pass the approvals process for this blog. This means that no pupil posts or comments will require approval before being posted on the blog. Public comments (where a blog is public) will still require approval. It can be useful to tick this temporarily during a computer lesson when you are teaching blogging to improve the flow of the lesson. Approvals can then be switched back on after the lesson to re-enable the approvals process.

When you save the blog during creation of it, you can use the  button to see what your blog will look like to users. This will open in a new tab so you can close the tab and return to the screen that you were on.



Blog Access Permissions

In the bottom half of the screen under **Security & Access** you can choose the access rights to your blog. This includes who, within the school, can see, comment on and post on the blog.

Security & Access
▼

Name options

Hide name

Hide avatar

Visible to public

Get Links

Skip teacher approval

Public comments are always subject to approval.

Allow public comments

Who Can See

All School

- ▶ Classes
- ▶ Groups

Who Can Comment

Same as who can see

Who Can Post

Same as who can comment

- If you set someone as being able to post on the blog then they will automatically be able to comment on and see posts.
- If you set someone as being able to comment, they will automatically be able see posts.
- If you set someone as being able to see a blog, they will not automatically be able to comment or post.

For this reason, set the people who can See blogs first (left-hand side), then add any additional people who can comment on the blog posts (middle) then add any users who can write posts (right-hand side).

If you wish the same people (or groups or classes) to be able to comment and see or post and comment and see, then you can use the tick-boxes as a short-cut.

You can only set individual permissions for children, classes or groups whom you are the teacher of.

When you select a person (or group or class), the screen will update with the information in all three columns.

You may wish to use the little arrows to 'fold up' the view to see things more clearly.

Click the Save button when you are happy.

Now your blog will appear in the list of Available Blogs on the left-hand side of the Manage Blogs screen.

See [Authoring a blog post](#) to add content to your blog.



2.1 Authoring a blog post

Posts are added to blogs by going into the blog from the Home page. By default, posts on blogs appear with the most recently added post at the top and then in reverse chronological order. It is possible for blog administrators to pin a post to the top of a blog. This is detailed in the section [Pinning a Blog Post](#).

Users who have read only access to a blog will not be able to add posts.

Users who have comment access will not be able to add a post but will be able to add comments to existing posts.

To add a new post, go into the blog and click on the  on the top right-hand corner to open the Create Post screen

Create Post

Title:

Summary:

Content: **B I U**     Font size Font family         

Hi,

I have been working really hard researching the reasons we decided to explore the Moon....

Fill in the required details. The Title and Summary will appear on the front page of the blog. The Content can be seen when the blog is clicked on by the reader.

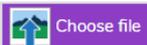
The **summary** should be a brief description of what the blog post is about. It challenges pupils to summarise their work in an appealing way, thinking of the reader of the blog.

The Content style can be formatted using the Text Tools



Attach Picture button: click to open the Clipart Picker. From here you can either:

- Use the drop-down box to select an appropriate clip art category and then an appropriate image.

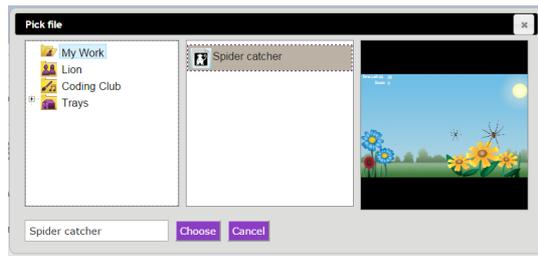
- Click the  button and upload an image from your computer.

- Click the  button and draw an image using the paint tools.

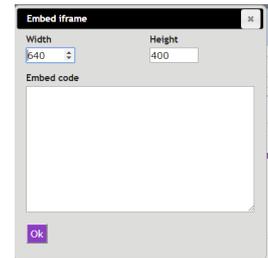


Attach Work button: you can also attach work from most Purple Mash programs to blog posts as long as it is saved in the online folders of Purple Mash. The work on the posts is "live", so if a child has (for example), created a game in 2Code, that game will be playable from the blog. When you click the button, the Pick File screen will open. When you click on the name of the piece of work, you can see a preview image of

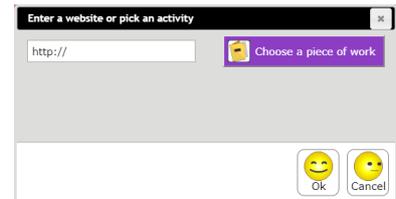
the work. Click Choose when you are happy to attach the piece of work.



Embed iFrame: This allows you to embed videos from other sites into blog posts. You will need the embed code from the video that you want to link to - you will usually find this as a sharing option on the video hosting site. Click on the Embed iFrame button and paste the embed code into the box:



Add/Remove link: This allows you to add hyper-links that will open in a new tab. Or remove an existing link. Type some text that will become clickable to make the link and highlight/select it. Then click the Add Link button. You will be asked to enter the web address or chose a piece of Purple Mash work to link to:



When all of the details have been filled in, click Save and publish to save the post and send it to the teacher for approval (if the post is being written by a pupil and Teacher approval was required). Pupils will see their post as it will look. The Not Approved indicator on the bottom right shows that this post still needs to be approved by the teacher before it will appear on the blog for everyone else to see.



The author of the post can then click on it to open the post and click on the Edit button if they wish to make any changes.



My first coding

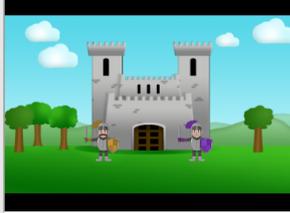


Lucy Sulfur
Today at 11:08 AM

Not Approved

We used 2Code in Purple Mash. Some of the children are really good at coding and have made some fantastic, fun games.
I have never done coding before but I really liked it.
Mrs. Code is very good at helping us to think how to solve our own problems to debug the code.
Debug means finding out what is going wrong in your program and fixing it. We had to look for the bugs!

Here is my first program. The guards are guarding the castle. I hope you like it.
You can try out 2Code at home as well using your Purple Mash login, give it a go!



[Edit](#) [Delete](#)

2.1.1 Pinning a Blog Post

Teachers and administrators can pin blog posts so that they will always be the first post seen by viewers. This means that you can have an introductory post with posting and commenting rules that always appears first.

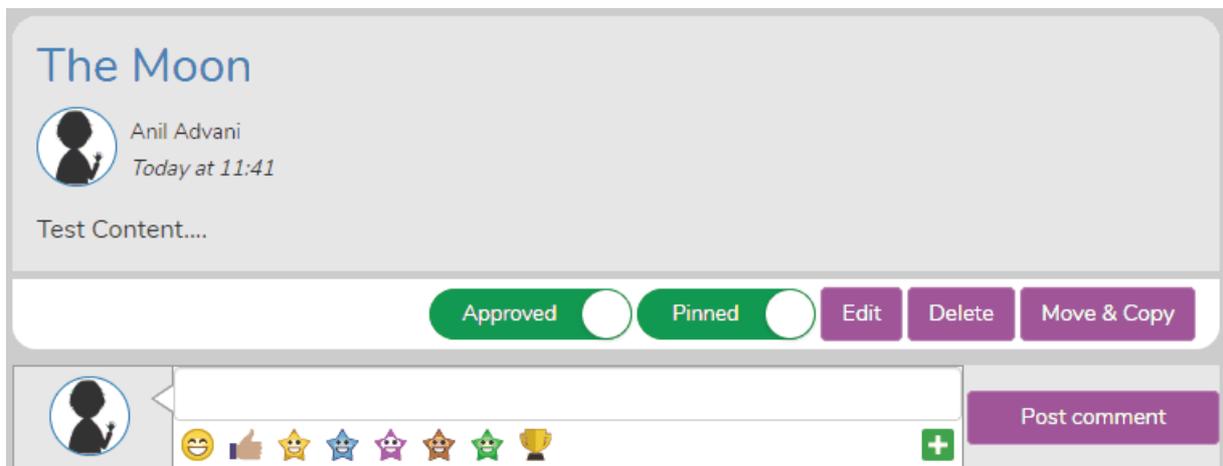
Create the post like you would with any post and save it.

Switch to blog edit mode using the slider at the top of the screen:



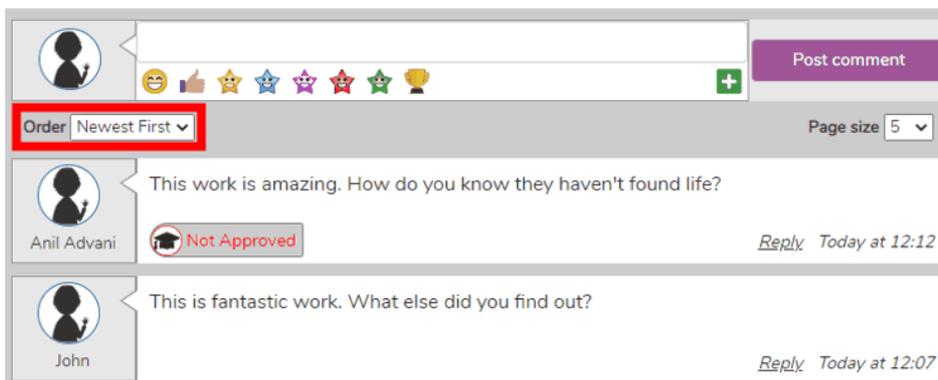
Click on the post title to open the post. You will see an unpinned/pinned slider at the bottom of the post.

Switch this slider:

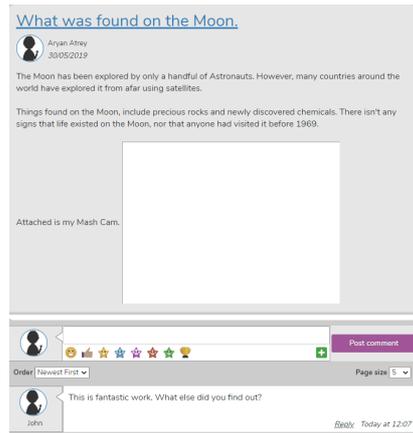


3 Adding comments

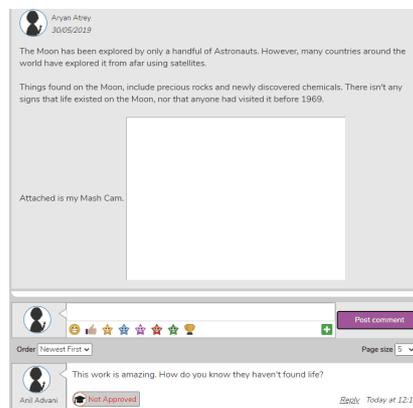
Anyone who is set up to be able to comment on posts can comment from the blog post. Comments on posts can be changed to show Newest First or Oldest First.



Go into the blog from the Purple Mash Home screen and find the post that you wish to comment upon.

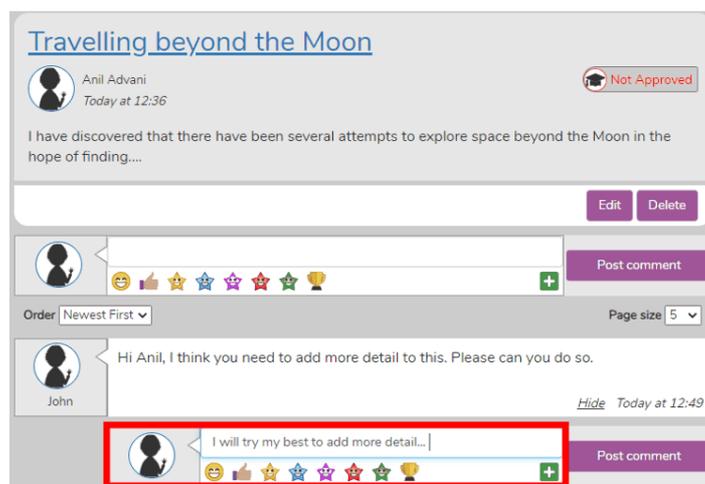


There will be a Comment box on the bottom of the screen. Enter the comment and then click Post. Pupil's comments will need to be approved before they appear on the blog if Skip Teacher Approval wasn't selected on initial set up of blog. The Not Approved box will appear on the comment for the pupil who added it until the comment is approved.



Comments on Comments

It is possible for comments to be made on comments. These appear in the order the comments on comments have been made. Comments on comments can also have work attached to them.

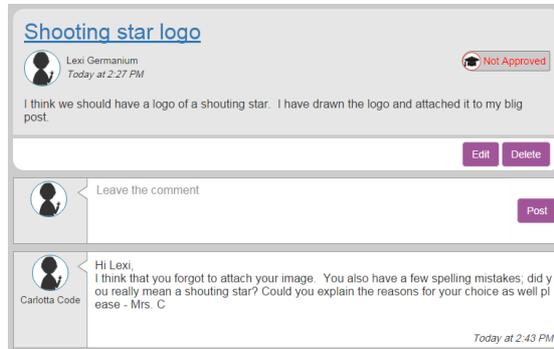


4 Editing a blog

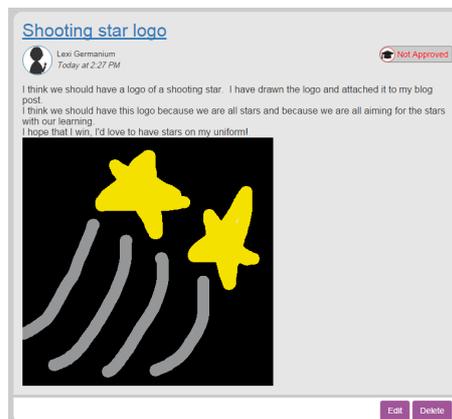
You can edit your own blog posts from the blog itself. Go into the blog from the Purple Mash Home screen and find the post that you wish to edit.

A teacher can edit any blog that they have access to. A pupil can edit their own posts and own comments.

Teachers can [move blog posts from one blog to another](#).



Click the  button. You can then edit and save your post.



4.1 Moving & Copying a Post

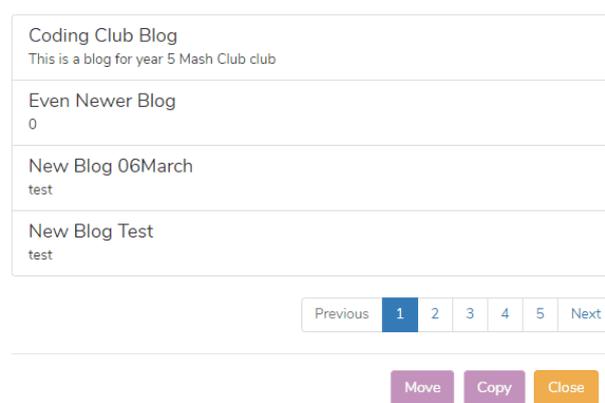
Moving a post

To move a post, go into the post and switch to edit mode using the slider at the top of the screen:



Click on the post title to open the post. Click the **Move & Copy** button at the bottom of the post. You will be presented with a list of blogs that you can move the post to. Select the required blog and click 'Move'.

Move Post

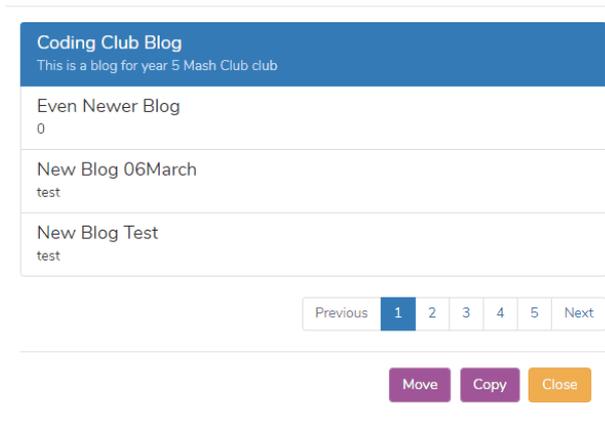


Copying a post

To copy a post, go into the post and switch to edit mode as before.

Click on the post title to open the post. Click the **Move & Copy** button. This time select the blog you wish to copy the post to.

Move Post



5 Approving blog posts

By default, all posts and comments will require approval from a teacher before going live.

The approvals process can be by-passed for pupil posts and comments by selecting the '**Skip teacher approval**' tick box when setting up the blog (see section [Creating a Blog](#)).

If a blog is public and public comments are allowed, these will always require approval before going live.

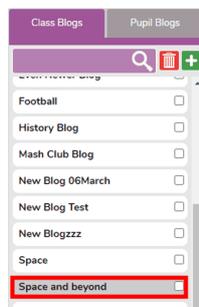
Teachers can go into 'edit mode' to see unapproved blogs and comments that they have the access to approve.

There are two ways to approve (or unapprove) posts:

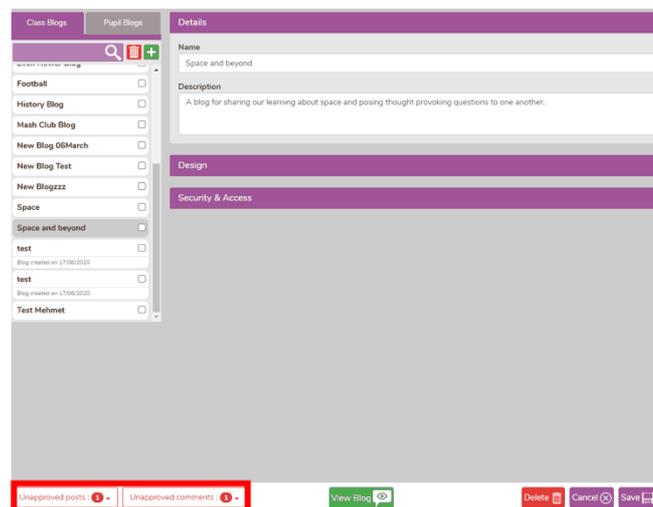
Method 1



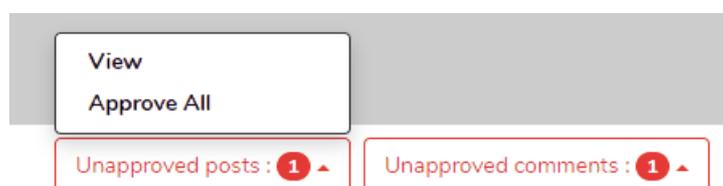
The teacher can use the [Manage Blogs](#) tool to approve blog posts. Enter each blog in turn from the main page of Manage Blogs. For example, to approve posts in the Space and beyond blog, click on Space and beyond from the left-hand side of this screen.



This opens the Blog screen and any approvals required are visible as red buttons. In the example below, there is 1 unapproved posts and 1 unapproved comment.



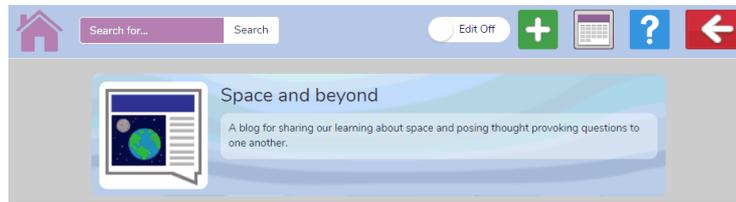
Click on the red button to be given the option to **View** or **Approve all**.





Method 2

The teacher can go into the blog from the home screen. Initially, they will only see posts that have been approved:



Click the slider at the top labelled 'Edit Off'. This will change to Edit On and any unapproved posts will appear.

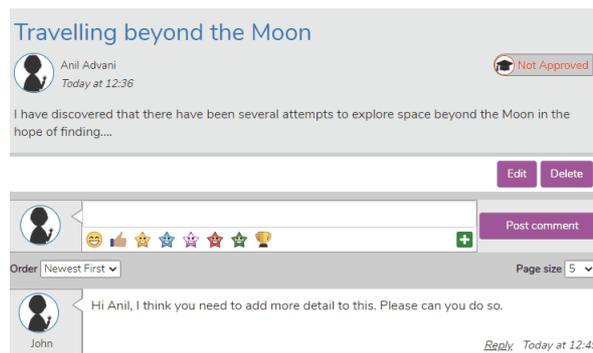
To Approve or Unapprove

Click on the post to enter it and see the contents. If the post can be approved, click the  slider to change it to . The post will then be visible to all those who have viewing access to it.

If the teacher does not want to approve, they can add a comment; perhaps they want the pupil to change something before approval? The pupil will be able to see this when they go into their post.

The teacher can also leave a comment to reply to the pupil such as leaving some feedback on their post.

They can  the post if they wish.



Returning to view all posts

To return to the view of all the posts on the blog click 

6 Approving blog comments

By default, all posts and comments will require approval from a teacher before going live.

The approvals process can be by-passed for pupil posts and comments by selecting the '**Skip teacher approval**' tick box when setting up the blog (see section [Creating a Blog](#)).

If a blog is public and public comments are allowed, these will always require approval before going live.

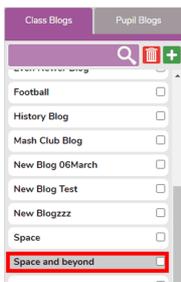
Teachers can go into 'edit mode' to see unapproved blogs and comments that they have the access to approve.

There are two ways to approve (or unapprove) comments on posts:

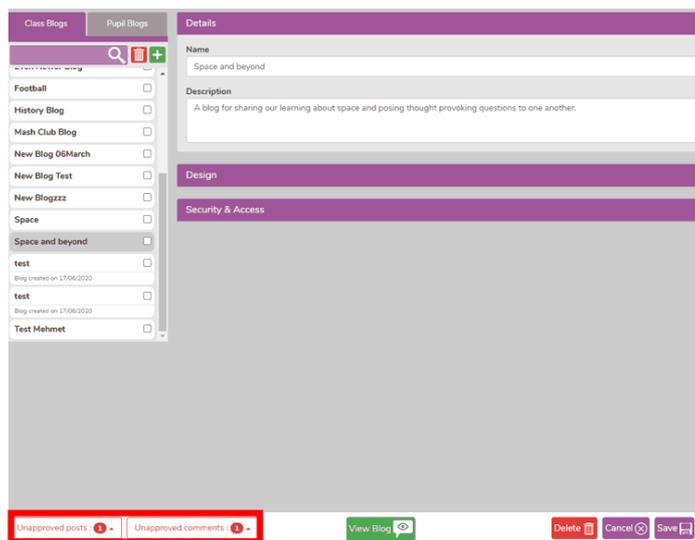
Method 1



The teacher can use the **Manage Blogs** tool to approve blog comments. Enter each blog in turn from the main page of Manage Blogs. For example, to approve comments in the Space and Beyond blog, click on Space and Beyond Blog from the left-hand side of this screen.



This opens the Blog screen and any approvals required are visible as red buttons. In the example below, there is 1 unapproved comment and 1 unapproved post.



Click on the red Unapproved Comments button to be given the option to **View** or **Approve All**.



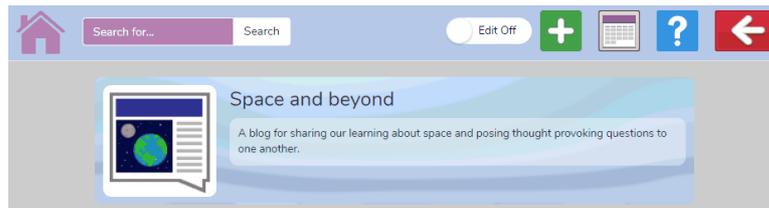
View
Approve All

Unapproved posts : 1 ▲

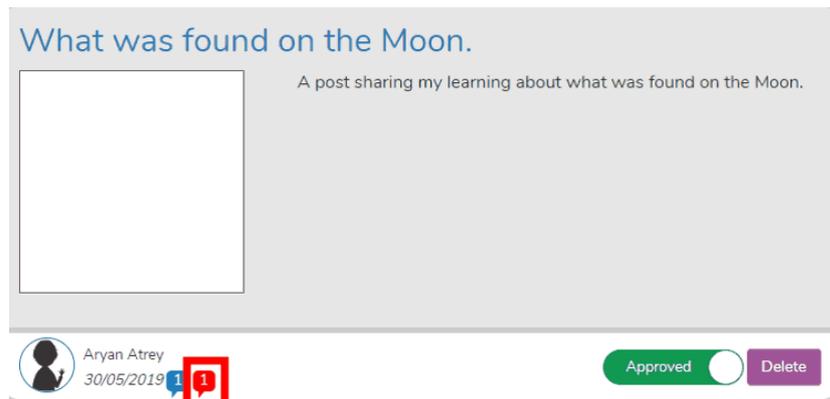
Unapproved comments : 1 ▲

Method 2

The teacher can go into the blog from the home screen. Initially, they will only see posts and comments that have been approved. Click the slider at the top labelled 'Edit Off'. This will change to Edit On and any unapproved posts and comments will appear.



Unapproved comments display as a small red speech bubble at the bottom of a post, the number in the speech bubble indicates the number of comments that need approving. The example below shows that there is one approved comment and one unapproved comment.

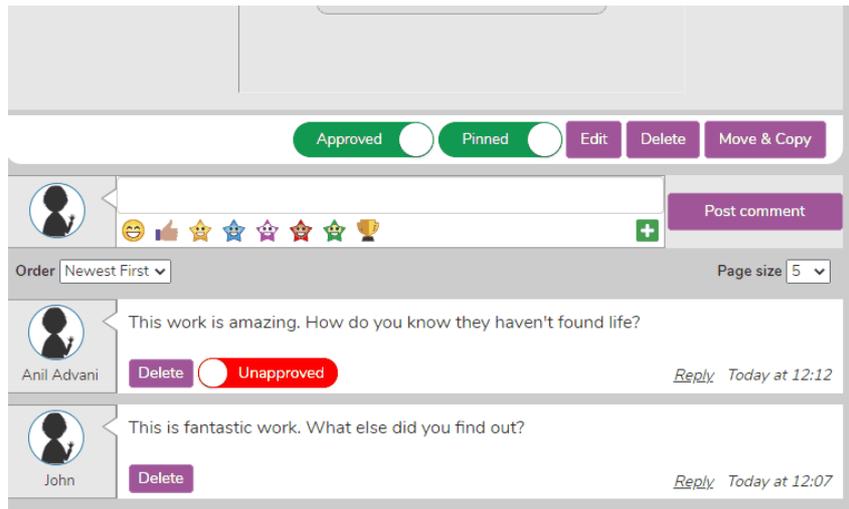


To Approve or Unapprove

Click on the comment to enter it and see the contents. Comment appear below the main post in either Newest first or Oldest first according to selector.

If the comment can be approved, click the slider for that comment to change it to . The comment will then be visible to all those who have viewing access to it.

Comments that are not going to be approved can be deleted, if required, by clicking the button.



Returning to view all posts

To return to the view of all the posts on the blog click

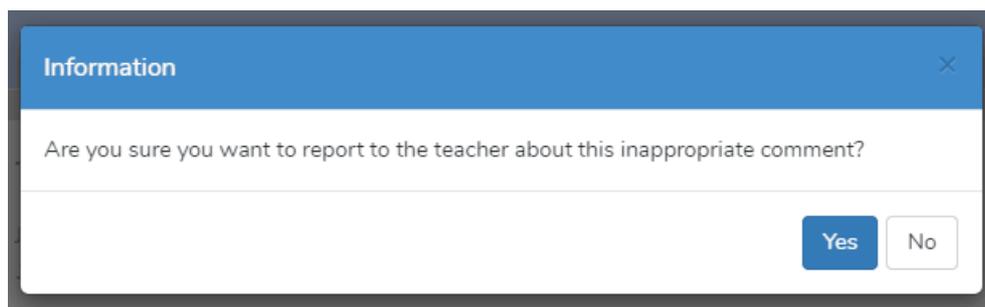


7 Report to Teacher

When Skip Teacher approval has been selected during the setting up of blogs, there is an additional safeguarding measure in place.

It is possible for any posts created by pupils and comments added by pupils to be reported by pupils to their class teacher.

Pupils will see a **Report** button. When clicking on this they will be notified that they are about to report the inappropriate comment or post.



If a pupil proceeds, the class teacher will be notified of the pupil's reporting request.

8 Posting to a blog from a different app

You can use the sharing options with Purple Mash tools to save work directly to blogs.

In this example, a picture has been drawn using 2Paint. It has been saved in the child's work folder online.

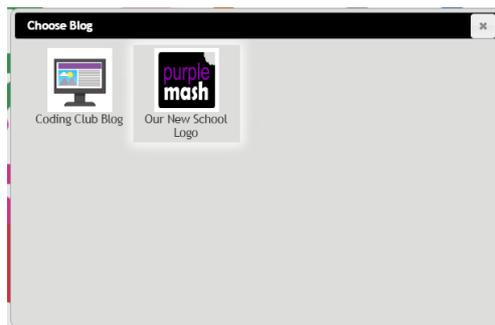


Click the share button in the main menu

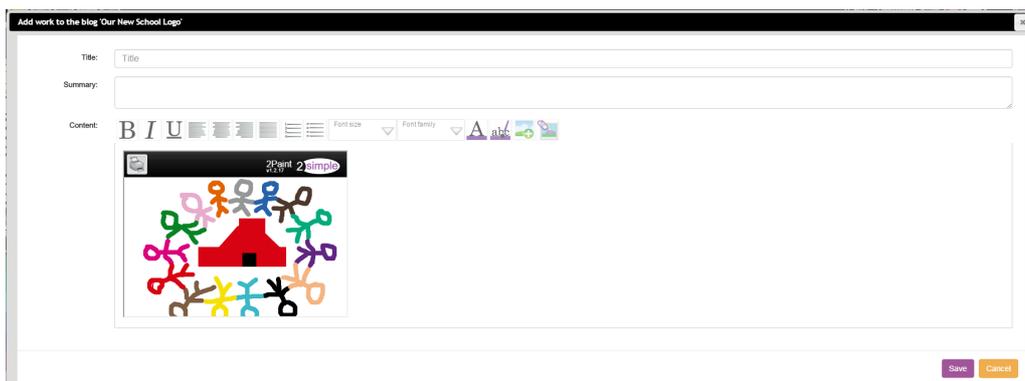


On the following screen, click the Blog about your work button

This will present the child with the blogs that they have the access to post on



Click on the blog that you wish to post on. This will open a new blog post with the piece of work attached.



Enter in the rest of the required information and click Save.

The post will enter the usual approvals process before becoming live on the blog.

9 Sharing blogs with non-Purple Mash viewers

If a blog has been set to be visible to the public then it can be shared.

To set a blog as visible to the public, open the blog in the tool.

In the Security & Access section, tick the check box. This will create a link that you can use in communication to direct people to the blog.

Click on the button



To share a blog

1. Right-click on the square QR code and 'Save image as...' to save it to your device. (Anyone with a QR code reader can use the code to access the board). You can attach it to emails, put it on the school website or printed material etc...
2. Copy the Public URL link and paste it into an email or other document or;
3. Copy the Embedded Code link to include in a website or email or onto social media applications used by the school.

9.1 Public Comments

If the blog is set to '**Allow Public Comments**' (see section [Creating a Blog](#)) anyone with the link will be able to add comments.

These comments will **always** be subject to approval before going live.

To add a comment the user will enter an author name and their comment and will then be presented with a captcha form to prove they are a person not a spamming robot.

This will then need approval. See [Approving Blog Comments](#) section.

10 Pupil Blogs

Pupils can create their own blogs using a very similar system to teacher created blogs.

Pupil blogs are not made visible to anyone other than the creating pupil and their teacher unless the teacher sets the blog to be viewable to others.

The advantage of this is that a pupil created blog does not have to go through the approvals process (unless the teacher makes the blog viewable to others). So pupils can use their own blog to write about their chosen topic without having to wait for posts to be approved.

Use the following sections to guide you in creating and approving pupil blogs:

[Pupil View](#)

[Teacher View](#)

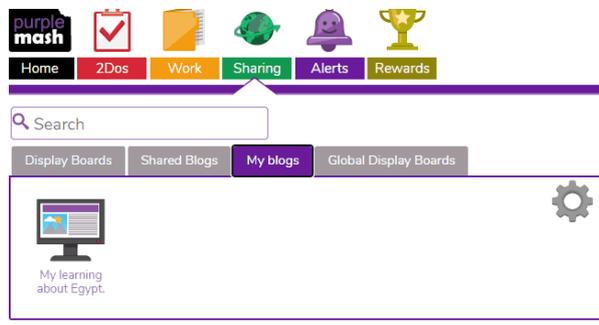
10.1 Pupil View

Pupils can create their own blogs using the My Blogs Tool.



10.1.1 Creating a Pupil Blog

To add a blog, pupils click on the  button from the My Blogs screen from tools. Or if they click on the Sharing Tab then the cog button.



Complete the following details in the appropriate boxes.

Details
Name New Blog
Description Description
Design
Icon
Cover
Security & Access

Notice that the **Save**, **Delete** and **View Blog** buttons are disabled until you have entered the required information.

Details:

- **Name:** This name will be displayed on the home page as the name of the blog. This is limited to 30 visible characters.
- **Description:** Enter a brief description of your blog. This will appear on the pop-up screen when you hold your mouse over the blog icon on the home screen and at the top of the page of the blog.

Design:

- **Icon:** This Icon will appear as the icon on the home screen. When the pencil is clicked, the Clipart Picker screen will open. From here you can either:

- Select one of the ready-made icons from the Clipart Picker.
- Use the drop-down box at the top of the screen to select an appropriate clip art category and then an appropriate image.

- Click the  button and upload an image from your computer.

- Click the  button and draw an image using the paint tools.

Cover: This image will appear at the top of the blog page. When the pencil is clicked, the Clipart Picker screen will open. From here you can either:

- Select one of the ready-made covers from the Clipart Picker.
- Use the drop-down box at the top of the screen to select an appropriate clip art category and then an appropriate image.

- Click the  button and upload an image from your computer.

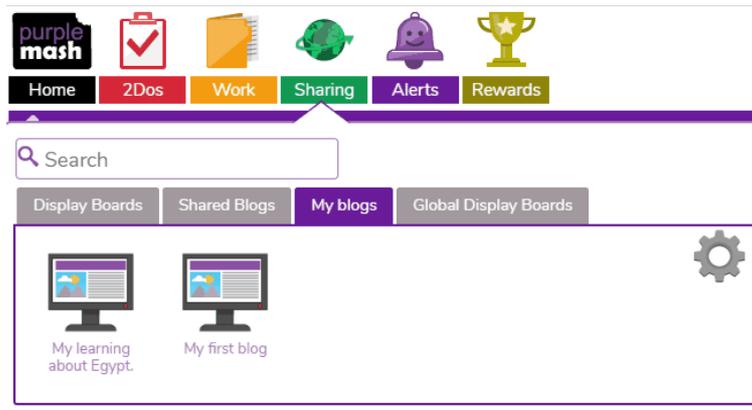
- Click the  Button and draw an image using the paint tools.

Once the blog has been saved, you can click on the  button to see what your blog will look like. This will open in a new tab so you can close the tab and return to the screen that you were on.

The  button can be used to navigate from individual blog posts back to the blog.

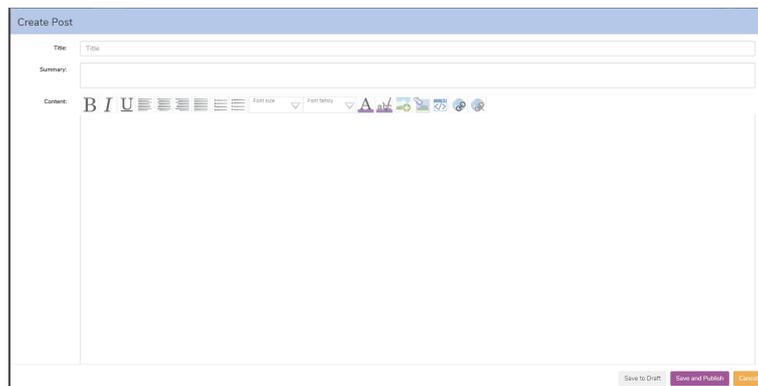
10.1.2 Adding and editing Pupil blog posts

Pupil-created blogs will appear for the pupil who created the blog only. They will be on the sharing screen in the My blogs tab.



Children can open their blogs just like they would for a class blog.

Click on the  to add a post. Then fill in the details as you would for a class blog.



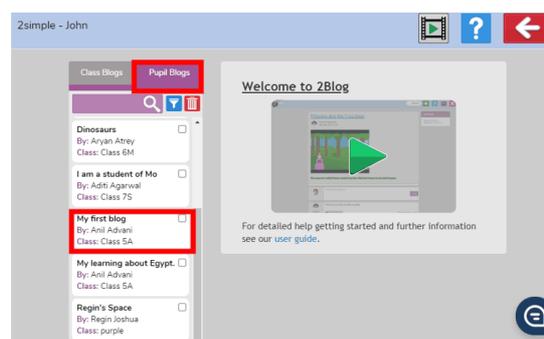
Pupils can edit their posts and add comments to their own posts but no other pupils will see their blog by default.

When viewing a post, click on the  button to go back to the blog view.

10.2 Teacher View



Teachers can view pupil blogs in the Manage Blogs tool which can be found in the Admin area of Purple Mash.



The Pupil Blogs tab displays all blogs made by your pupils.

Click on a blog to open it. On this screen you can change the **Details; Design and Security & Access** settings for the blog if you wish. This converts the pupil blog to a class blog and it will then be subject to the approvals process as per all class blogs.

To see the posts in a pupil blog, click on the  button. You can then click on the post titles to read the posts and add comments.

The  button can be used to navigate from individual blog posts back to the blog.