

umBlogs

Center for Teaching and Learning (CTL)

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[Center for Teaching and Learning Website](#)

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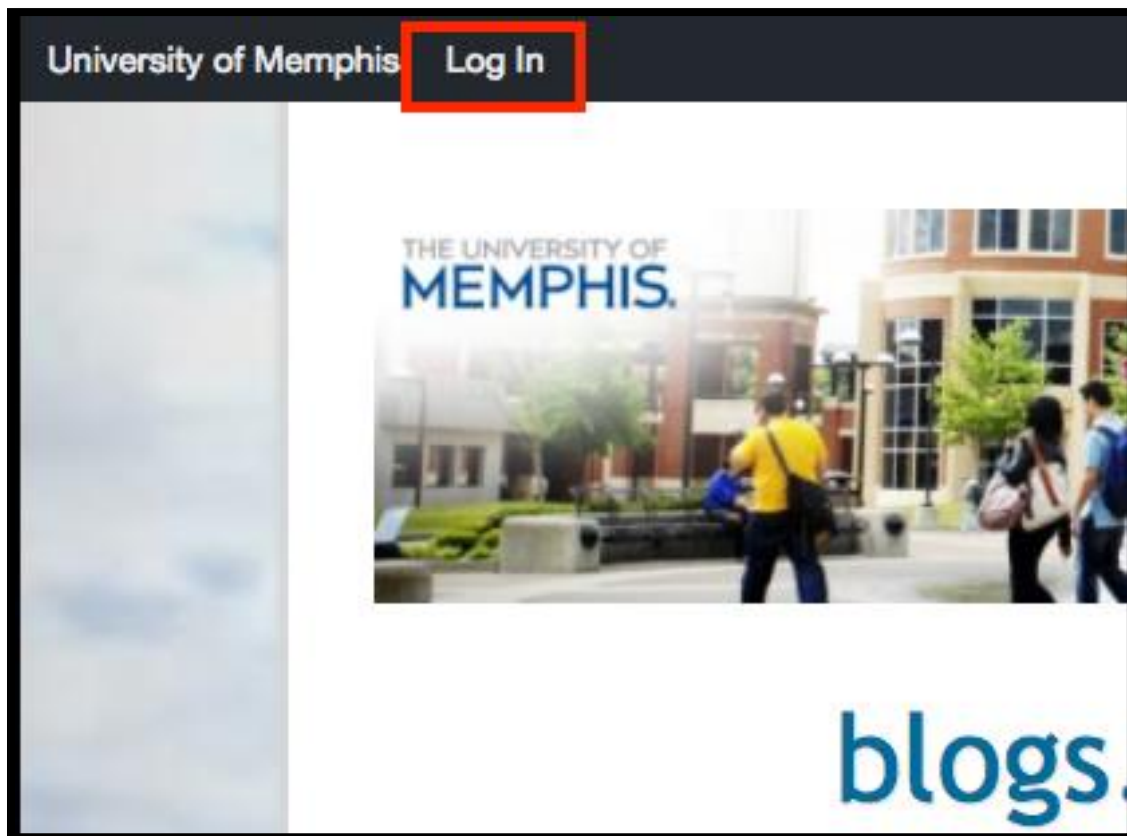
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Getting Started

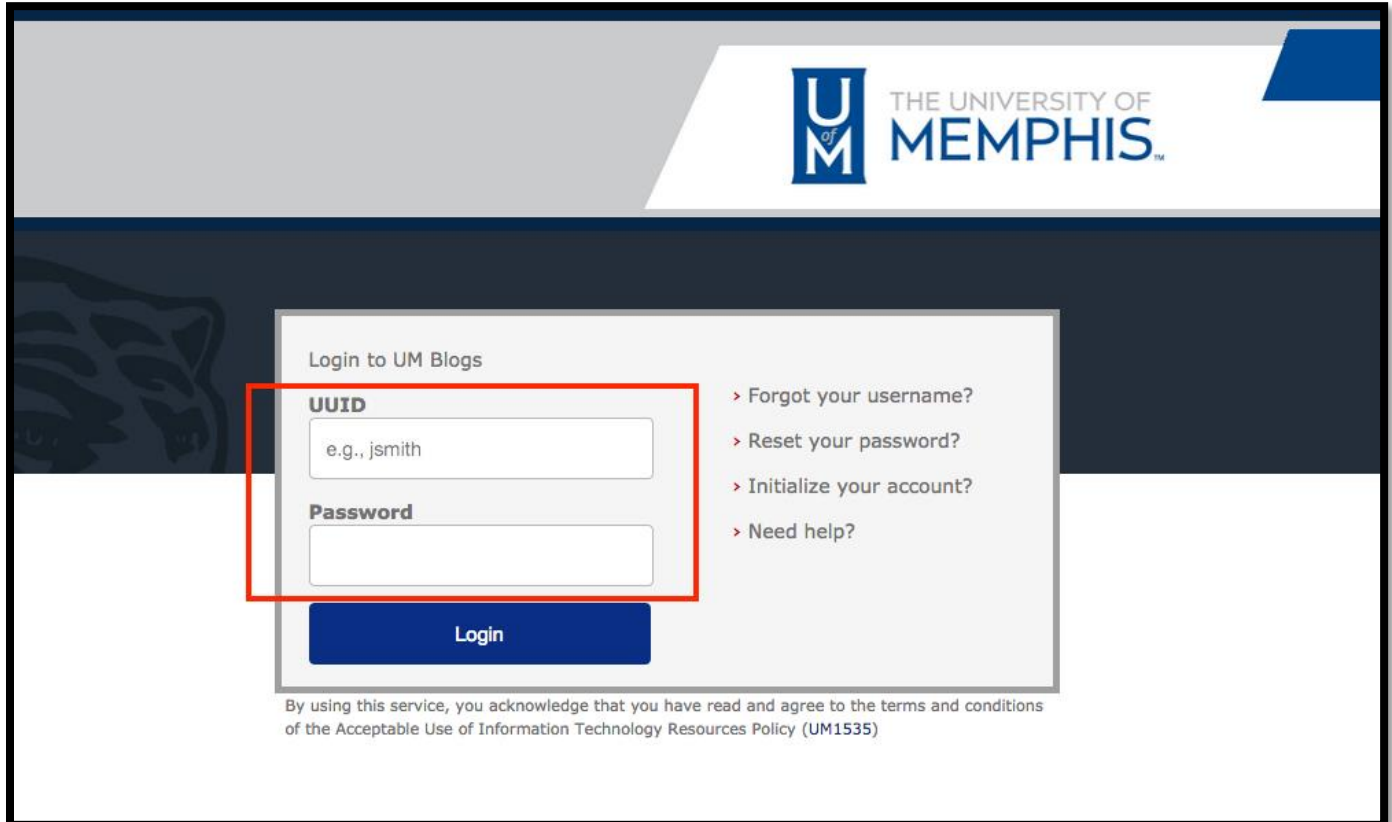
The University of Memphis provides everyone with university credentials access to blogging services through Edublogs, a WordPress hosting service. UofM Blogs users are able to create and post content from any device with an Internet connection.

To get started complete the following steps:



Logging In

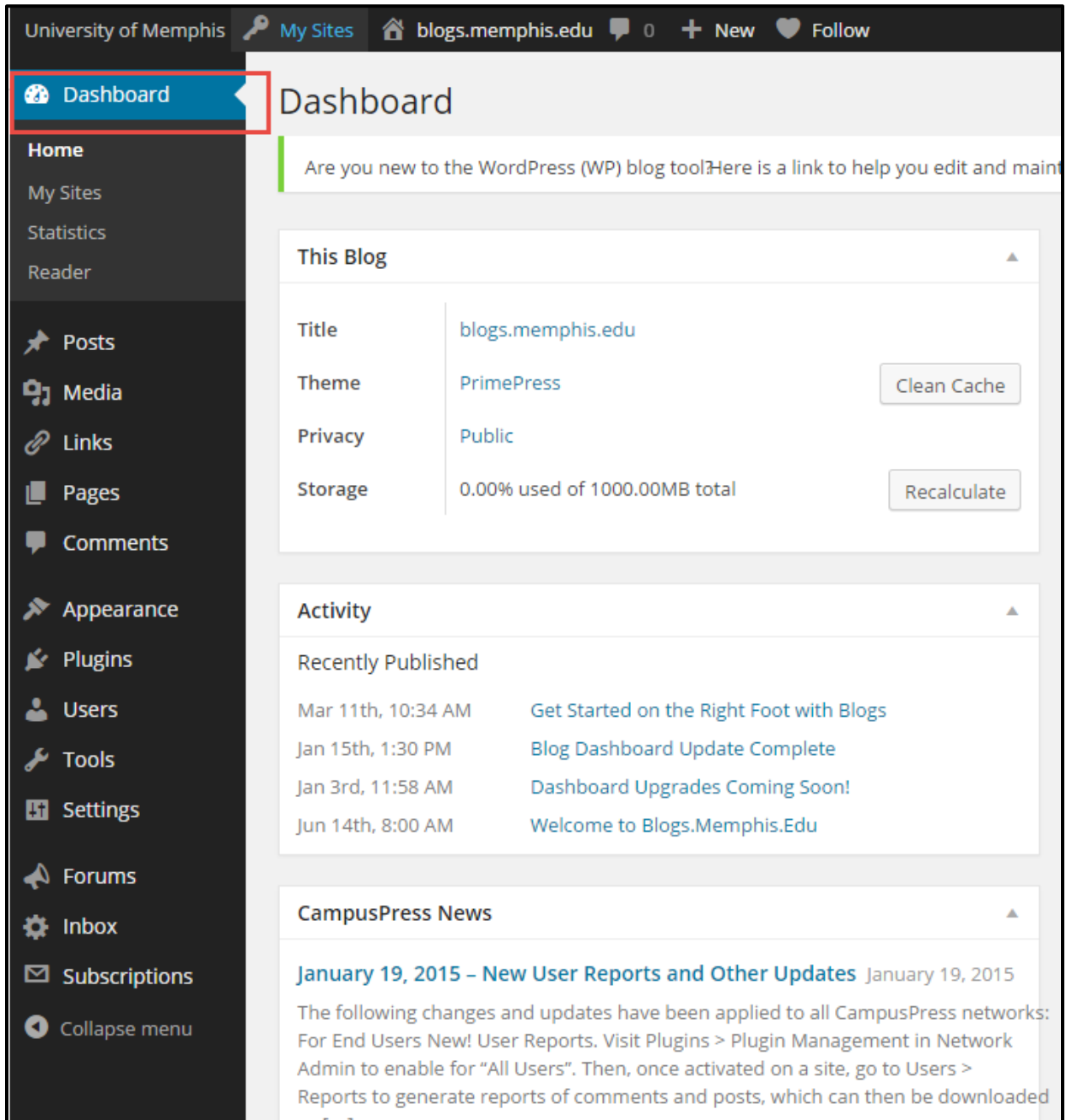
1. Go to **Blogs.memphis.edu**
2. Click **Log In** in the upper left corner
3. Enter your UofM credentials



The screenshot shows the login interface for UM Blogs. At the top right, the University of Memphis logo is displayed. The main content area features a login form titled "Login to UM Blogs". The form includes two input fields: "UUID" (with the example "e.g., jsmith") and "Password". A red rectangular box highlights these two input fields. To the right of the form, there are four links: "> Forgot your username?", "> Reset your password?", "> Initialize your account?", and "> Need help?". Below the form is a blue "Login" button. At the bottom of the form, there is a disclaimer: "By using this service, you acknowledge that you have read and agree to the terms and conditions of the Acceptable Use of Information Technology Resources Policy (UM1535)".

Default Dashboard

The default dashboard is the main navigation for your blog. Located on the left side of your screen you will find access to features, elements and content for the blog.



The screenshot shows the WordPress dashboard for the site `blogs.memphis.edu`. The top navigation bar includes the University of Memphis logo, a search icon, and links for "My Sites", "blogs.memphis.edu", "New", and "Follow". The left sidebar menu is highlighted with a red box around the "Dashboard" item, which is currently selected. The main content area displays the "Dashboard" title and a welcome message: "Are you new to the WordPress (WP) blog tool? Here is a link to help you edit and maintain your site." Below this, there are three main sections: "This Blog", "Activity", and "CampusPress News".

This Blog

Title	blogs.memphis.edu	
Theme	PrimePress	Clean Cache
Privacy	Public	
Storage	0.00% used of 1000.00MB total	Recalculate

Activity

Recently Published

Mar 11th, 10:34 AM	Get Started on the Right Foot with Blogs
Jan 15th, 1:30 PM	Blog Dashboard Update Complete
Jan 3rd, 11:58 AM	Dashboard Upgrades Coming Soon!
Jun 14th, 8:00 AM	Welcome to Blogs.Memphis.Edu

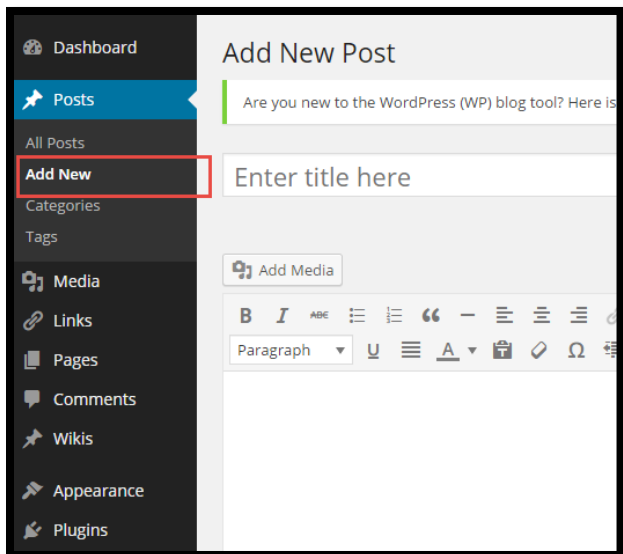
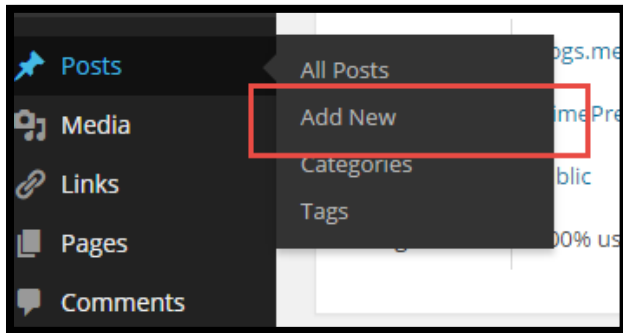
CampusPress News

[January 19, 2015 – New User Reports and Other Updates](#) January 19, 2015

The following changes and updates have been applied to all CampusPress networks: For End Users New! User Reports. Visit Plugins > Plugin Management in Network Admin to enable for "All Users". Then, once activated on a site, go to Users > Reports to generate reports of comments and posts, which can then be downloaded

Main Navigation Menu

1. Your navigation menu is on the left side of your Dashboard.
2. Hovering your mouse over a menu item displays all the submenu options under that item.
3. For example, to write a new post hover your mouse over **Posts** and click on **Add New**.



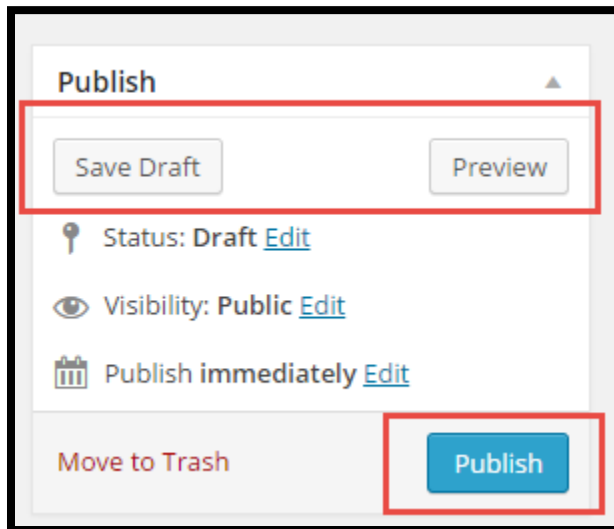
Publishing a New Post

There are two main structures that compose Blogs: posts and pages.

Post are where you'll publish your main content such as what's been happening in class. Assignment information, homework, documents, and more.

Publishing a new post

1. Go to **Posts > Add New**.
2. Give post a title and add your content
 - Content can consist of text, images, videos and links to other web pages.
3. Add tags and categories
4. **Save Daft** and then **Preview** or **Publish**.



Locating Help Resources

Upon completing the training covered in this course, faculty, staff, and students are able to receive additional training help and resources. Such help can be located as follows:

Service Desk Request

Submitting a Ticket

- Login URL:
 - [Here is a link to our service desk ticketing system](#)
 - After logging in, choose the link **Request Help or Services**.
 - Choose Request Help or Services.

Call the ITS Service Desk (901.678.8888) any day of the week! (Excluding Some Holidays)

- The ITS Service Desk hours will be as follows:
 - Monday - Friday 8:00 am - 8:00 pm
 - Saturday 10:00 am - 2:00 pm
 - Sunday 1:00 pm - 5:00 pm
- You can contact the Service Desk for assistance with technical login problems or issues. Incoming calls after hours will be handled by voicemail services. If you require assistance after 8:00 pm, please leave a message or submit a service request.
- Messages will be checked regularly and receive priority response the following business day. You may also email The Center for Teaching and Learning, umtech@memphis.edu (using this email will automatically generate a help desk ticket).

Important Links

- [Explore the umTech Website](#)
- [Center for Teaching and Learning \(CTL\) Website](#)
- [Search our Training and Documentation](#)