

20% Time Project- Blogging

The following are instructions on setting up your blog, creating new blog posts , commenting on blog posts, and the criteria that must be included in your blog posts.

Set Up

The following are instructions for how you must set up your blog for your 20% Time Project.

1. Go to www.blogger.com. Next, you will need to sign in to your student gmail account.
2. **Confirm Your Profile**
 - a. Choose "Create a Limited Blogger Profile" or "Switch to a Limited Blogger Profile."
 - b. Create a Display Name- Your Display Name is your **Period#-First and Last Name Initials-Student ID#**

Example- P1-TC-12345678
 - c. Click "Continue to Blogger."
3. Click on "New Blog" to create your blog.
4. On your Blogger Home Page is a down arrow- "More Options." Scroll down and choose "Settings." In the left hand column of this page will be 2 pages, "Basic" and "Posts and Comments," where you will be setting up the parameters for your blog.
 - a. **Basic**
 - i. **Description**- Click Edit and add a description of what your blog will be about.
 - ii. **Privacy**- Check "No" and "No." Save Settings.
 - iii. **Blog Authors**- Click "+Add Authors." Add me as an author by typing rmanalastas@harddistrict.org. After I have accepted your request, you will need to go back into "Settings" and change my editing rights from "Author" to "Admin."
 - iv. **Blog Readers**- Click Edit and change "Public" to "Private- Only These Readers." A list of student email addresses for your period is provided for you. Copy and paste these emails into the window. Make sure that each email address is separated by a comma.
 - v. **Click on Save Changes**
 - b. **Posts and Comments**
 - i. **Who Can Comment?**- Click "User With Google Accounts."
 - ii. **Comment Moderation**- Click "Always." In the window "Email moderation requests to" type in rmanalastas@harddistrict.org
5. Click on Save Settings in the upper right hand corner
6. Click on My Blogs. You should see your blog title. Next to your blog's title you have icons to create a new post, go to post list, more options, and view blog.
7. Go to more options and click on "Pages." Click on "New Page" Title this page "Works Cited." This will be the page where you will cite the resources you used in your projects and blog posts. You will cite your sources MLA style. Click "Publish." Complete the same process for a "Posts" page.
8. In the menu bar on the far left column, choose "Layout." In the "Add Gadget" bar, below the Title bar, click "Edit." Scroll down the menu until you reach "Pages." Click on the plus button to add your pages to your blog. Leave the title blank and check the "Home," "Posts" and "Works Cited" box. Next, Click Save. Finally, click on "Save Arrangement."
9. Go to View Blog. Copy your blog URL. Go to the class website and under the 20% Time Project tab, click on the Google Form titled "Blog URL's." Fill out this form. You will be pasting your blog URL in this form.
10. Create New Post- Follow the instructions for creating new posts. This handout will include the format of each day's posts of your project.

New Posts

The following are instructions for creating blog posts and commenting for the 20 % Time Project.

You will need the following 2 pages in your blog:

1 “Posts” page- this is the page you will post your information about your project

1 “Works Cited” page- this is the page where you will cite all of the sources you used for your project

Rules for Blog Posts

1. Do not include last names in the blog.
2. You may **NOT** include anything (videos, pictures, or text) that is copyright protected.
3. You may **NOT** post anything that could harm you, others, the school, or the district.
4. Although this isn't formal, academic writing, please be mindful of word choice and your mixed audience.

Blog Post #1- Introduction

1. Create an appropriate title. Create a simple title that hooks the reader and explains what the blog post will be about.
2. What is 20% Time?
3. What is the essential question that you have been asked to answer?
4. What have you chosen to be your 20% Time Project? Why did you choose this? How does your project choice answer the essential question?
5. What are your goals?
6. How will you measure your progress/achievement?
7. Establish your voice.

Blog Posts #2-#6

For each subsequent post, you will discuss your progress, discoveries, and setbacks as you continue work on your 20% Time Project. Think about the following questions as you write your post.

1. Create an appropriate title. Create a simple title that hooks the reader and explains what the blog post will be about.
2. 2 week progress report
 - a. What have you learned about your topic?
 - b. What have you learned about yourself?
 - c. Have you had any setbacks? How do you plan to handle them, or how did you already handle them?
 - d. What are the next steps in your process?
 - e. How can you apply anything you have learned to yourself, your school, your community, etc.?
3. Appropriate pictures, images, charts, graphs, or videos that enhances your blog post. Be sure to cite the sources for your information. You may not post anything that is copyright protected.
4. Establish your voice.
5. List the First Names and their Blog URL's of the 3 people you left comments for for this week. You may comment only once for each person.

Blog Post #7- Final

For this final post, you will discuss your outcome, success or failure, you will reflect on your journey, and you will discuss any improvements you would have made.

1. Create an appropriate title. Create a simple title that hooks the reader and explains what the blog post will be about.
2. Final progress report
 - a. What is the final outcome of your project? Did you succeed or fail at reaching your goals?
 - b. Why do you think you succeeded or failed?
 - c. What have you learned about yourself?
 - d. What other questions have arisen after your journey?
 - e. If you had this class for another semester, what changes would you make to optimize your results.
3. Appropriate pictures, images, charts, graphs, or videos that enhances your blog post. Be sure to cite the sources for your information. You may not post anything that is copyright protected.
4. List the First Names and their Blog URL's of the 3 people you left comments for for this week. You may comment only once for each person.

Comments

As you read your peer's blog posts, respond to at least three to get a conversation going. Remember the following:

1. All comments are appropriate and on topic. This is not a chat room. Cyberbullying will not be tolerated.
2. All comments are written in complete sentences with correct conventions.
3. All comments follow the 7 tips:
 - a. Give a compliment (What was a good idea? Why?)
 - b. Add new information
 - c. Make a connection to the writer
 - d. Advice or suggestion to the writer to help them meet their goals
 - e. End with a question
 - f. Proofread and sign your name
 - g. If a post already has three comments, you must choose another post to comment on. The goal is for each post to have at least three comments. Once you have posted 3 comments, and if everyone else's posts has 3 comments, then you may comment on another post.