**Procedure for setting up Blogger Blogs**

1. Log in to your bpsdedu (google) account by visiting the following URL: <http://www.google.com/a/bpsdedu.com>
   1. If you forget your password from last year, talk to Ms. Hammond and she will reset your password
   2. If you have never logged in to this account before, ask Ms. Hammond for your password
2. Change your password immediately after logging in for the first time (google will prompt you to do this)
3. Access your gmail mailbox by visiting the following URL: [www.gmail.com](http://www.gmail.com)
4. Click on the invitation email (which was sent to you by Ms. Hammond). Click on the “Accept Invitation” button within the email.
5. Sign in to Blogger using your bpsd.com account
6. Create a “Limited Blogger Profile” (this is one of two options you are given)
7. Choose a display name. This should be your FIRST NAME ONLY (remember our discussion about protecting your identity online)
8. If you’ve successfully completed these steps, you will find yourself looking at the Blogger Dashboard. Click on the blog you’ve been asked to contribute to so that you can view/edit it.
9. Click on “New Post” to write a blog post. Every time you create a post, make sure you:
   1. Give it a title
   2. Organize it into paragraphs or sections
   3. Use formatting tools like bullets, colour, font size, etc. to add organization and interest
   4. Incorporate images and videos whenever possible
10. Click “Save” (in the upper right-hand corner) to save your blog post. Save and save often.
11. Click “Publish” (in the upper right-hand corner) to post to your blog (so that others can see it).

**\*Note:** Initially, you will not be able to edit your blog’s settings (including the template, layout, and colours), but Ms. Hammond will change your status from “author” to “administrator” once you have created your first blog post.

**Fun with Formatting**

1. Change the colour of the text you just typed.
2. Give the sections of your post subtitles. Make them bold or underlined.
3. Add a subtitle called “Purpose” above the sentences you typed in step 2. Increase the font size of this title so that your readers will understand it is a title.
4. Add (or rearrange some of your existing content into) a list using either "bullets" or "numbers"
5. Highlight any important, or, "key" words/phrases using the highlighter tool.
6. Add a hyperlink that leads to the class website (www.mshammondsclass.weebly.com). Make sure your readers will be able to tell where the link goes (label it in some way).
7. Insert an image. Use <https://search.creativecommons.org/>(once you’re there, search either google images or flickr) to add a picture of something that reminds you of 2D animation to your blog post. This website is copyright-free, so you won’t be stealing :)
8. Insert a video. Use [www.youtube.ca](http://www.youtube.ca/) to add a video clip/preview from one of your favorite animated films to your blog post.
9. Change all (or some) of your text to a different font type.
10. Save, preview, then publish your blog post