

How to place material in the class blog

What is a Blog?

The word *blog* is short for *weblog* – a log on the web. An online notebook or travelogue. A blog can be described as a continuous stream of notes, reflections, tips and observations.

Today it is fairly easy to write and post material on a blog. Anyone who can figure out how to type in a word processing program on a computer will be able to figure out how to put material into CICLO's blog. Briefly explained, it is done in three steps: log in, type the text in a window and then finish by clicking the Update button!

Which kind of content can the class blog contain?

(For how to do it see step by step guide in the next section.)

Text

Texts can be typed in directly on the class blog. Or you can choose to write the text in a word document, select the text, copy it to the clipboard and then paste it onto a post on the blog.

E-mail

You can send an e-mail to a specific mail address, and then the text will appear as a 'blog post' on the blog. The 'post' (which could also be called an 'article' or a 'note') will show the e-mail's subject line as the headline, and it will show date and sender.

Picture and sound files

You can insert image files in the form of digital photographs as well as scans of drawings, photographs, paintings and texts.

You can upload mp3 audio files.

Video

You can also upload video files. In this case we recommend – for technical reasons – that all CICLO users place their videos on CICLO's YouTube channel. When you put the YouTube-link in the class blog, it will show as a playable video on the page where the link was placed.

You can upload videos to YouTube directly from smartphones and iPhones.

Which formats and file types can be used?

CICLO uses WordPress. It can easily handle files such as .jpg, .gif, .png, .pdf, .rtf, .doc, .docx, .mp3.

Recommended formats and file types

For photos and scannings of photos: Use the JPEG format: .jpg

For scannings of text: Use the Adobe PDF format: .pdf

For sound: Use the MPEG-3 format: .mp3

(iPhone uses the file extension . m4a , "MPEG-4 audio only ." It's not quite as common a format as mp3, so – slightly depending on the purpose – it may be recommendable to convert it to MP3.)

For video: YouTube can handle most file types. MPEG-4 (.mp4) and QuickTime (.mov) is the most commonly used file types.

Front-end and back-end of the blog

A blog has both a facade which is open for public viewing and an operations room which only is accessible to the owner of the blog. The two 'sides' of the blog are usually called 'front-end' and 'back-end'.

Front-end is what anyone can see online when they view the blog in their web browser.

In order to place material in the blog, you must have access to the 'operating room'. You get to the entrance of the operating room by typing the blog's web-address in your browser's address field, and then adding the following: **/wp-admin**

To access, you must log in with a username and a password. Username, password and URL to the blog's front page will be forwarded to the contact teacher in each class.

NB: Say no to the updates and plug-ins!

For teachers with administrator rights: Do not update WordPress or the plugins when a new version is being announced.

Step by step: text, images and videos on the blog

Texts

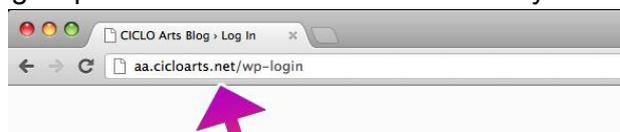
If it is only text that must be submitted to the blog, the easiest way to do that is to send an email to the blog's email address, which CICLO provides. The text of the email appears automatically on the blog.

Text, images, audio and editing of existing entries

You have received a web address to the blog's operator room. Enter the address in your web browser.

For example:

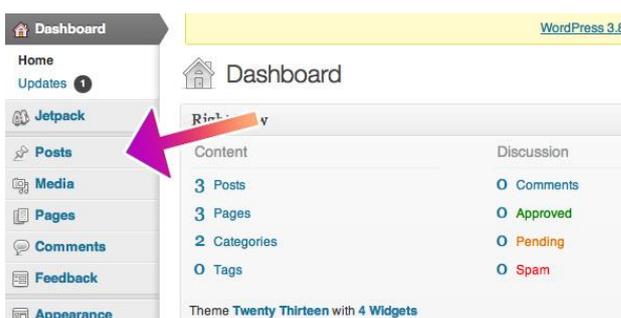
<http://bg.cicloarts.net/wp-admin>



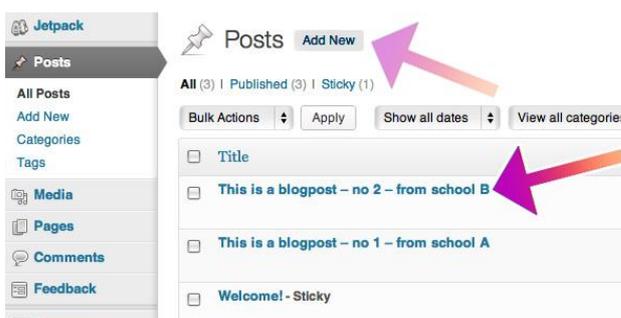
Log in with the username and password which CICLO has delivered.



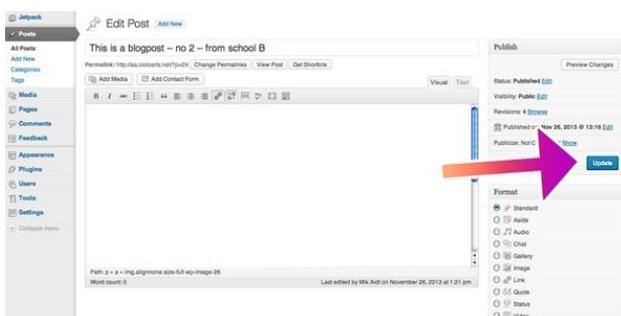
Click the 'Posts' button to the left .



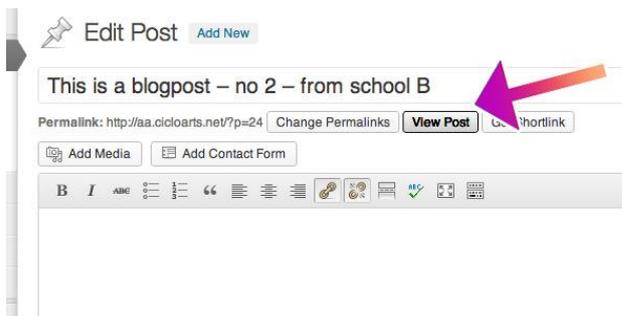
Click on the *Add New* button at the top, if you need to create a new blog post – or click on an existing entry - the blog post to be edited.



Click the *Publish* or *Update* button at the far right before you leave the page and / or add photos, etc.



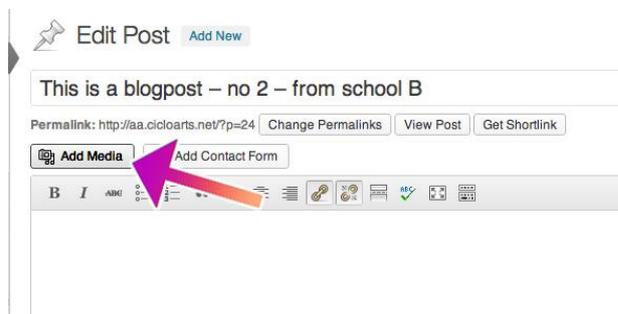
Whenever you want to see how the blog post appears on the front-end of the blog, you can click the *View Post* button.



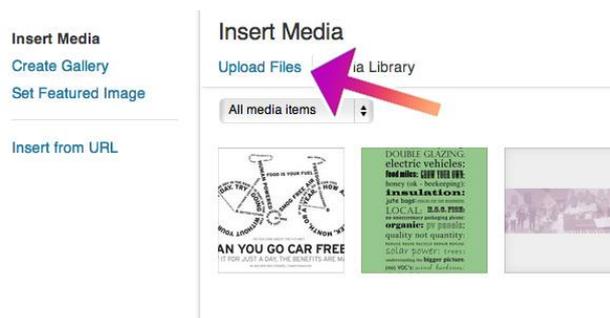
Photos, drawings, audio files, etc.

While you are in the process of writing a new or edit an existing blog post, you can add photos, drawings, scanned texts, etc. Proceed as follows:

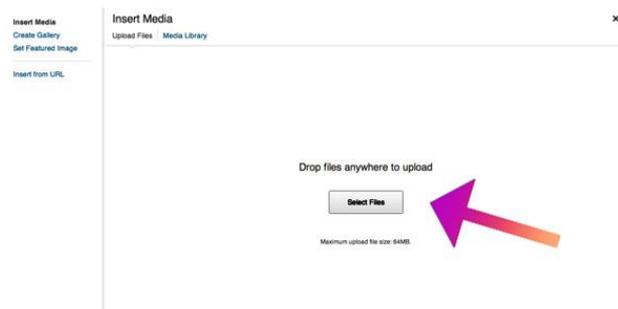
Click on *Add Media*



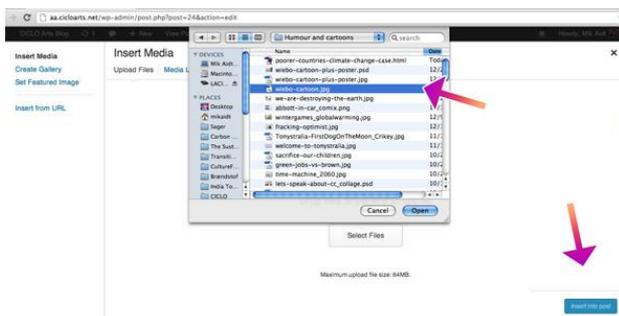
Click on *Upload files*



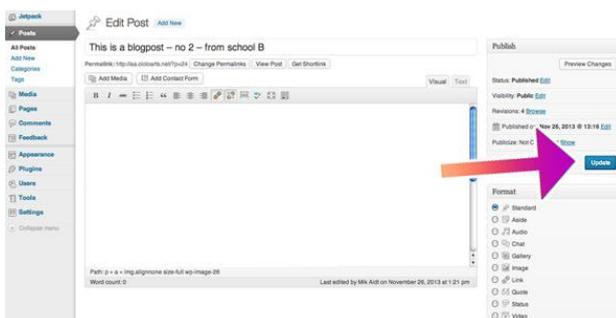
Click on *Select files*



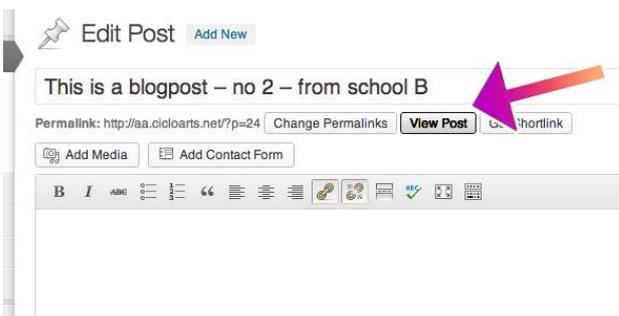
Select the file to be loaded onto the entry and click *Open*



Once you are back at your post, click the *Publish* or *Update* button at the far right



Whenever you want to see how the blog post appears on the front-end of the blog, you can click the *View Post* button.



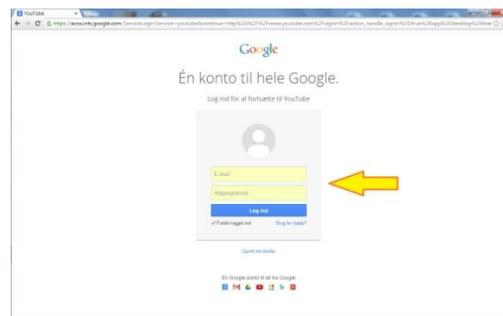
Add a video to the class blog?

It can be done in two ways: from a computer or from a smart or iPhone. Both are going through YouTube.

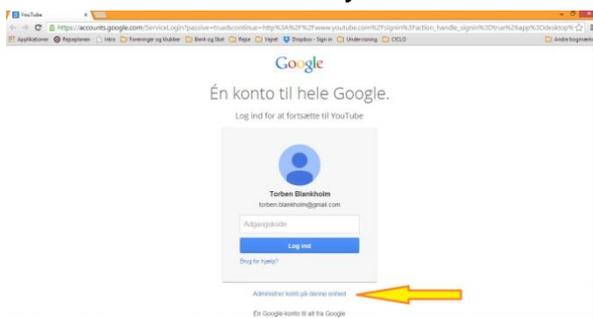
Uploading a video from a computer

Go to www.youtube.com/upload (by clicking (CTRL+click) on the link here, or by copying it and then pasting it into your browser's address field, or by typing it in the address field on your web browser.)

Sign in / log in with
Username: cicloarts.net@gmail.com
Password: CICLOarts123
(NB: The password is case sensitive)

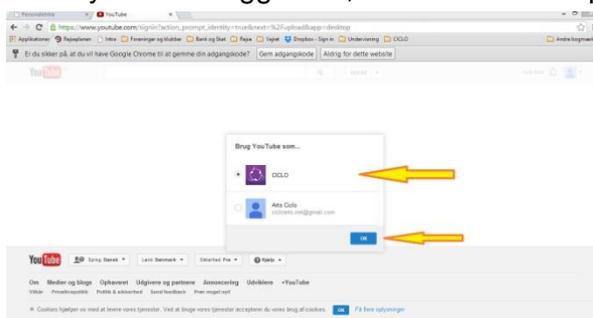


It may occur that there is already an e-mail address in the Username field. In that case click on the link below which says 'Add account'.

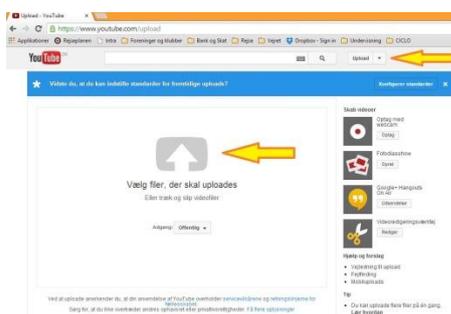


Then the correct (empty) login fields should appear where you can fill in the Username and Password which you have received from CICLO.

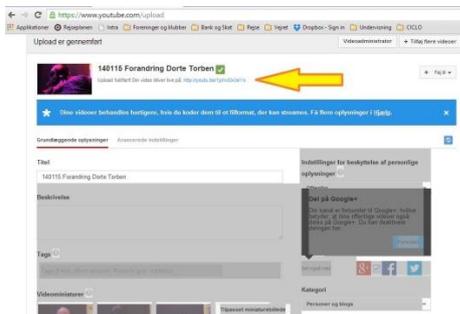
When you have logged on, this window will appear: Choose CICLO and click OK



Now you are ready to upload your video to CICLO's video channel on YouTube. Click on the 'Upload' button in the top centre of the browser window and follow the instructions to find the correct video file on your hard drive. (You can also click on the big arrow which becomes red when you roll the cursor over it).



When you double-click on the specific video file on your hard drive which you want to upload, the upload-process to YouTube will begin. Note that it can take several minutes to upload and convert your video file on YouTube, so be patient and don't move away from the browser-window until the finalization is confirmed and the browser-window has changed.



When the video is posted on YouTube, you can see it on the screen. You will also see its URL in the address box at the top of the screen. It will typically look something like this:

<http://www.youtube.com/watch?v=8HprmJB3YMA>



Highlight and copy (CTRL + c) the video URL into the clipboard. The URL can now be copied (CTRL + v) into a new blog post – or attached to an existing blog post on the class blog. Follow the instructions in the section [“Text, images, audio and editing of existing entries”](#) on page 2 in this guide.

Back-end – in the blog's operations room – you will only be able to view the video's URL as a line of letters. On the blog's front-end, however, you will be able to view the video, ready to play.

Videos from mobile phones

You can send a video file directly from your mobile phone (iPhone or smartphone) to the email address ISVL12B5A1QA@m.youtube.com. What you write as the email title, will be the title of the video on YouTube.

If you upload a video and if you are okay with the fact that video is visible to everyone, you do not need to use CICLO's YouTube channel with the username and password. Once the video is loaded in, you can watch it on

www.youtube.com/user/cicloartsnet - and you will immediately be able to copy the video URL from there.

Hotline - if a problem occurs!

If you experience problems with putting material on the class blog or editing it, then send an e-mail to Mik Aidt on mikaidt@gmail.com. He will answer questions and otherwise assist with a way to get the material posted or edited on the blog.

For example Mik Aidt will, by agreement, assist teachers with posting on their blogs. The relevant teachers can send their blog material attached in an email, which he will then help to upload.

Mik Aidt can also assist with advice and guidance if there is a problem with a particular file type or a need to convert mp4 files to mp3 files.

About access and copyrights related to videos on YouTube

Who has access to watch videos which are posted on YouTube?

In YouTube's video manager you can manage whether your video should be either: 1) public, 2) unlisted, or 3) private:

1. Public: *Anyone can search for and view* - visible and searchable to the public on YouTube and Google
2. Unlisted: *Anyone with the link can view* - not searchable or visible on YouTube, but visible when/if the video's web address is placed on one of CICLO's own web pages.
3. Private: *Only people you choose can view* - you have to have been given a specific password before you can view the video.

Copyright regarding videos posted on YouTube

Under the *Advanced* tab settings in YouTube's video manager you can set the *License and rights ownership*. You can choose between 1) Standard YouTube License or 2) Creative Commons:

1) The copyright rules vary from one country to the next, but the general principle is:

- a) You are NOT allowed to put music, video images or still images on YouTube, which you do not own the copyrights to. The material uploaded on YouTube must, in other words, be 100% 'homemade' on both the visual and the audio side.
- b) The person who created the material holds the copyrights - including material on YouTube.

2) *Creative Commons* means that you give others permission to use or redistribute the whole or parts of your video content, provided that they mention who made it and that it is not used for commercial context - that is, to something they receive an income from.

Much more about copyright rules and frequently asked questions can be found here:
www.youtube.com/yt/copyright