Steps for Setting Up a Blog Using Blogger

1. Click the *Create Your Blog Now* arrow on Blogger's homepage.

2. Type in the e-mail address you would like to use for the classroom blog. You might create a new project-specific address using a free e-mail service such as Gmail.

3. Select a password and retype it as indicated. Then type the text you see in the Word Verification box.

4. Read the Terms of Service and click on *I accept*.

5. Click the *Continue* arrow to advance to the *Name your blog* page.

6. Enter a title for your blog. (If your title has already been registered by another user, you will be prompted to enter an alternative title.)

7. Select a URL for the blog. Then type the text you see in the Word Verification box.

8. Click the *Continue* arrow to advance to the *Choose a template page* and select a basic design template for the blog.

9. Click on the *Start Blogging* arrow to get started.

10. Write a test post using the form. You can always delete it.

11. Explore the options under the *Settings* tab and make decisions about publishing, formatting, comments, and so on. If students will be allowed to comment on one another's posts, in the settings for the *Comments* section be sure to select *Show* comments and *Only members of this blog* can comment. It is recommended that you also make use of *Comment moderation*, which allows you to screen comments before they are published on the site.

12. Pay special attention to the *Permissions* section. Here you can add your students as blog authors. They will need to use their school-based e-mail address to gain access. If students don't have e-mail accounts at your school, you could have them use your Blogger login information, and then have them sign their names to their entries.

13. Using the *Link List* gadget found in Blogger's page layout editing tools, add links to the Web resources for student use. Also add links to one or two student-created blogs you would like students to review (see Classroom Blogs and Wikis and Blogger in the Classroom for suggestions).

14. Add a basic site-visitor counter so you'll be able to monitor traffic. Under *Edit Layout*, click on *Page Elements*, then *Add a Gadget*, and search gadgets for *Visitor Tracking*. Alternatively, visit a site like Hit Counter (http://www.hitcounters.info/), and select a simple, free counter to add to the blog. Fill out the form and then select the *Get Hit Counter* button. Copy the code it generates. At Blogger under *Edit Layout*, click on *Page Elements*, then *Add a Gadget*, and select *HTML/JavaScript*. Paste the copied code into the text box.