## How to Post to the ENGL F314 Class Website

1. On the UAF Blackboard click on the link for your class:

ENGL\_F314\_UX3\_201503: ENGL F314 UX3 201503 (CRN 79802) Technical Writing Instructor: Carolyn Stice;

- **2.** It opens the window from our class. In the text is the link to open the class blog: https://englf314.community.uaf.edu/
- 3. A window opens to our class blog: To the right is a menu: choose "Login"



- 4. It will ask you for your username/ Password. Use the one from the UAF.
- 5. After login you will see a short menu to the right. Click on "Site Admin".

## ENGL F314, Technical Writing Welcome!

Fechnical Writing is a subject where your creative brain and your analytical brain can meet. The ntent of this class is to prepare you for the type of professional communication you are likely to

Archives	
September 2015	
August 2015	
Meta	
Site Admin	
Log out	

6. A new window opens where you can write and edit your post: Click on the menu option "Post":



7. It opens a new window: Click on "Add Post":

POSTS Add New						. sole
Mine (1)   All (19)   Published (19)   Trash (2)						Search Posts
Bulk Actions V Apply All dates V All categories V Filter						1 iten
Title	Author	Categories	Tags		Date	
Introduction	dli6	Week 1	-	ø	27 mins a Published	<u>go</u>
Title	Author	Categories	Tags		Date	
Bulk Actions 👻 Apply						1 iter

- 8. A new window will open where you can write your post:
  - a) Write a headline
  - b) Write your post
  - c) Choose the correct category (week one for this assignment)
  - d) Preview your entry
  - e) Publish your post

🔞 🔎 My Sites 🖀	Fechnical Writing 📮 2 🔸 New		Howdy, dli6 🚺
🍪 Dashboard	Add New Post		Screen Options 🔻 Help 🔻
🖈 Posts 🔦	a Introduction		Publish 🔺
All Posts	Fermalink: http://engli914.community.uaf.edu/2015/09/05/introduction-3/ Edit View Post	d+e	Save Draft Preview
Add New	Add Media	visual Text	Status: Draft <u>Edit</u>
Comments (2)		×	Visibility: Public Edit
Profile	biello		IIII Publish immediately Edit           Move to Trash         Publish
<ul> <li>Collapse menu</li> </ul>			
			Aside
			Categories 🔺
	Word count: 0 Draft save	l at 10:49:07 am.	All Categories Most Used
			Week 1     Week 10     Week 11     Week 12

**9.** Congratulations! You just posted your first entry! ③ After you finished, click on "Technical writing" and you will leave the Admin page and land on the homepage of the blog.

🚯 🔎 My Sites 🖀	Technical Writing 📮 2 🕂 New
🚳 Dashboard	Posts Add New
🖈 Posts 🔹	Mine (1)   All (19)   Published (19)   Trash (3)
All Posts	Bulk Actions 🗸 Apply All dates 🗸 All
Add New	□ Title
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<ul> <li>Collapse menu</li> </ul>	

**10.** To read all blog entries, go to the menu on the right of the page and choose the month (September) under Archives.



**11.** On this page you can read and comment on all posted entries:

Monthly Archives: September 2015	Search
← Older posts	Archives
Introduction	September 2015
Posted on September 5, 2015 by dli6	August 2015
Hello, my name is Damaris Li. I transferred with an A.S. Degree in BA from Maryland to UAF. I am	Meta
a junior in BA and this class is a requirement for my Bachelor's Degree. We moved to Alaska May	Site Admin

The requirement is that you comment on two entries.  $\ensuremath{\textcircled{\sc o}}$