



edublogs Tutorials

Using the Dashboard

This tutorial looks at:

1. Appearance of your Dashboard
2. Main Navigation Menu
3. “Right Now” Module
4. “Recent Comments” Module
5. “QuickPress” Module
6. “Recent Drafts” Module
7. “Screen Option” Button



Using your Dashboard

The first screen you see when you log into your blog is the dashboard of your administrative area.

Your dashboard provides a quick overview of what's happening with your blog while also supplying tools to navigate to other areas of your Administration panel

Appearance of your default Dashboard

The main area of your dashboard is made of configurable modules such as “Right Now”, “Quick Press”, “Recent comments”

You can move these modules by:

- Left mouse clicking on their title
- Dragging to the new location on your dashboard
- Releasing your mouse button

You can also expand and collapse these dashboard modules by left mouse clicking on their title bar

http://tutorialexampleblog.edublogs.org/wp-admin/index.php Dashboard < Tutorial Examp... x

Tutorial Example Blog Visit Site

New Post G'day, Example Teacher Account | Turbo | Log Out Activate Easy Admin

Screen Options Help

Dashboard Dashboard

Promote Your Blog My Blogs + Pro

Posts Edit Add New Post Tags Categories Media Links Pages Comments Appearance Plugins Users Tools Settings Forums Stats

"Right Now" Module

Campus Tip: What exactly is Edublogs... [s here!](#)

Right Now

At a Glance

1 Post	1 Comment
1 Page	1 Approved
1 Category	0 Pending
0 Tags	0 Spam

Theme Edublogs Default with 0 Widgets Change Theme

Storage Space »

20MB Space Allowed 0 (0%) Space Used

Become a Edublogs.org Pro

"Recent Comments" Module

Recent Comments

From Mr WordPress on Hello world! #

Hi, this is a comment.To delete a comment, just log in, and view the posts' comments, there you will have ...

View all

Incoming Links





This dashboard widget queries Google Blog Search so that when another blog links to your site it will show up here. It has found no incoming links... yet. It's okay — there is no rush.

Getting started with Edublogs

"QuickPress" Module

QuickPress ?

Title

Add media:    

Content

Tags

Save Draft Reset Publish

"Recent Drafts" Module

Recent Drafts

There are no drafts at the moment

21:02 20/03/2011

Main Navigation Menu



Main Navigation Menu

Your navigation menu is on the left side of your dashboard

Each navigation item can be expanded or collapsed to view their submenu by clicking on the arrow on the right hand side of the item

Navigation Panel. All navigation menus collapsed by default

Dashboard

Pro Tip: Create forms, quizzes, polls and more with ease. [Click here to learn more!](#)

Right Now

At a Glance

1 Post	1 Comment
1 Page	1 Approved
1 Category	0 Pending
0	0 Spam

Change Theme

Storage Space »

20MB Space Allowed OMB (0%) Space Used

Become a Edublogs.org Pro for 10236MB of space!

Recent Comments

From Mr WordPress on Hello world! #

Hi, this is a comment. To delete a comment, just log in, and view the posts' comments, there you will have ...

View all





Incoming Links

This dashboard widget queries Google Blog Search so that when another blog links to your site it will show up here. It has found no incoming links... yet. It's okay — there is no rush.

Getting started with Edublogs

QuickPress

Title

Add media:    

Content

Tags

Save Draft Reset Publish

Recent Drafts

There are no drafts at the moment

When you hover over a navigation menu title you will see a down arrow on the right side. Click this arrow to expand the menu

The screenshot displays the WordPress dashboard interface. The left sidebar contains the navigation menu with items: Dashboard, Promote Your Blog, My Blogs, Pro, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, Forums, and Stats. The 'Posts' menu item is highlighted, and a yellow callout bubble points to the down arrow on its right side, indicating how to expand the menu. The main content area shows a 'QuickPress' form with fields for Title, Content, and Tags, and buttons for Save Draft, Reset, and Publish. Below this is the 'Recent Drafts' section, which is currently empty. The 'Recent Comments' section shows a comment from 'Mr WordPress' on the post 'Hello world!'. The 'Incoming Links' section shows that no incoming links have been found yet. The bottom of the screen shows the Windows taskbar with various application icons and the system clock showing 20:51 on 20/03/2011.

http://tutorialexampleblog.edublogs.org/wp-admin/ Dashboard - Tutorial Examp...

Tutorial Example Blog Visit Site

New Post G'day, Example Teacher Account | Turbo | Log Out Activate Easy Admin

Screen Options Help

Dashboard Dashboard

Promote Your Blog My Blogs

Pro

Posts Edit Add New Post Tags Categories Media Links Pages Comments Appearance Plugins Users Tools Settings Forums Stats

Pro Tip: Create forms, quizzes, polls and more with ease. [Click here to learn more!](#)

Right Now

At a

1	1 Comment
1	1 Approved
1	0 Pending
1	0 Spam





Change Theme

20MB Space Allowed 0MB (0%) Space Used

Become a Edublogs.org Pro for 10236MB of space!

QuickPress

Title

Add media:    

Content

Tags

Save Draft Reset Publish

Recent Comments

From Mr WordPress on Hello world! #

Hi, this is a comment.To delete a comment, just log in, and view the posts' comments, there you will have ...

View all

Incoming Links

This dashboard widget queries Google Blog Search so that when another blog links to your site it will show up here. It has found no incoming links... yet. It's okay — there is no rush.

Getting started with Edublogs

Once each menu is expanded you will see it's contents. This method is used for all of the items on the navigation menu SideBar

20:53 20/03/2011

Main Navigation Menu

Click on the dashboard link at the top of the navigation menu to return to the dashboard area of your blog when you are on any page within your administration panel

Return to Dashboard link. Available on all pages of the administrator panel

The screenshot shows the WordPress admin dashboard for a site named 'Tutorial Example'. The browser's address bar displays the URL 'http://tutorialexampleblog.edublogs.org/wp-admin/index.php'. The dashboard header includes a 'New Post' button, the user name 'G'day, Example Teacher Account | Turbo', and links for 'Log Out' and 'Activate Easy Admin'. A yellow callout bubble points to the 'Dashboard' link in the left sidebar menu. The sidebar menu includes 'Dashboard', 'Promote Your Blog', 'My Blogs', 'Pro', 'Posts', 'Edit', 'Add New', 'Post Tags', 'Categories', 'Media', 'Links', 'Pages', 'Comments', 'Appearance', 'Plugins', 'Users', 'Tools', 'Settings', 'Forums', and 'Stats'. The main content area features several widgets: 'At a Glance' showing 1 Post, 1 Page, 1 Category, and 0 Tags; 'Theme Edublogs Default with 0 Widgets'; 'Storage Space' showing 20MB used out of 0MB allowed; 'Recent Comments' with one comment from 'Mr WordPress'; 'Incoming Links' with no results; and 'QuickPress' for creating new posts. The Windows taskbar at the bottom shows various application icons and the system clock indicating 20:55 on 20/03/2011.

Dashboard

At a Glance

1 Post	1 Comment
1 Page	1 Approved
1 Category	0 Pending
0 Tags	0 Spam

Theme Edublogs Default with 0 Widgets

Storage Space »

20MB Space Allowed 0MB (0%) Space Used

Become a Edublogs.org Pro for 10236MB of space!

Recent Comments

From Mr WordPress on Hello world! #

Hi, this is a comment.To delete a comment, just log in, and view the posts' comments, there you will have ...

View all

Incoming Links

This dashboard widget queries Google Blog Search so that when another blog links to your site it will show up here. It has found no incoming links... yet. It's okay — there is no rush.

Getting started with Edublogs

QuickPress

Title

Add media:

Content

Tags

Save Draft Reset Publish

Recent Drafts

There are no drafts at the moment

Main Navigation Menu

You also have a quick access navigation menu on the top right hand side of your administration panel which you can use to go to your “New Post”, “Drafts”, “New Page” or “Comments” screens

To navigate to a new screen just hover over the quick access navigation menu and then select the desired option

http://tutorialexampleblog.edublogs.org/wp-admin/index.php Dashboard < Tutorial Examp... x

Tutorial Example Blog Visit Site

New Post G'day, Example Teacher Account | Turbo | Log Out Activate Easy Admin Screen Options Help

Dashboard Dashboard

Promote Your Blog My Blogs Pro

Posts Edit Add New Post Tags Categories Media Links Pages Comments Appearance Plugins Users Tools Settings Forums Stats

Dashboard

Campus Tip: What exactly is Edublogs Campus? Read [more about Campus](#)

Right Now

At a Glance

1 Post	1 Comment
1 Page	1 Approved
1 Category	0 Pending
0 Tags	0 Spam

Theme **Edublogs Default** with 0 Widgets Change Theme

Storage Space »

20MB Space Allowed 0MB (0%) Space Used

Become a **Edublogs.org Pro** for 10236MB of space!

Recent Comments

From Mr WordPress on Hello world! #

Hi, this is a comment.To delete a comment, just log in, and view the posts' comments, there you will have ...

View all





Incoming Links

This dashboard widget queries [Google Blog Search](#) so that when another blog links to your site it will show up here. It has found no incoming links... yet. It's okay — there is no rush.

Getting started with Edublogs

QuickPress ?

Title

Add media:    

Content

Tags

Save Draft Reset Publish

Recent Drafts

There are no drafts at the moment

20:57 20/03/2011

http://tutorialexampleblog.edublogs.org/wp-admin/index.php Dashboard < Tutorial Examp...

Tutorial Example Blog

Visit Site

Dashboard

Dashboard

Promote Your Blog

My Blogs

Pro

Posts

Edit

Add New

Post Tags

Categories

Media

Links

Pages

Comments

Appearance

Plugins

Users

Tools

Settings

Forums

Stats

Dashboard

Campus Tip: What exactly is Edublogs Campus? Read [more about Campus here!](#)

Right Now

At a Glance

1 Post	1 Comment
1 Page	1 Approved
1 Category	0 Pending
0 Tags	0 Spam

Theme **Edublogs Default** with **0 Widgets** [Change Theme](#)

Storage Space »

20MB Space Allowed **0MB (0%)** Space Used

Become a **Edublogs.org Pro** for 10236MB of space!

Recent Comments

From **Mr WordPress** on **Hello world! #**

Hi, this is a comment.To delete a comment, just log in, and view the posts' comments, there you will have ...

[View all](#)

Incoming Links

This dashboard widget queries **Google Blog Search** so that when another blog links to your site it will show up here. It has found no incoming links... yet. It's okay — there is no rush.

Getting started with Edublogs

New Post

Drafts

New Page

Upload

Comments





G'day, Exam

Create Easy Admin

Options Help

QuickPress ?

Title

Add media:    

Content

Tags

[Save Draft](#) [Reset](#) [Publish](#)

Recent Drafts

There are no drafts at the moment

“Right Now” Module

“Right Now” Module

The “Right Now” module provides a quick overview of your current number of posts, pages, comments, tags, categories, themes and storage usage.

Clicking on the item name, or type of comments, in the “Right Now” module takes you to that area in your administration panel.

For example, clicking on “Posts” takes you to your edit panel which lists all your posts while “comments” takes you to “Edit Comments”

http://tutorialexampleblog.edublogs.org/wp-admin/index.php Dashboard - Tutorial Examp...

Tutorial Example Blog Visit Site New Post G'day, Example Teacher Account | Turbo | Log Out Activate Easy Admin Screen Options Help

Dashboard Dashboard Promote Your Blog My Blogs Pro

Posts Edit Add New Post Tags Categories Media Links Pages Comments

Appearance Plugins Users Tools Settings Forums Stats

Class blog tip: Help your students so they can write posts on the blog!

Right Now

At a Glance

1 Post	1 Comment
1 Page	1 Approved
1 Category	0 Pending
0 Tags	0 Spam

Theme Edublogs Default with 0 Widgets Change Theme

Storage Space »

20MB Space Allowed OMB (0%) Space Used

Become a Edublogs.org Pro for 10236MB of space!

Recent Comments

From Mr WordPress on Hello world! #

Hi, this is a comment.To delete a comment, just log in, and view the posts' comments, there you will have ...

View all

Incoming Links

This dashboard widget queries Google Blog Search so that when another blog links to your site it will show up here. It has found no incoming links... yet. It's okay — there is no rush.

Getting started with Edublogs

Click on "Comment" to take you to "Edit Comments" Page

Content

Tags

Save Draft Reset Publish

Recent Drafts

There are no drafts at the moment

21:10 20/03/2011

http://tutorialexampleblog.edublogs.org/wp-admin/edit-com

Tutorial Example Blog

Visit Site

New Post G'day, Example Teacher Account | Turbo | Log Out Activate Easy Admin

Help Screen Options Help

Edit Comments

Pro Tip: Use your [Edublogs Pro](#) blog to [upgrade up to 50 student \(or other\) blogs](#) to give them the ability to embed all videos, javascript and other third party code.

All | Pending (0) | Approved | Spam (0)

Bulk Actions Show all comment types

<input type="checkbox"/> Author	Comment	In Response To
<input type="checkbox"/> Mr WordPress edublogs.org/127.0.0.1	Submitted on 2011/03/19 at 3:24pm Hi, this is a comment. To delete a comment, just log in, and view the posts' comments, there you will have the option to edit or delete them.	Hello world! #

Bulk Actions

Hosted by Edublogs - Want to centralize, control and manage all the blogs at your institution? Ask us about Edublogs Campus today!

21:13 20/03/2011

"Edit Comments" Page

Recent Comments Module

“Recent Comments” Module

The “Recent Comments” module displays the 5 most recent comments for your blog

Hovering your mouse over the comments brings up five action links:

1. Approve/Unapprove
2. Edit
3. Reply
4. Mark as Spam
5. Delete

which makes it easy to directly from your dashboard

http://tutorialexampleblog.edublogs.org/wp-admin/index.php Dashboard - Tutorial Examp...

Tutorial Example Blog Visit Site

New Post G'day, Example Teacher Account | Turbo | Log Out Activate Easy Admin

Screen Options Help

Dashboard Dashboard

Promote Your Blog My Blogs Pro

Posts Edit Add New Post Tags Categories Media Links Pages Comments Appearance Plugins Users Tools Settings Forums Stats

Right Now

At a Glance

1 Post	1 Comment
1 Page	1 Approved
1 Category	0 Pending
0 Tags	0 Spam

Theme Edublogs Default with 0 Widgets Change Theme

Storage Space »

20MB Space Allowed

Become a Edublogs.org Pro for more features

Recent Comments





From Mr WordPress on Hello world! #

Hi, this is a comment.To delete a comment, just log in, and view the posts' comments, there you will have ...

View all

QuickPress

Title

Add media:    

Content

Tags

Save Draft Reset Publish

Recent Drafts

There are no drafts at the moment

Incoming Links

This dashboard widget queries Google Blog Search so that when another blog links to your site it will show up here. It has found no incoming links... yet. It's okay — there is no rush.

Getting started with Edublogs

"Recent Comments" module. *Notice no action links

21:17 20/03/2011

http://tutorialexampleblog.edublogs.org/wp-admin/ Dashboard < Tutorial Examp...

Tutorial Example Blog

Visit Site

New Post G'day, Example Teacher Account | Turbo | Log Out Activate Easy Admin

Screen Options Help

Dashboard

Promote Your Blog
My Blogs
+ Pro

Posts

Edit
Add New
Post Tags
Categories

Media

Links

Pages
Comments

Appearance

Plugins
Users
Tools
Settings

Forums

Stats

Dashboard

Support Tip: [Edublogs Pro](#) users can email Edublogs Support directly from [Premium Support](#).

Right Now

At a Glance

2 Posts	1 Comment
1 Page	1 Approved
2 Categories	0 Pending
2 Tags	0 Spam

Theme **Edublogs Default** with 0 Widgets Change Theme

Storage Space »

20MB Space Allowed

Become a [Edublogs.org Pro](#) for 10236M

Recent Comments

From [Mr WordPress](#) on [Hello world!](#) #

Hi, this is a comment. To delete 3 comment, just log in, and view the posts' comments, there you will have ...

[Unapprove](#) | [Edit](#) | [Reply](#) | [Spam](#) | [Delete](#)

[View all](#)

Incoming Links

This dashboard widget queries Google
It has found no incoming links... yet. It

show up here.

Getting started with Edublogs

QuickPress

Title

Add media:

Content

Tags

[Save Draft](#) [Reset](#) [Publish](#)

Recent Drafts

[Put Your Title Here](#) March 27, 2011

[Sample Blog Post Draft](#) March 20, 2011

This is to demonstrate how drafts look on the "Recent..."

[View all](#)

Hover mouse over a comment in the "Recent Comments" module

You will then notice that there are action links displayed

12:38 27/03/2011

QuickPress Module

“QuickPress” Module

The “QuickPress” module is a mini- post editor that lets you quickly write a post including title, add media files and add tags directly from your dashboard

It also gives you the option of saving it as a draft or publishing immediately

http://tutorialexampleblog.edublogs.org/wp-admin/index.php Dashboard - Tutorial Examp...

Tutorial Example Blog Visit Site New Post G'day, Example Teacher Account | Turbo | Log Out Activate Easy Admin Screen Options Help

Dashboard Dashboard Promote Your Blog My Blogs Pro

Posts Edit Add New Post Tags Categories Media Links Pages Comments Appearance Plugins Users Tools Settings Forums Stats

Dashboard

Pro Tip: Use your [Edublogs Pro](#) blog to [disable advertising on your blog](#)

Right Now

At a Glance

1 Post	1 Comment
1 Page	1 Approved
1 Category	0 Pending
0 Tags	0 Spam

Theme **Edublogs Default** with 0 Widgets [Change Theme](#)





Storage Space »

20MB Space Allowed 0MB (0%)

Become a [Edublogs.org Pro](#) for 10236MB of space!

QuickPress ?

Title

Add media:    

Content

Tags

[Save Draft](#) [Reset](#) [Publish](#)

Recent Comments

From [Mr WordPress](#) on [Hello world!](#) #

Hi, this is a comment.To delete a comment, just log in, and view the posts' comments, there you will have ...

[View all](#)

Incoming Links

This dashboard widget queries [Google Blog Search](#) so that when another blog links to your site it will show up here. It has found no incoming links... yet. It's okay — there is no rush.

Getting started with Edublogs

"QuickPress" Module

Option to "Save Draft"

Option to "Publish" directly

21:23 20/03/2011

Recent Drafts Module

Recent Drafts Module

Your “Recent Draft” module displays your five latest drafts saved with their title, date and a short excerpt

Clicking on a Draft’s title opens up that draft so you can continue editing and/or publish.

Clicking on “View All” takes you to your “Edit Post” screen where all drafts your have written are displayed

NOTE: On your new blog the “Recent Draft” Module displays the message: “There are no drafts at the moment”. Drafts won’t appear here until you save some

http://tutorialexampleblog.edublogs.org/wp-admin/index.php Dashboard - Tutorial Examp...

Tutorial Example Blog Visit Site New Post G'day, Example Teacher Account | Turbo | Log Out Activate Easy Admin Screen Options Help

Dashboard Dashboard

Promote Your Blog My Blogs Pro

Posts Edit Add New Post Tags Categories Media Links Pages Comments Appearance Plugins Users Tools Settings Forums Stats

Support Tip: Check out our [Edublogs User guide](#) for all your blogging "how to" info!

Right Now

At a Glance

1 Post	1 Comment
1 Page	1 Approved
1 Category	
0 Tags	

Theme **Edublogs Default** with 0 Widgets

Storage Space »

20MB Space Allowed 0MB (0%) Space Used

Become a [Edublogs.org Pro](#) for 10236MB of space!

Recent Comments

From Mr WordPress on Hello world! #

Hi, this is a comment. To delete a comment, just log in, and have ...

Incoming Links





Loading...

Getting started with Edublogs

Welcome to Edublogs!

QuickPress ?

Title

Add media:    

Content

Tags

Save Draft Reset Publish

Recent Drafts

[Sample Blog Post Draft](#) March 20, 2011

This is to demonstrate how drafts look on the "Recent..."

View all

"Recent Drafts" module

Click on the Draft Title to edit and publish that draft

21:30 20/03/2011

Screen Option Button

Screen Option Button

The “Screen Option” button located at the top right hand side of your administration panel can be used to customise what is displayed and how it is displayed on that screen

You can use the “Screen Option” button to change the number of columns and hide modules on your dashboard (untick hides options”

http://tutorialexampleblog.edublogs.org/wp-admin/index.php Dashboard - Tutorial Examp... x

Tutorial Example Blog Visit Site

New Post G'day, Example Teacher Account | Turbo | Log Out Activate Easy Admin

Screen Options Help

Dashboard

Promote Your Blog
My Blogs
+ Pro

Posts
Edit
Add New
Post Tags
Categories

Media
Links
Pages
Comments

Appearance
Plugins
Users
Tools
Settings

Forums
Stats

Dashboard

Support Tip: Check out [our Edublogs User guide](#) for all your blogging "how to" info!

Right Now

At a Glance

1 Post	1 Comment
1 Page	1 Approved
1 Category	0 Pending
0 Tags	0 Spam

Theme **Edublogs Default** with **0 Widgets** [Change Theme](#)

Storage Space »

20MB Space Allowed **0MB (0%)** Space Used

Become a Edublogs.org Pro for 10236MB of space!

Recent Comments

From [Mr WordPress](#) on [Hello world!](#) #
Hi, this is a comment.To delete a comment, just log in, and view the posts' comments, there you will have ...

[View all](#)

Incoming Links

This dashboard widget queries [Google Blog Search](#) so that when another blog links to your site it will show up here. It has found no incoming links... yet. It's okay — there is no rush.

Getting started with Edublogs

QuickPress ?

Title

Add media:

Content

Tags

[Save Draft](#) [Reset](#) [Publish](#)

Recent Drafts

[Sample Blog Post Draft](#) March 20, 2011
This is to demonstrate how drafts look on the "Recent..."

[View all](#)

21:36 20/03/2011

Remove modules by unticking the box beside the module

To add or remove columns in the module area click on the corresponding number

Click "Screen Options" button to reveal screen options menu

The screenshot shows the WordPress dashboard interface. At the top, the browser address bar displays 'http://tutorialexampleblog.edublogs.org/wp-admin/index.php'. The dashboard header includes the site name 'Tutorial Example Blog' and a 'Visit Site' link. On the left sidebar, there is a 'Dashboard' menu with sub-items 'Promote Your Blog' and 'My Blogs', followed by a 'Pro' button and a list of dashboard sections: 'Links', 'Pages', 'Comments', 'Appearance', 'Plugins', 'Users', 'Tools', 'Settings', 'Forums', and 'Stats'. The main content area is divided into several sections. The 'Show on screen' section at the top has checkboxes for 'QuickPress', 'Recent Drafts', 'Right Now', 'Recent Comments', 'Incoming Links', and 'Getting started with Edublogs'. Below this is the 'Screen Layout' section, which includes a 'Number of Columns' selector with options 1, 2, 3, and 4. A yellow callout points to the '2' option. The 'QuickPress' section contains a 'Title' field, an 'Add media' button, a 'Content' text area, and a 'Tags' field, with 'Save Draft', 'Reset', and 'Publish' buttons at the bottom. The 'Recent Drafts' section shows a draft titled 'Sample Blog Post Draft' dated 'March 20, 2011'. The 'Recent Comments' section displays a comment from 'Mr WordPress' on 'Hello world!'. A yellow callout points to the 'Screen Options' button in the top right corner of the dashboard area. The Windows taskbar at the bottom shows various application icons and the system clock indicating '21:37 20/03/2011'.