# **edublogs Tutorials** Using the Dashboard

## This tutorial looks at:

- 1. <u>Appearance of your Dashboard</u>
- 2. Main Navigation Menu
- 3. "Right Now" Module
- 4. <u>"Recent Comments" Module</u>
- 5. <u>"QuickPress" Module</u>
- 6. <u>"Recent Drafts" Module</u>
- 7. <u>"Screen Option" Button</u>

## 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

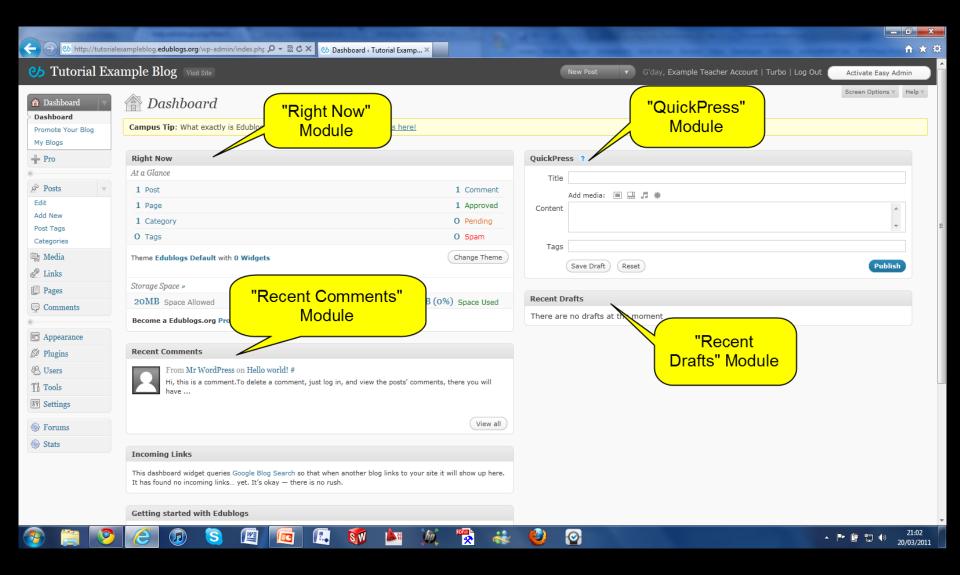
## Appearance of your default Dashboard

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



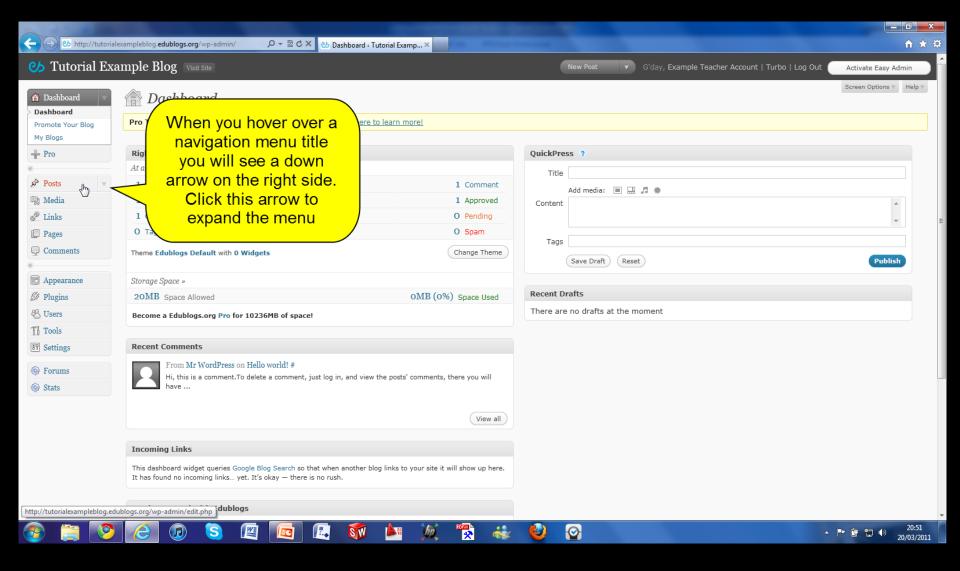
# **Main Navigation Menu**

## 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

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## 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

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## Main Navigation Menu

You also have a quick access navigation menu on the top right hand side of your administration panel which your 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

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# "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"

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# 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

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## 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

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## **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 Created by Paul Leacy

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# **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"

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