How to make your first post on an Engr101 blog.

This is a step-by-step guide demonstrating how to make your first blog post on your Engr101 blog. All of your posts later in the class will be similar to this. There is also an appendix detailing how to change your password.

1. Check your @wichita.edu email address for an email from CRATEL (you may have to search your email for this)

2. Copy your password from the email so you can log into the Engr101 blog.
3. Go to your Engr101 class Section website:

Curt Gridley’s Section:  [http://cratel.wichita.edu/blogs/engr101fall2013gridley/](http://cratel.wichita.edu/blogs/engr101fall2013gridley/)

Dominic Canare’s Sections:  [http://cratel.wichita.edu/blogs/engr101fall2013canare/](http://cratel.wichita.edu/blogs/engr101fall2013canare/)

Nick Wanklyn’s Sections:  [http://cratel.wichita.edu/blogs/engr101fall2013wanklyn/](http://cratel.wichita.edu/blogs/engr101fall2013wanklyn/)

Rye Kennedy’s Sections:  [http://cratel.wichita.edu/blogs/engr101fall2013kennedy/](http://cratel.wichita.edu/blogs/engr101fall2013kennedy/)

4. Scroll down and type your username and password in. You may want to Copy/Paste your password in from the CRATEL email that you received.

5. After you have logged into the blog, scroll down and click “Administration Panel” on the bottom LHS (left hand side) column
To update your Profile and change your Password.

6. Click “Profile”

7. Update your profile (at least give your name and how you want it displayed). Make sure you click “Update Profile” at the bottom of the page after changing your profile data.
8. To change your password, scroll down inside of the “Profile” page.
9. Enter your new password and click “Update Profile” to save the password.
To create your first blog post

1. To create a new post: Scroll down and click “Administration Panel” on the bottom LHS (left hand side) column

2. Click on “new post from template” next to the 1. Hello Blog template.
3. Replace the text in the template with your own words. When you are finished with your post you can click “Publish” to publish the post on the class blog or “Save Draft” to come back and work on your post later.

4. To upload a picture or other media (files) Click on the “Upload/Insert” link directly above the text editor.

5. You can drag and drop files directly or “Select Files” from your file directory on your computer.
   a. We recommend your photos be resized to less than 800x600 pixels before uploading them.
6. After a file has been uploaded, you can add titles and descriptions.
   b. Other bits to change could be the Alignment and size of the image.
7. Click “Insert Into Post” to add the file directly into your post.

8. When you are finished with your post you can click “Publish” to publish the post on the class blog or “Save Draft” to come back and work on your post later.