

KPBSD Blogs

The Kenai Peninsula Borough School District uses WordPress as its blog service. After you have created your blog you can post a link to it in PowerSchool and students will be able to access it.

To Start Your Blog:

1. Go to blogs.kpbsd.k12.ak.us
2. Login with the same username and password you use for the district.
3. Once logged in you will be in the dashboard which is your main work space for the blog.
4. You can click My Sites in the upper left corner to see your site or you can select to view it in the dropdown. This will be your Public View.

Dashboard View Left-Hand Menu:

Select Settings:

1. Click General
 - a. Change Site Title and alter Tagline to fit site
 - b. Change time zone
 - c. Click "Save Changes"

Select Appearance:

1. Click Themes
 - a. Preview themes by clicking "Preview" link under each photo
 - b. Click "Activate" to select the theme for the site
2. Click Widgets

Drag the following widgets to the sidebar to make them available

 - a. Links
 - b. Meta (this allows you to toggle between dashboard and public site)
 - c. Some themes do not allow widgets. In this case, they usually have the things you need already on the public face (but you need to check).

Select Posts:

1. Click All Posts
 - a. Delete the auto-generated post by hovering over it with the mouse and select Trash.
 - b. To create a new post or Welcome Post select "Add New." Add Title and Text.
 - c. Click "Save Draft or Publish" in the upper right "Publish" box.

No Comments wanted, do the following:

 - i. Click on the Screen Options dropdown in the upper right area of the screen and select Discussion.
 - ii. Scroll to the bottom and deselect "Allow Comments" and "Allow trackbacks and pingbacks on this page."
 - iii. Select "Save Draft or Publish"

Select Pages: A separate page can be created for each class.

1. Click Add New
 - a. Enter Title Name and Text
 - b. Select “Save Draft or Publish”

No Comments wanted, do the following:

 - i. Click on the Screen Options dropdown in the upper right area of the screen and select Discussion.
 - ii. Scroll to the bottom and deselect “Allow Comments” and “Allow trackbacks and pingbacks on this page.”
 - iii. Select “Save Draft or Publish”

Links: Links can be added to the side of the page (i.e. powerschool, resources, etc.) or directly on the page.

1. Click Links
 - a. Click “Add New”
 - b. Enter Name of link
 - c. Enter Web Address
 - d. Select Category from list or “Add New Category” if you’d like a new category. (i.e. Resources, Class Materials, Powerschool, etc.)
 - e. Select _blank new window or tab under Target at bottom of page
 - f. Finalize by selecting “Add Link” on the right side of page

Additional Information:

Posts and pages are basically the same. In the body of posts and pages, you can add pictures and link out to documents and other resources.

Word Press does not accept Microsoft Office Documents. They will need to be converted to pdf prior to upload. The maximum size for an upload is 10 MB.

Staff can have their blog URL changed so it does not reveal the employee number. Email the webmaster with the request.