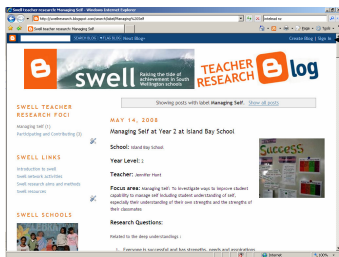


# Instructions for adding a project to the swell teacher research blog

1. Click on the teacher research blog on any page of swell.org.nz



2. Sign into the blog



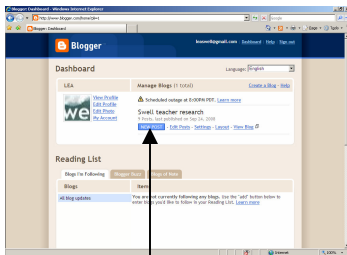
Click on the "sign in" link

3. Enter your school's username and password. Your lead teachers have this. If you have forgotten your username and password email [admin@lea.co.nz](mailto:admin@lea.co.nz)

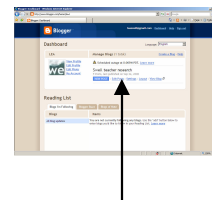


Type in your username and password then click on the "SIGN IN" button

4. Begin a new post (or choose to edit a post if you have already started a research blog).

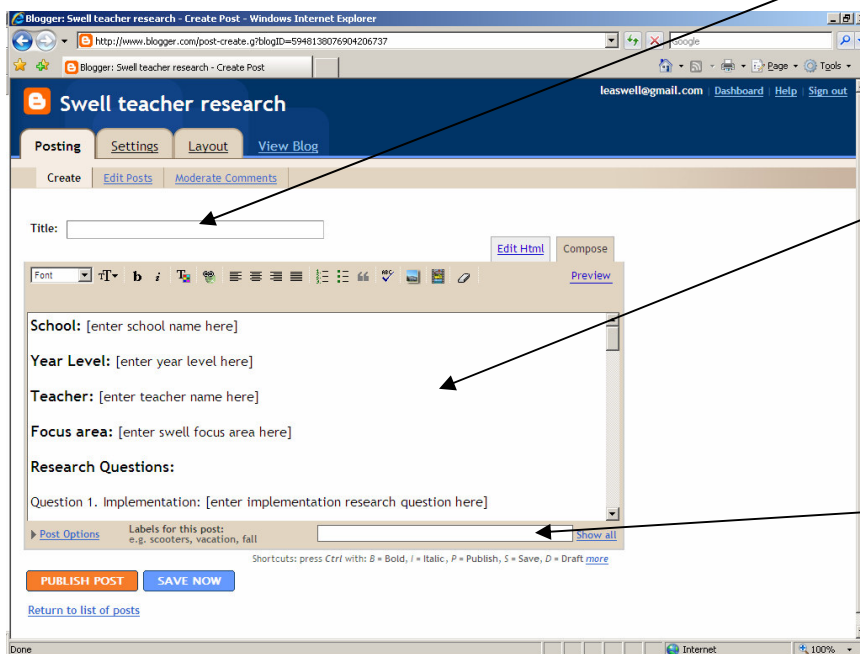


Click on the "New Post" link



Once you have begun a post you can always come back and edit it. To do this you click on the "Manage Posts" link where you will see a list of posts. Choose your post and click the edit link

## 5. Fill in your research details in the “Posting” window



Give your research project a title

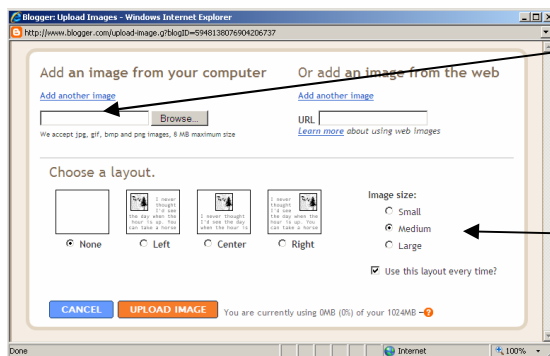
Replace the text in between the [ ]'s with the details of your research. Try not to change the font, size, colour, etc as this is set in order to keep consistency across the blog

Enter a category for your project. This should be either ...

- Managing Self
- Participating & Contributing
- Authentic Learning

## 6. To add photos to your research blog

Click the add picture icon on the icon bar in the post window



Browse for a photo on your computer. (Ideally these pictures will be resized so they are not wider than 800 pixels or taller than 600 pixels) Click the add another image if you want to add more than one photo

Choose “None” for Layout and “Medium” as the image size.

Click “UPLOAD IMAGE” (you may be asked to accept the blogger terms and conditions first). Once you have uploaded the image you can move it to where you want it to appear in your research post.

## 7. To publish your post

**PUBLISH POST**

When finished with an editing session click the “PUBLISH POST” button and your project will be added to the website. You should publish your post even if you have not yet added all your content. The blog is designed to be a journal that you come back to often rather than a place where you only publish completed work.