

# e-Learning @UC blog

## Guide for contributors

[UC e-Learning Support](#)

As a contributor in the [e-Learning @UC](#) blog you can write, edit, and delete your own unpublished posts. Content must be reviewed and published by an Admin or Editor. Contributors can't access the Media Library, so if you want to use specific images, videos, or audio files in the Media Library, you have to ask for assistance from an Admin or Editor.

The following instructions will help you get started as a contributor in the blog.

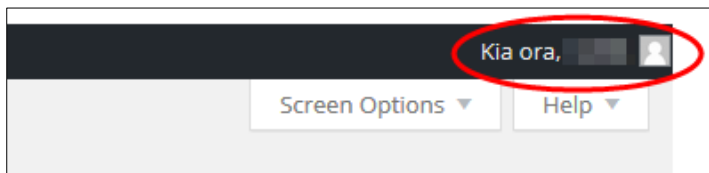
### Login to the blog

Go to <https://blogs.canterbury.ac.nz/elearning/login>

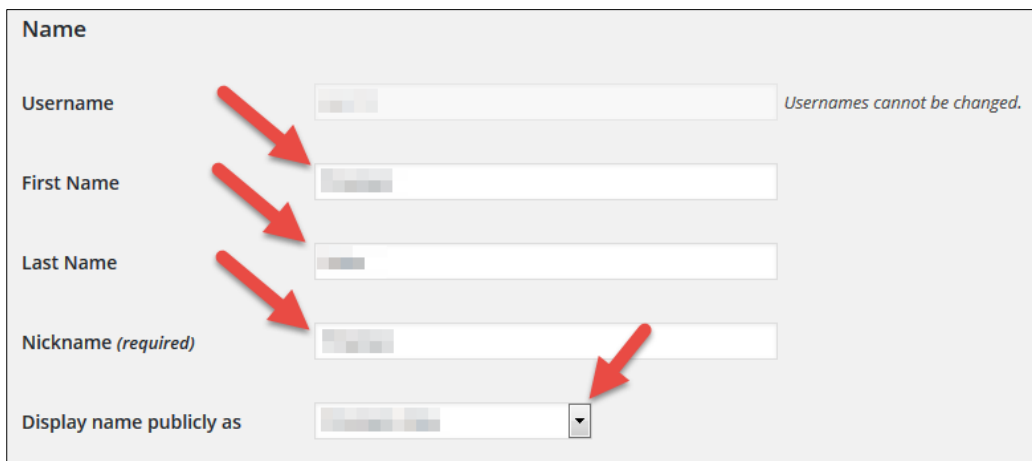
Enter your UC username and password to log in. Once you do this for the first time, you will have access to the blog as a contributor.

You will then see the blog dashboard. The menu bars on the top and on the left give you some options that are explained below:

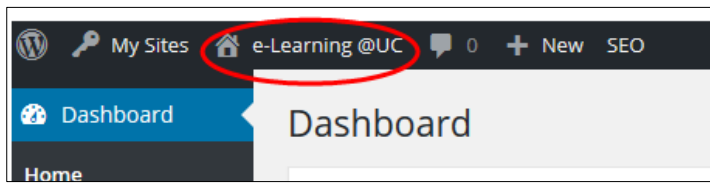
- **Editing your profile and logging out**



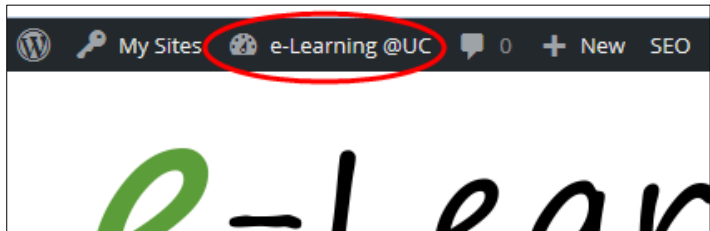
To change how your name is displayed, click on your username and select Edit my profile. Fill in your first name, your last name and your nickname. Then select the one you want to be used to display your name publicly. When you have finished scroll down and select Update Profile.

A screenshot of the 'Name' profile editing form. The form has a light grey background. At the top, the word 'Name' is written in bold. Below it are five input fields: 'Username', 'First Name', 'Last Name', 'Nickname (required)', and 'Display name publicly as'. The 'Display name publicly as' field is a dropdown menu. Red arrows point to each of these five fields. To the right of the 'Username' field, the text 'Usernames cannot be changed.' is displayed in a smaller font.

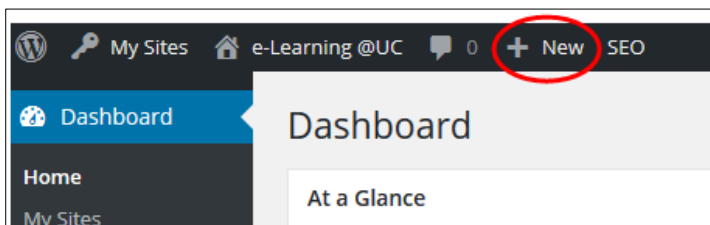
- Visiting the blog homepage from the Dashboard



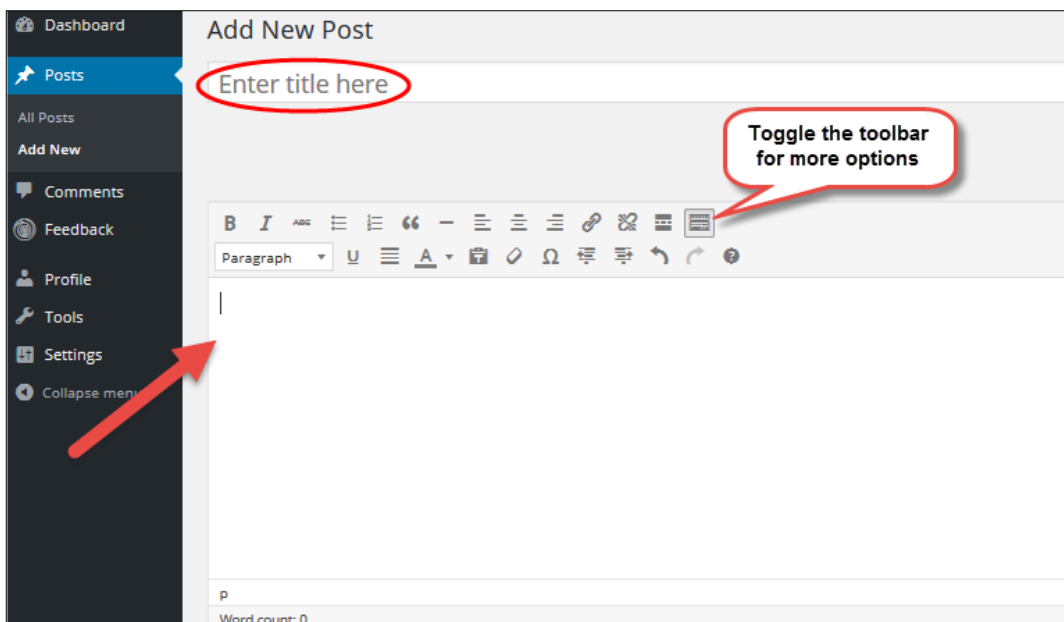
- Going back to the Dashboard from the homepage



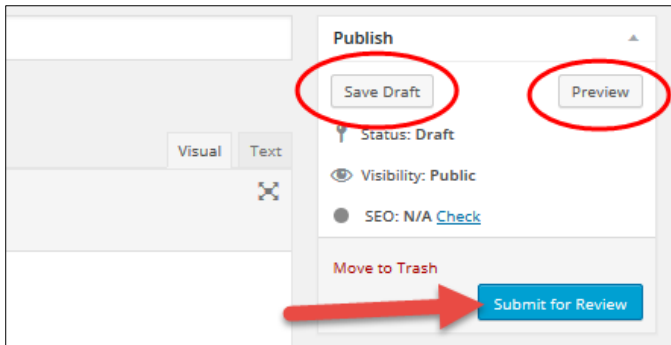
## Adding a new post



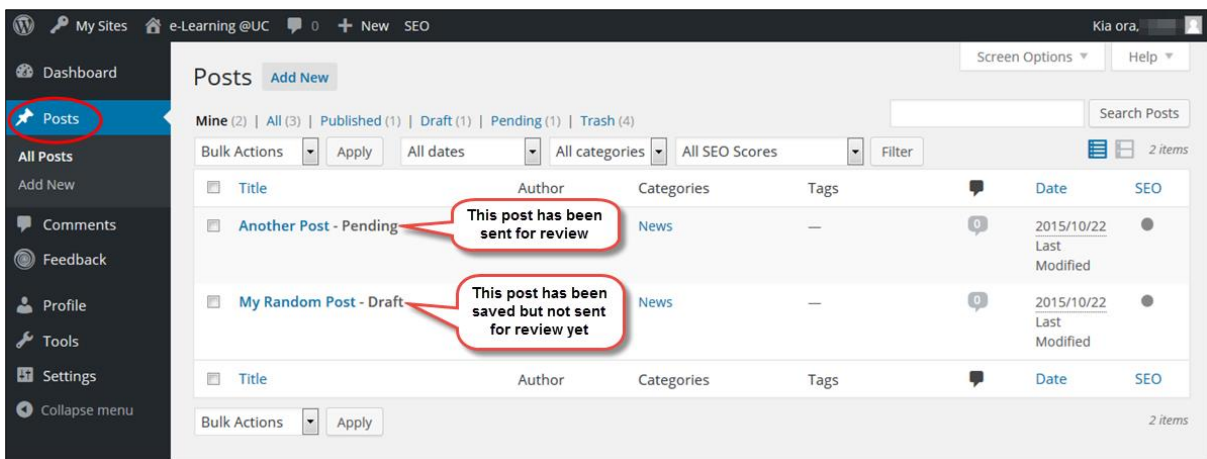
To add a new post click on **+New**. Give your post a title and type the post text in the box. Toggle the toolbar to get more editing options.



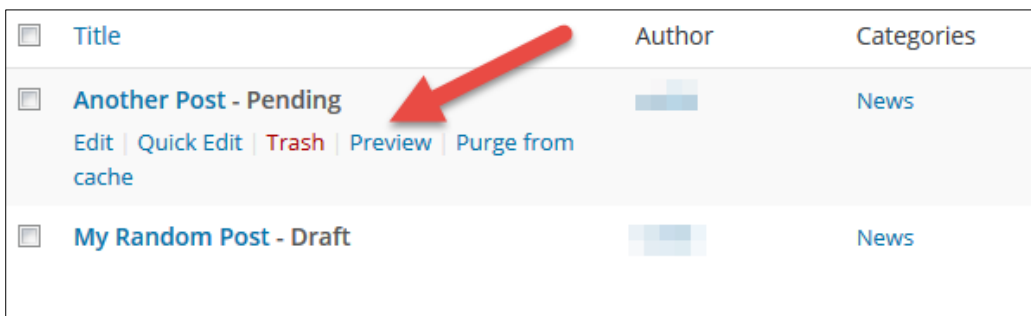
If you want to come back to your post and edit, you can save it as a draft. You can also Preview your post to see what it will look like on the page. Otherwise, if you want to publish it, select **Submit for Review**. Your post will then be reviewed by the blog administrators and published.



To view your saved posts, use the left hand menu bar:



Place your cursor over your selected post to access additional options (edit, trash, preview):



## Additional support

Please read the [Guidelines for contributors](#) on the e-Learning @UC blog.

For additional support regarding your use of the e-Learning @UC blog as a contributor, contact the [e-Learning Support team](#).