



USAID
FROM THE AMERICAN PEOPLE

INTRANET BLOGGING AT USAID: BLOGGING TUTORIAL

IS MADE AVAILABLE THROUGH THE UNITED STATES
AGENCY FOR INTERNATIONAL DEVELOPMENT / WASHINGTON

The screenshot shows a web browser window displaying the Blogs@USAID intranet. The page features the USAID logo and the text "Blogs@USAID Providing a platform for discussion and collaboration within USAID". Navigation links include Home, Sign Up, Blog Directory, Guidelines, and Tags. A "Welcome to the Blogs@USAID" message is followed by a "Recent Posts" section with four entries: "Humanitarian Assistance 1999-2009 Audit Findings", "Presidential Appointment For Edward Tuft", "More From The Chairman", and "Communicating Internally Within USAID". A "Search Blogs" box is on the right, along with "Latest Blogs" and "Featured Blog" sections. The browser's address bar shows "http://blogs.usaid.gov/".

Training material prepared by Bridgeborn, Inc. through USAID Washington's Knowledge Services Center (KSC) program. For further information, please contact



INTRANET BLOGGING AT USAID: BLOGGING TUTORIAL

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Preface

You've heard about blogs, but you aren't quite sure what it all means? Perfect. This tutorial provides an introduction to blogs, including the background and skills required for you to begin participating today in Intranet blogging at USAID.

This tutorial is divided into seven parts:

1. Part One: Introduction to Blogs

In this section you will learn blogging basics: what a blog is, who blogs, and why blog.

2. Part Two: Intranet Blogs at USAID

In this section you will learn about guidelines for blogging at USAID. You'll also learn how to access and log in to blogs at USAID and how to customize your user profile.

3. Part Three: Viewing Blogs

In this section you will become familiar with how to browse and search for blog content.

4. Part Four: Participating by Commenting

In this section you will learn how to comment on blog posts and how to edit or delete your comments.

5. Part Five: Participating by Blogging

In this section you will learn how to start your own blog, what the default blog settings are and how to change them, and how to create new blog posts and pages.

6. Part Six: Comment Settings

In this section you will learn what the default comment settings are and how to change them to refuse or moderate comments.

7. Part Seven: Conclusion

In this section you will review what you've learned and find out how to receive additional guidance.



Terminology

Avatar (noun)- an image or graphic used to represent a person or a blog online. (*"I like the picture of Richard used for his blog avatar."*)

Blog (noun)-is a contraction of the words "Web log" and is a journal or diary that is on a computer network. (*"Have you read my blog?"*)

Blogger (noun)-a person who maintains a blog (*"Bloggers are revolutionizing the way news is shared."*)

Blog, Blogging (verb)-the action of writing a blog (*"I am going to blog as soon as I get to work this morning."* or *"Blogging helps me find other water security experts at USAID."*)

Blog Post, Post (noun)-content within a blog (*"I wrote two blog posts today."*)

Comment (noun)-feedback left on a blog about a post (*"Richard's article on decentralization in Afghanistan has received over 40 comments."*)

Commenter (noun)-a person who leaves feedback on a blog, but who may not keep a blog of his or her own (*"The commenters on my blog helped me refine my thesis and pointed me in the direction of new ideas and concepts."*)

Content (noun)-material, which may include original text, an article, a video, or an image, that can be used to create a blog post (*"That newsletter would be great content for the blog."*)

Dashboard (noun)- the blog control panel, or "information central," where you go to add content or adjust your blog settings, including layout changes and comment moderation settings. (*"Login to the dashboard to add a new post."*)

Post, Posting (verb)-the action of adding content to a blog (*"I'm going to post that to my blog."* or *"I'm posting updates to my blog today."*)

Tag (noun)-a descriptive term assigned to a blog post by its creator or a reader that captures the topic's essence. Tags are visible on blog posts and act as keywords that may be browsed or searched on to locate posts of interest.

Tag (verb)-the process of assigning keywords to a blog post (*"I tagged my post with the keywords 'water security' and 'program design'."*)

Tag cloud (noun)-a visual depiction of tags within a blog or across multiple blogs. The frequency with which a tag appears is indicated by its font size; the larger the font, the more content there is associated with that tag (*"Clicking on 'water security' in the tag cloud returns all blog posts that have been assigned that tag."*)



Part 1: Introduction to Blogs

In this introduction you will gain a general understanding of what a blog is and how it may be used.

What is a Blog?

A blog is a type of Web site that is composed of regular entries that offer commentary, event descriptions, or material such as graphics or video. Entries are commonly displayed in reverse-chronological order. Many blogs provide news or commentary on a particular subject; others function as more personal online diaries. An important element of many blogs is an interactive format that allows readers to leave comments on what they've read.

Why Blog?

People blog because they love a blog's topic, whether the topic is themselves or dogs or food security. Anyone with a strong interest in a given topic, however obscure, can find an audience for it online. The interactive nature of blogs is what creates its sense of community around topics in which there is shared interest and is what fosters learning among bloggers and commenters.

Many organizations offer employees the opportunity to blog. The free exchange of ideas between people who are working in similar technical areas or who are experiencing common problems can improve business processes. Blogging also promotes person-to-person connections beyond an organization's hierarchical structure, thereby enabling employees throughout an organization to easily communicate with one another.

Who Blogs?

Anyone. Everyone. Every day millions of people, some of whom have no technical ability, write on their blogs. To meet this demand, some amazing tools, such as Wordpress, the software behind blogs at USAID, have been created that allow anyone to create a blog. The common traits of bloggers are a strong interest in their topic and the dedication to write about it frequently.



Part 2: Intranet Blogs at USAID

In this tutorial you will learn about blogging guidelines as well as how to access and log in to blogs at USAID, as well as how to update your profile and upload an image to represent you: your "avatar."

In late February 2010, the USAID Knowledge Management division introduced self-service blogging through the USAID Intranet to enable staff to share information and experience that pertains to their area of expertise with colleagues throughout the world. In one month, there were 24 blogs started, 338 blog posts created, 74 comments posted. If that many people within USAID want and can use a blog to communicate, so can you.

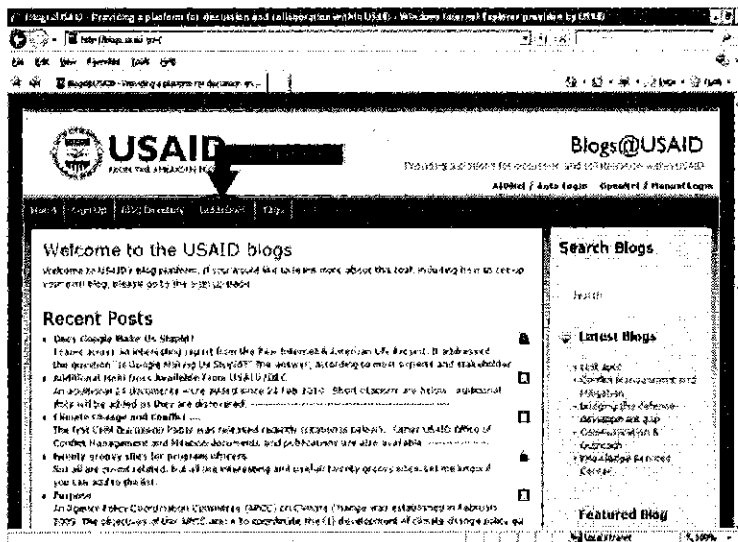
Blogging Guidelines

Blogging guidelines have been compiled from material that is available across U.S. Government agencies, including the Office of Science and Technology Policy, State Department, and the Office of the Director of National Intelligence. The guidelines provide common-sense principles to follow while blogging within a government agency.

Highlights of the guidelines include the following:

- Content posted to a blog is not official guidance unless labeled as such.
- Comments should be relevant to the content.
- Good intentions should be assumed and assistance offered through edits or comments to correct mistakes that may appear.
- Certain topics should be avoided, including pay, personnel, grievances, foreign-policy criticisms, the promotion of commercial content, or the sharing of personal information, such as one's home address.

Full blogging guidelines are available on the blogs.usaid.gov home page.



Guidelines link on blogs.usaid.gov main page



Accessing Blogs at USAID

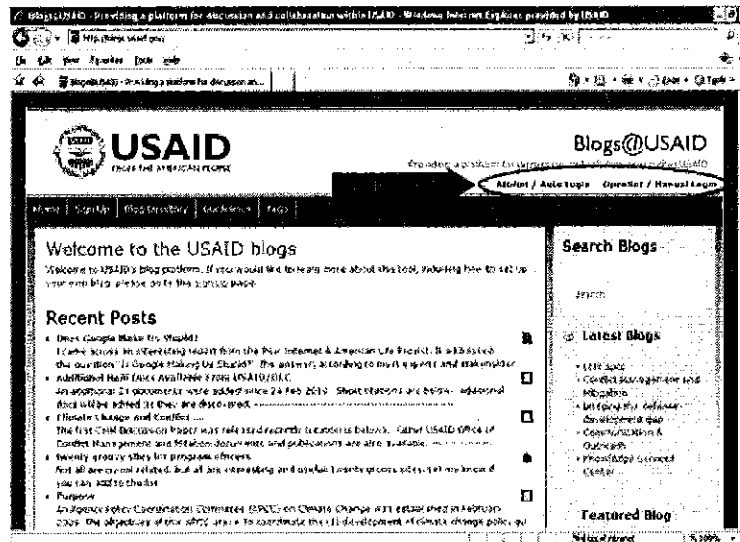
Blogs are available to anyone with access to the USAID Intranet, including offices, teams, individuals, and State Department OpenNet users. Because the web pages on the USAID intranet are designed differently depending on your office or location, the easiest way to get to Blogs@USAID is to remember the address: blogs.usaid.gov.

Logging In

Once you've logged in to the USAID network, you won't need another username or password to log in to Blogs@USAID.

From your AIDNet computer, you need only go to the Blogs@USAID home page and click the "AIDNet/Auto Login" link found in the upper right corner to log in as a registered member of the USAID blog community!

Users on the State Department network will click the "OpenNet/Manual Login" link, also in the upper right corner, to create an account and log in.

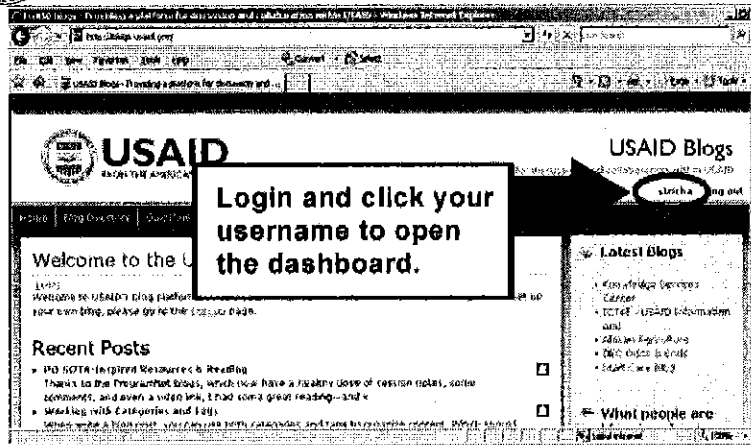


Log in link from the main blogs.usaid.gov page

To verify that you are now logged in, confirm that your username name now appears in the upper right corner of the Blogs@USAID homepage. Although you don't need to log in to browse and search content, logging in does allow you to comment on posts and to create a blog of your own.

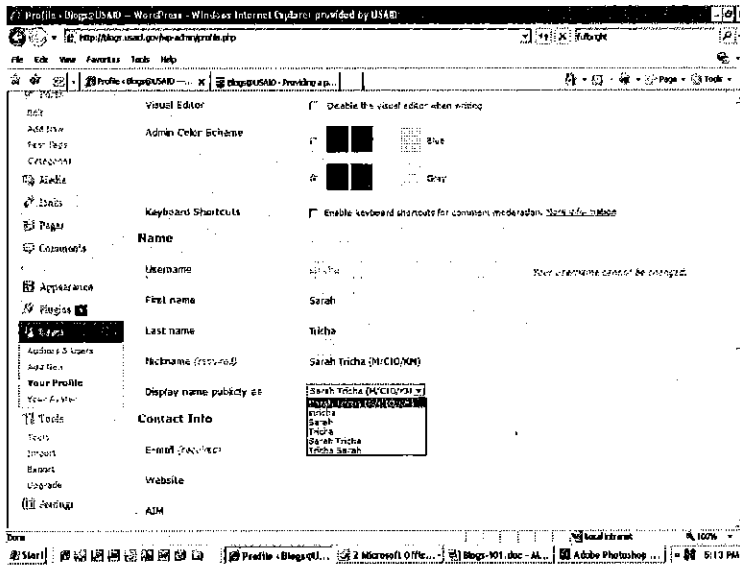
Updating Your Profile

Once you have logged in to Blogs@USAID, either through AIDNet or OpenNet, your "Profile" is automatically established. To access it, simply click your username, which appears in the top right corner where the log-in link used to be. On your "Profile" page you will enter your name and contact information.



Click your username to log in to the blog dashboard

- “Username” is the same as your AIDNet username unless you created a manual account through OpenNet. You cannot change your username.
- “First name” and “Last name” are self explanatory
- “Nickname” allows you to enter a bit more information about yourself. We suggest using your full name and office affiliation as they appear in the global email address list.
- “Display name publicly as” offers a selection box that allows you to choose from a list of newly created nicknames. Displaying your nickname as suggested above enables people to easily find you in the Global Address List so they can contact you and you can make more person-to-person connections.



User profile page with “display name publicly as” select list open

The “Profile” page lets you choose whether you want the page to appear with a blue or grey background. There are also “Contact Info” and “About Yourself” sections to fill out. Under “Contact Info,” your e-mail will automatically appear as your USAID email account and should not be changed.



Feel free to fill out these sections as you see fit. Please, AIDNet users: Do not update your password information.

Once you've entered your information, scroll down and click "Update Profile."

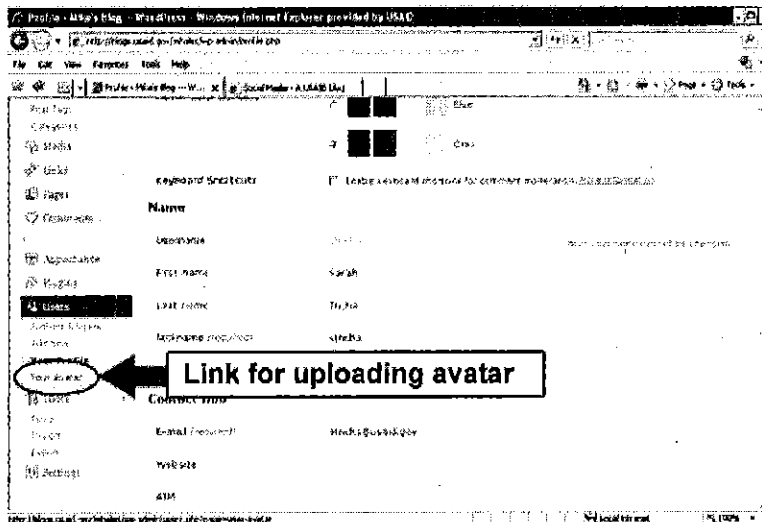
Uploading Your Profile Image

Adding an avatar, which is an image that is intended to represent you, to your profile helps others to recognize you and your contributions, and it creates a sense of community and person-to-person interaction. The image you choose as your representation may be a photo, a portrait, a landscape, or anything appropriate for the USAID Intranet. Uploading your image works best on Web browsers equipped with Mozilla Firefox, which is now available on USAID desktops.

To create your avatar:

- Log in to Blogs@USAID by clicking on the AIDNet or OpenNet link. Once you're logged in, the link will be replaced by your username, which you will click on to pull up your "Profile."
- From your "Profile" page, click the "Your Avatar" link in the left margin.
- Click the "Browse" button to navigate to a photo saved on your computer, and then click the "Upload" button.
- Select how you want to crop your photo and save.

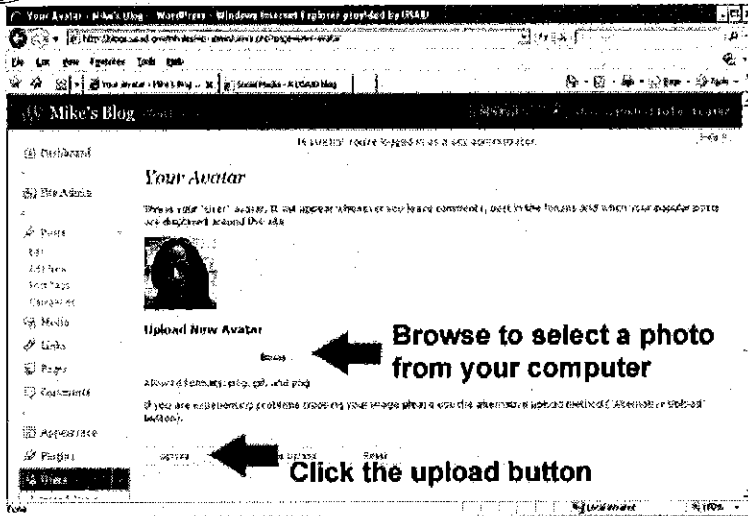
Now you are an identified member of the Blogs at USAID community!



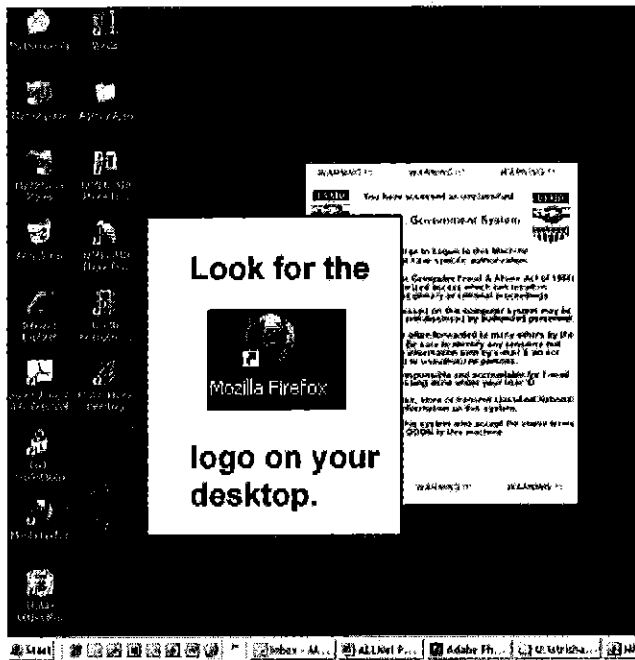
"Your Avatar" link on the user profile page



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Avatar upload page for user profile



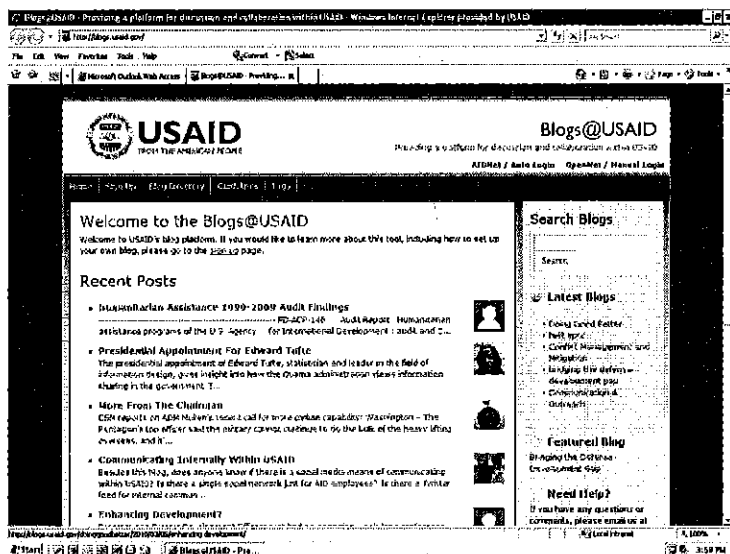
Locating Mozilla Firefox web browser on your USAID desktop



Part 3: Viewing Blogs

Browsing Blogs

Entering blogs.usaid.gov into your Web browser will take you to USAID's blog home page. This page offers a view of recent USAID blog activity, including newly created blogs, posts, and comments. You can browse recent blog activity and search for content across all USAID blogs from the Blogs@USAID home page without having to log in.



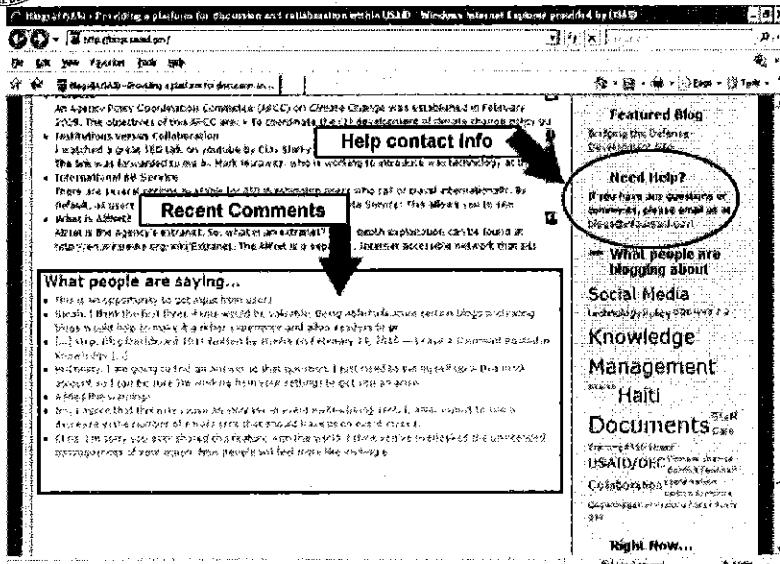
USAID Blogs Homepage (blogs.usaid.gov)

There are three ways to browse content on Blogs@USAID:

- 1) "Latest Blogs" lists the most recently created blogs. Click on any of the new blog titles to view its content.
- 2) "Recent Posts" includes the eight most recently added blog posts. Click on a new comment to be taken the blog where the post was made.
- 3) "What people are saying..." shows the most recent comments made to any of the blog posts in the USAID Intranet blogging community. Clicking on a comment will take you to the blog where the comment was posted, and it will allow you to view the conversation stream.

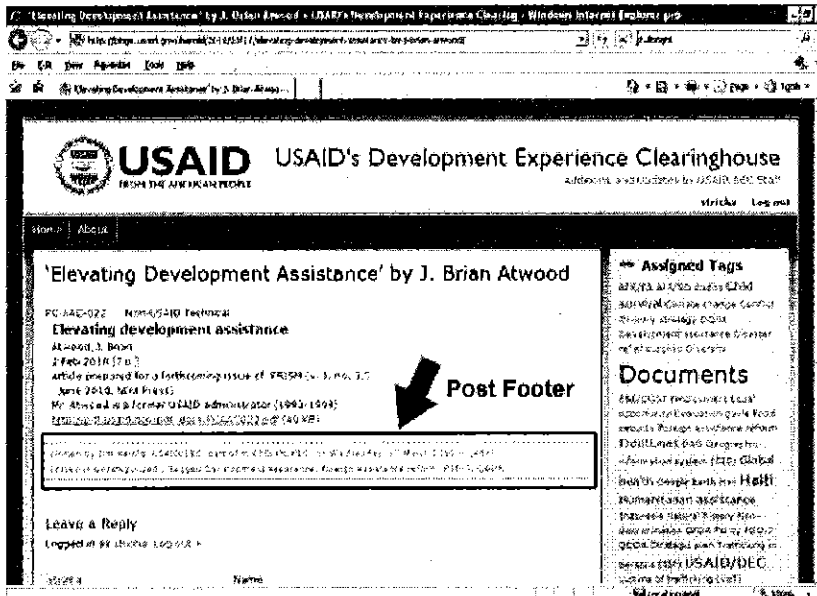


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Browsing content on the main page of blogs.usaid.gov

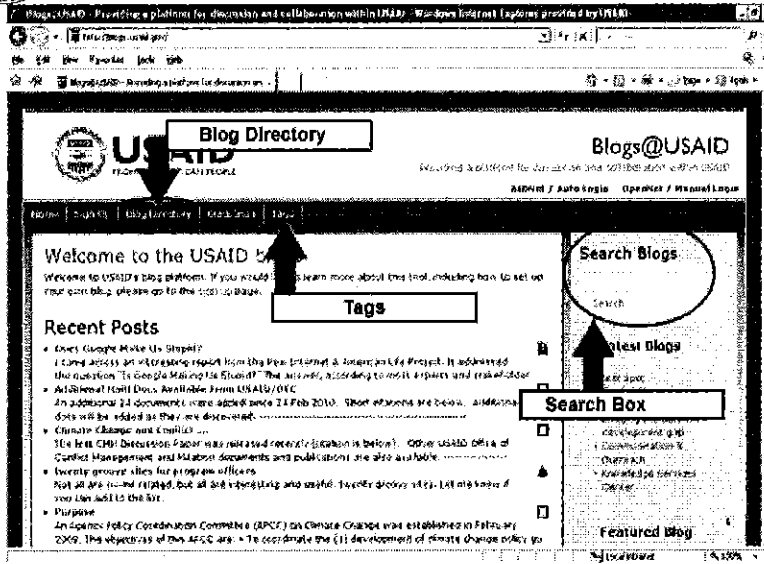
Clicking on a post's title opens that post. At the bottom of the post is a footer that includes useful information, such as the post's author, date, its tags or categories, and the number of comments it has received. Posts and comments are always attributed to the people who provide them.



Individual blog with post footer highlighted

Searching Blogs

Looking for something in particular? There are three ways to search for content on USAID blogs.



Options on the main blogs.usaid.gov page for searching blogs

- 1) The “Blog Directory” tab at the top of the home page is an index of all USAID blogs sorted by most recent activity. Click the “Blog Directory” tab to search the list of all USAID blogs.
- 2) The “Search Blogs” box on the blog home page enables you to search content by keyword or phrase, just as you would conduct a Google search on the Internet. Type in a keyword or phrase in the “Search Blogs” box, and press the “Search” button to find blog posts across all USAID blogs with related content.
- 3) The “Tags” tab directs you to the tag cloud for all USAID blogs. Clicking on a tag in the tag cloud initiates a keyword search across all USAID blog posts similar to that of the “Search Blogs” function.



Part 4: Participating as a Commenter

Now that you have familiarized yourself with browsing and searching Blogs@USAID, it's time to become a participant! That means moving beyond browsing and searching the content created by others and into creating content of your own. And you don't have to create a blog to participate.

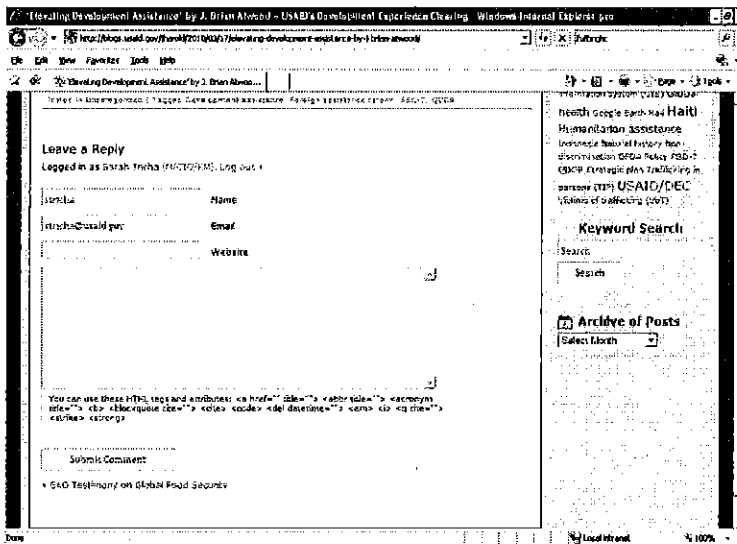
Because all blogs and all blog content, whether it is a post or a comment, can be attributed back to the person who generated them, the first step to participating is to identify yourself by logging in.

Introducing Comments

Commenting is an essential part of any blogging community. In fact, some would say a blog that doesn't allow comments isn't a blog, but rather another form of one-way communication, like a magazine or a book. Comments transform blogs from a publication to a platform where ideas can be expanded, corrected, and refined. Moreover, the reader feedback found in comments keeps bloggers motivated. So, if you find a blog post useful, leave a comment letting the author knowComments open a conversation and keep it going.

Adding Comments

If you've logged in at Blogs@USAID, you will see a "Leave a Reply" form at the foot of each blog post. To add a comment, or to respond to a comment already made, fill out the "Leave a Reply" form.



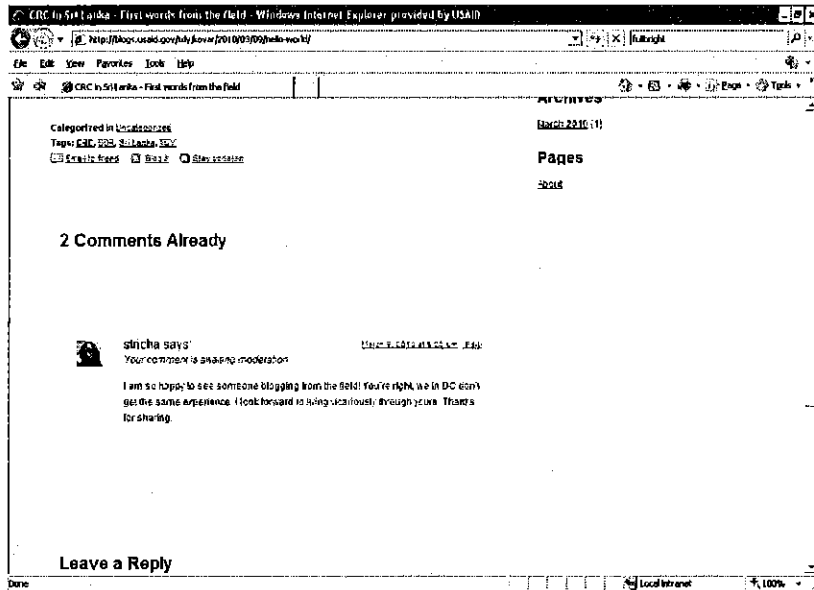
Comment form

The form has four fields for you to fill out. If you are logged in, then two of them—user name and email—have already been automatically filled out. The third field allows you to include a Web site link, but it is optional and can be left blank. The final field is for your comment. That means all you need to do to is type your comment, and click the "Submit Comment" button. It's that easy!



Navigating Comments

Any comments that you submit will be viewable as soon as you click "Submit Comment." If the blog is set up to moderate comments, which means a person must review and approve a comment before it is publicly posted, then a note will accompany your comment stating that "Your comment is awaiting moderation." Your comment will not be publicly viewable while it is awaiting moderation.



Comment awaiting moderation

If you realize, after having submitted a comment, that you made a typo or that you have something else to say, you can return to and edit the comment, even if it is awaiting moderation. Just navigate back to the post where you originally left your comment. Next to your comment there will be an edit link. But you have to be logged in to see it!

Comments contain a lot of useful information over and beyond the feedback it provides. It can include the commenter's avatar, often a picture of the person, and the number of comments on a particular post, which is indicative of the amount of interest the post has created.

There is also the option to reply to a comment. The "Reply" option allows you to turn a comment into its own discussion. Bloggers and bystanders alike greatly benefit from the open and objective knowledge exchange that occurs between commenters.



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Social Media @ the Pentagon - Mike's Blog - A USAID blog - Windows Internet Explorer provided by USAID


http://blogs.usaid.gov/mhales/2010/03/01/social-media-the-pentagon/#comment-3

File Edit View Favorites Tools Help

Social Media @ the Pent... X Social Media - A USAID blog

Written by Mike Hales on [March 1, 2010](#) **1 Comment** ← **Comment count**
Posted in [Social Media](#) | Tagged [blog](#), [Social Media](#)

1 Comment to "Social Media @ the Pentagon"
You can follow all the replies to this entry through the comments feed.

stricha My "Avatar" → 

[March 1, 2010 at 3:37 pm](#) | [Permalink](#) [edit](#) ← **Edit button to edit your comment.**

Hey Mike, thanks for sharing the good news! Glad to hear DoD is moving forward on social media policy.

Leave a **Reply** ← **Leave a reply to a comment**
Logged in as [stricha](#). [Log out](#) >

Name
 Email
 Website

A closer look at comments



Part 5: Participating as a Blogger

There has never been a better time to be a blogger within the U.S. Government. The principles of the Obama administration's Open Government Initiative—transparency, participation, and collaboration—are inherent to blogging. Plus, at USAID, the influx of new political leadership and a new generation of development leadership make blogging a powerful vehicle for knowledge transfer in a way that transcends hierarchical constraints. Blogging empowers USAID staff to embrace the ideals of Open Government while helping bring new staff up-to-speed on the Agency's experience.

Creating Your Own Blog

The process of creating a blog is quick and easy and can be completed in a matter of minutes. There is no limit to the number of blogs you can originate or contribute to.

Creating a blog is a three-step process:

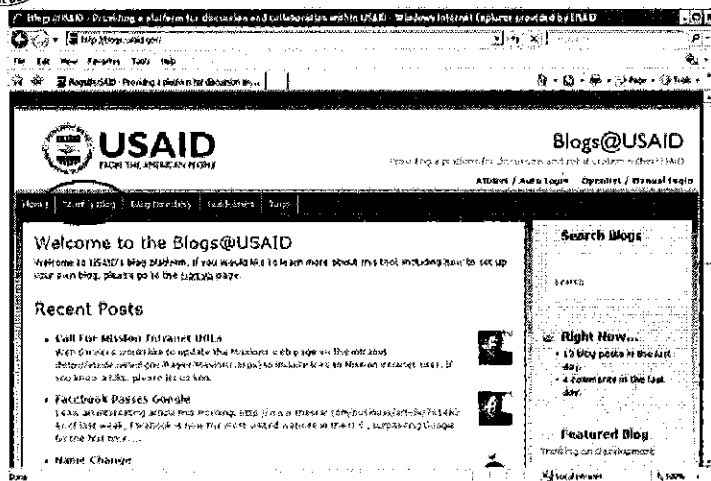
- 1) Click the "Start a Blog" tab from the main blogs.usaid.gov page to open the blog form.
- 2) Fill out the Blog Form
 - a. "Blog Name": Your blog name is the name chosen to complete the USAID Intranet address for your blog. The first portion of all USAID blog address begins with blogs.usaid.gov/. Add a blog name in the space provided to complete the web address for your blog (for example, providing *mynewblog* as a blog name results in blogs.usaid.gov/mynewblog as your blog's Web address). Blog names should be as short as possible, generally 10 character or less. The shorter the name, the easier to type and to remember. Think acronyms.
 - b. "Blog Title": Your blog title is the word or phrase chosen for your blog heading, such as "Mike's Blog" or "Education Specialist Blog" and appears on your blog's home page. In the space provided, add a blog title that will identify your blog. Blog titles must be 50 characters or less, including spaces.
 - c. "Blog Tagline": Your blog tagline offers a brief description of your blog that will appear under your blog title. This also must be 50 characters or less, including spaces.
- 3) Click the "Create Blog" button provided on the blog to finalize the creation of your new blog.

*Add information
on About*

*Careful w/
URL*



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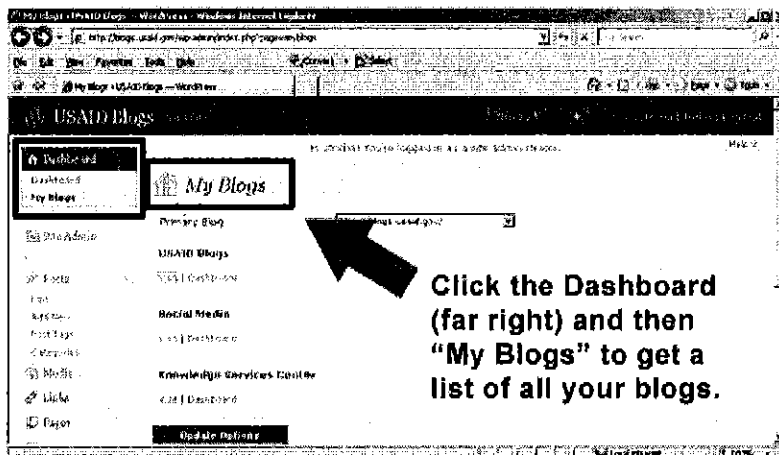


“Start a blog” link on blogs.usaid.gov

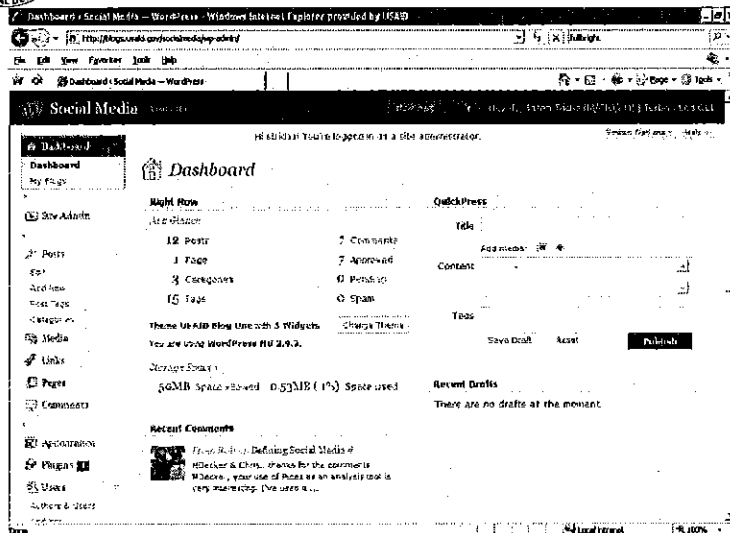
After you create your blog, click on your username to open your user profile, as you did in the introduction. From your “Profile” page, you can then navigate to the blog “Dashboard.”

Introducing the Blog “Dashboard”

The blog “Dashboard” is where you will spend most of your time as a blogger, so familiarize yourself with it. It is your behind-the-scenes-look at the tools that control your blog’s appearance on the Intranet; it provides you with everything you need to manage your blog content, including posts, comments, and tags; and it allows you to change the look and design of your blog. To get to the “Dashboard,” click on your username, and click the “Dashboard” link in the top left margin.



Accessing your blogs through the dashboard.



View of a blog dashboard

Editing and Deleting Default Content

Here are some things to know about the default settings you'll find upon creating your blog. For starters, each blog by default contains an "About" page, a post, and an associated comment.

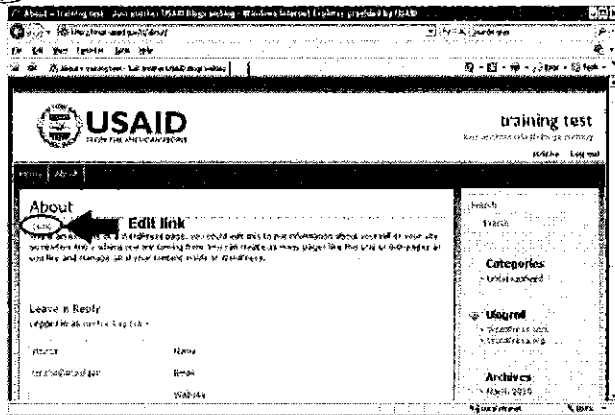
Editing the "About" Page

The "About" page explains the blog's purpose, its scope, and tells you a little about its author. To edit the "About" page, click on the "About" link in the top navigation bar. An "Edit" link should appear under the page title. If it doesn't, you may need to log in first and then try again.

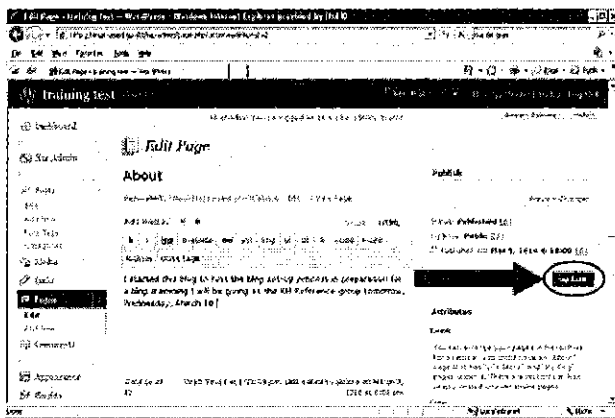
Clicking on the "Edit" link opens the "About" page in the "Dashboard." Using the guidance that follows, you can delete the content that is there and replace it with information about your blog, such as who you are and why you started the blog. You can also choose to change the title of the page. When you're done, click the "Update" button in the right margin to save and publish your changes.



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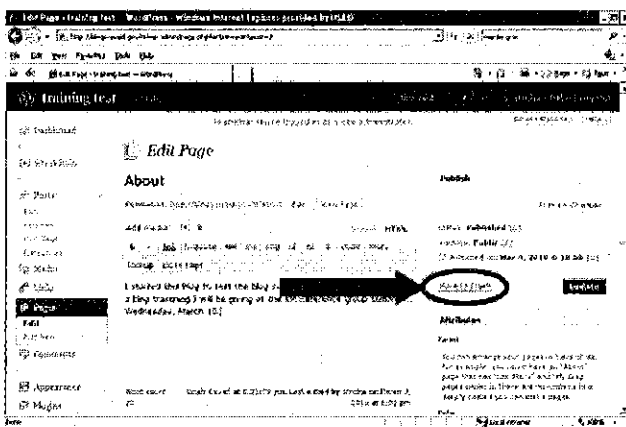


Edit link on the About page



Edit the About page and click the update button to publish changes

Alternately, if you don't want an "About" page, you can delete the page by clicking the "Move to Trash" link.

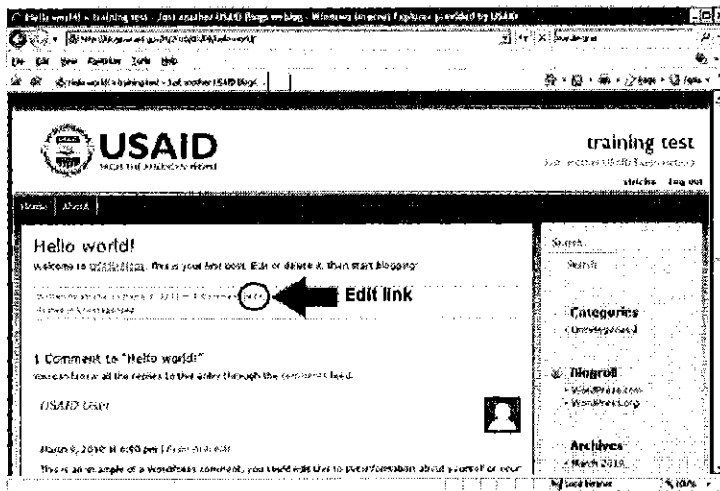


Click the "Move to Trash" link to delete the page



Deleting Default Post and Comment

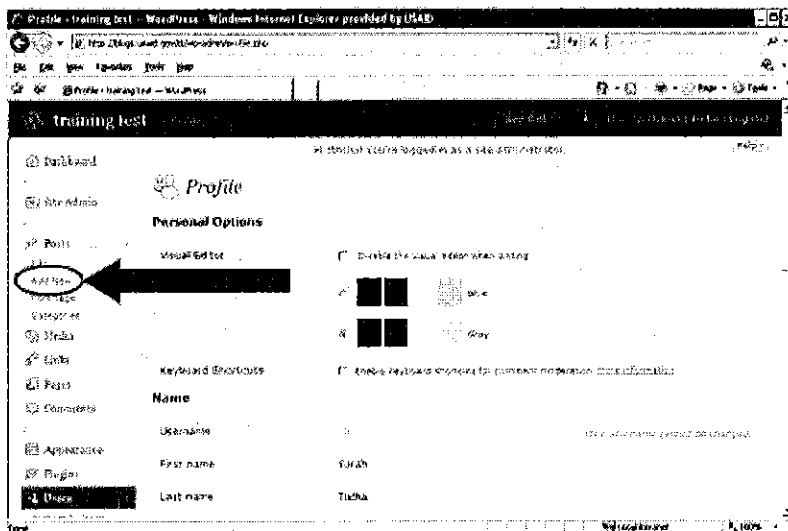
By default, a “Hello world!” post and comment are generated when you set up your blog. You might want to delete this post and to replace it with something more personal. To do so, click on the post’s title to arrive at the page containing the post’s full text. Click “Edit” at the bottom of the post to open into the “Dashboard.” From there, click the “Move to Trash” link. Both the post and the associated comment will be deleted. Now you are ready to add your own blog post!



Edit link on a post

Adding New Blog Posts

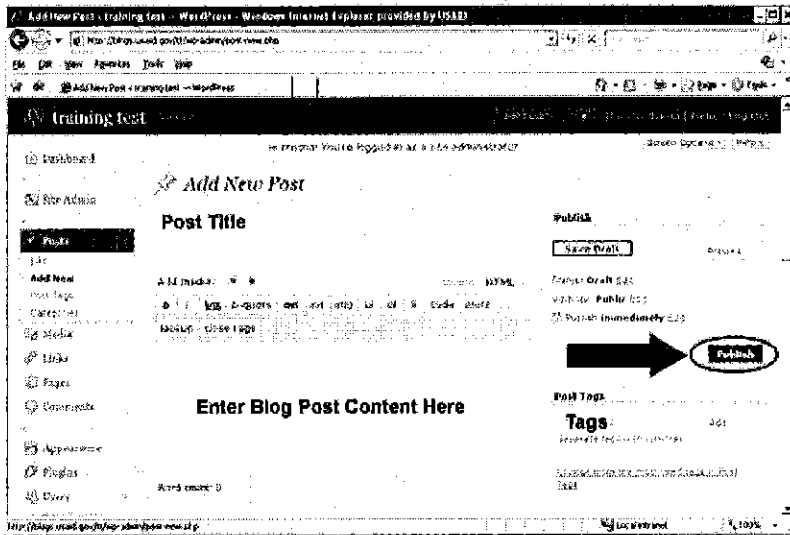
Now that you have your new blog, you can post to your blog! To do so, click on the “Add New” link under “Posts” in the left margin of the “Dashboard.”



Adding a new blog post through the dashboard



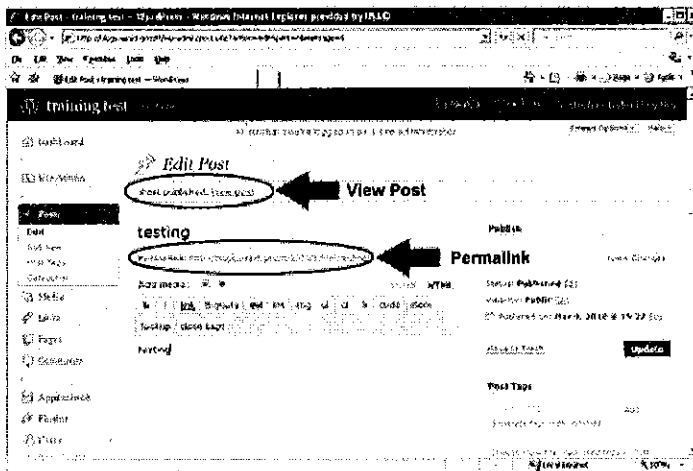
On the new post page, enter your post's title, its content, and enter the tags that you want to associate with your post. When you are done, hit the "Publish" button.



Click the "Publish" link to publish new content

Congratulations on creating your first blog post! After you publish your post, a yellow bar will appear on the top of the page containing a link to "View Post." Clicking on that link will take you to your new post so you can review it in a Web browser.

Each post has a unique Web address. WordPress calls this a "permalink." Copy that address if you want to have a link to your post or if you want to send it in an email message.



Links to view post and the post Web address



Adding Pages to Your Blog

Do you have more background information to share than a simple “About” page can handle? Want to post some supporting research reports, biographies, or bibliographies? Creating a new page is the best way to keep content centrally located and easily retrievable.

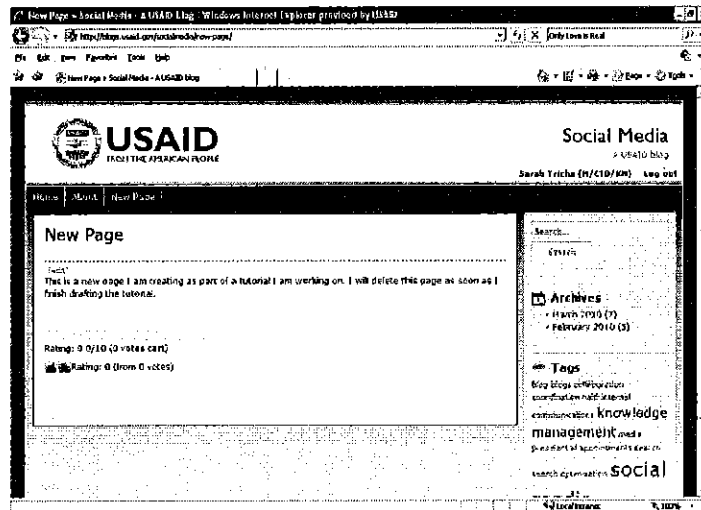
Creating a page is as easy as creating a blog post. Log in and go to the blog dashboard. From the left margin, click the “Pages” tab, and select “Add New” From the dropdown menu that opens up.



Creating a new page

The “Add New Page” form is much like the blog post form. Fill in the page title and insert your content in the space provided. When you’re done, click the “Publish” button.

When you publish a page to your site, it is automatically added to the blue navigation bar.



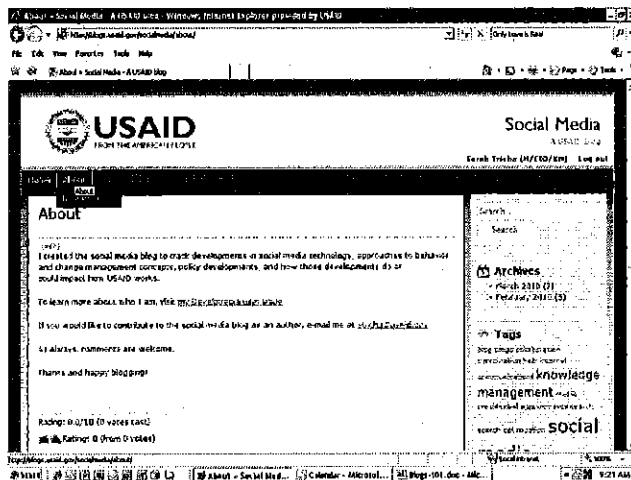
Viewing a new page



Page Hierarchy

To nest pages, that is order pages in a hierarchal format, log in to Blogs@USAID and click on your username to arrive at the “Dashboard.” Open the page you want to move. In the margin is an “Attributes” box. Under the “Parent” subhead is a drop-down menu from which you can select the page that you want to be the main page, known as the parent, for your new page. In this case, the “About” page is the parent of the “New Page.”

In the screenshot below, the “New Page” was nested under the “About” page.



Creating a hierarchical page navigation

Page Order

There are a few characteristics that make blog pages different than blog posts. First, you can order blog pages for display in the blue navigation bar in the USAID blog template. Second, you can nest blog pages so that one page appears beneath another in a hierarchical format.

To change the page order, log in to the “Dashboard.” Next, click on the pages link and open the page you want to move. In the page dashboard view, there is an “Attributes” box in the right of the page. Under the “Order” subhead, you can enter a number for the page. The higher the number, the further to the right the page will be displayed. In other words, you could number the pages on your site: 1 (About), 2 (New Page), 3 (Test Page), and the pages would display in the navigation bar from left-to-right in numerical order: About | New Page | Test Page. Changing the number assigned to each page changes the order. In the example below, the order number for the “New Page” was changed to make it appear before the “About” page in the navigation bar.



Attributes

Parent

Main Page (no parent)

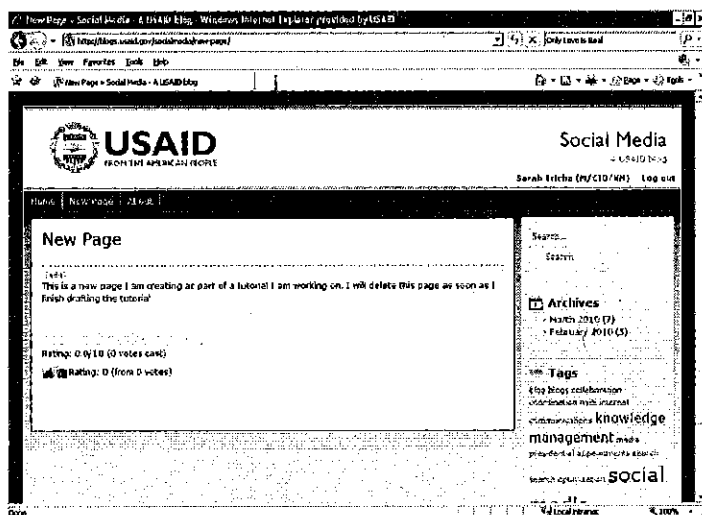
You can arrange your pages in hierarchies. For example, you could have an "About" page that has "Life Story" and "My Dog" pages under it. There are no limits to how deeply nested you can make pages.

Order

1

Pages are usually ordered alphabetically, but you can put a number above to change the order pages appear in.

View of page attributes box in the page dashboard



Reordered page shows "New Page" appearing before the "About" page in the blue navigation bar

Creating a Profile Image for Your Blog

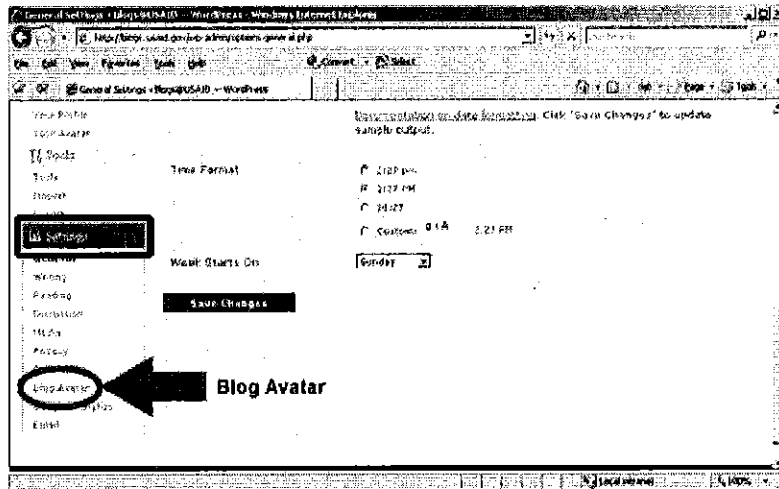
Just as you created an avatar in Part Two of this tutorial to appear next to your comments, you can create an avatar that will appear next to your blog's name in the "Blog Directory" on the main page of blogs.usaid.gov.

To create your blog avatar:

- Go to the dashboard for the blog you are creating an avatar for.
- Click the "Settings" tab in the left margin.
- Click the "Blog Avatar" link.



- Click the “Browse” button to access a photo saved on your computer, then click the “Upload” button.
- Select how you would like your image to be cropped, then click “Save.”



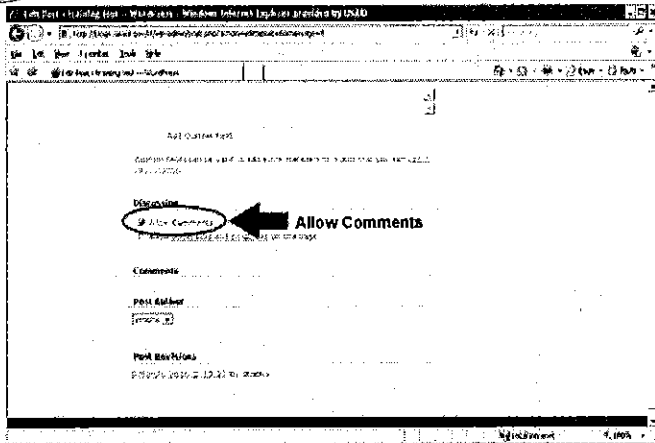
View of “Blog Avatar” link in the dashboard

Part 6: Comment Settings

As mentioned earlier in this tutorial, commenting is an important part of a blogging community. Discussion around a blog post is an important way for people to meet each other, discuss a topic, and reach consensus. For this reason, comments are enabled on USAID blogs by default. However, each blogger can adjust his or her comment settings.

Adjusting Comment Settings

To change the comment setting for your entire blog, select “Settings” and then “Discussion” from the left margin of the “Dashboard.” Click on the Posts link and select the post you want to receive comments for. Scroll down to the “Discussion” box. You can check or uncheck the “Allow Comments” option depending on whether or not you want comments on that particular post. The default option is checked to allow comments.



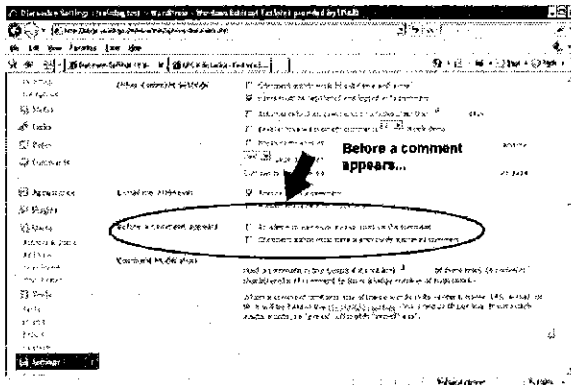
Allow comments link in the post dashboard

Moderating Comments

By default, USAID blogs do not require that comments be moderated. This means that, if you so choose, a comment may be posted without first being screened by you or an administrator. However, if you'd prefer to review comments before they are posted, you can set this up from the "Dashboard" page. Simply scroll down the page's left margin, select "Settings," then select "Discussion." Navigate to the "Before a comment appears" section where you will see two check boxes in front of the following two options:

1. An administrator must always approve the comment.
2. Comment author must have a previously approved comment.

Check the box that corresponds to the level of comment moderation you feel is appropriate for your blog.

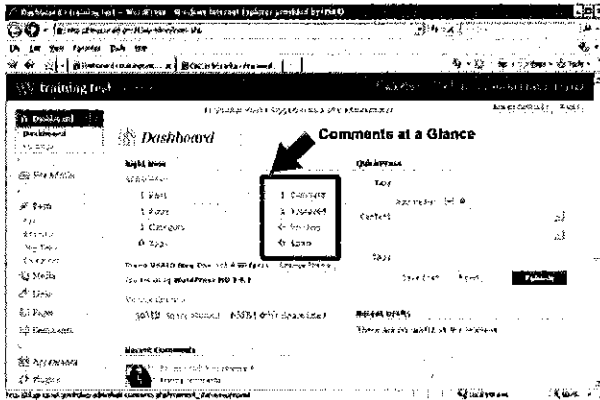


Approving Comments

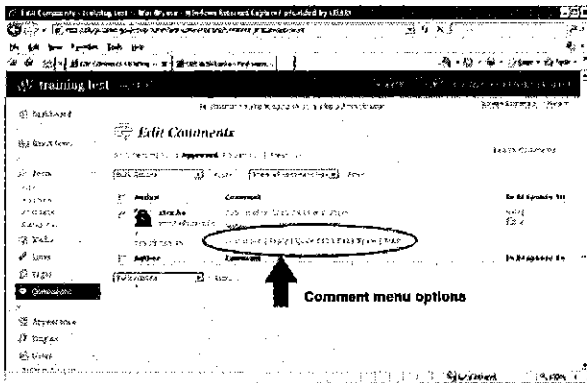
If you choose to allow comment moderation, you will need to approve the comments offered by others, which you can do through your "Dashboard" screen. Visitors will be able to leave comments, but their comments will not be viewable until they are approved. Having clicked on your username from the blog home page and arrived at your "Dashboard," you will see under "Right Now" the



number of comments that have been approved, that have been marked as spam, or that are pending. Spam is a category that is useful for the public Internet to track unwarranted site traffic. We won't be getting spam on the intranet. To access the pending comment click on "Pending." When you move your mouse over the comment, the following options will appear: "Approve | Reply | Quick Edit | Edit | Spam | Trash." Click on the action you want to take. If you want to accept the comment, click "Approve." Once a comment is approved, the "Approve" link will turn to "Unapprove." This allows you to remove a comment at any time.



Viewing comments in the dashboard



Comment moderation options



USAID
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Part 7: Conclusion

This tutorial has provided you with all you need to know to become a part of the blog community at USAID. You know how to access, browse, and log in to Blogs@USAID. You know where to read up on USAID blogging guidance. You can leave a comment or, better yet, start your own blog and adjust comment settings to suit your needs. All that's missing now is your participation. Participate. Read a blog post. Leave a comment. Give someone a thumbs-up.

These tools are only useful if they empower your professional development and help build development expertise within USAID. And we're here to help you navigate the tools. If you have questions, concerns, or would like follow-up training, contact the Knowledge Management team in the Knowledge Services Center by emailing ksc@usaid.gov.