

# Creating Your New WordPress Blog

June 15, 2012

Teachers,

Our migration to WordPress 3.4 is complete and this guide will provide detail on how to get up and running with a new blog.

## Follow this step-by-step guide.

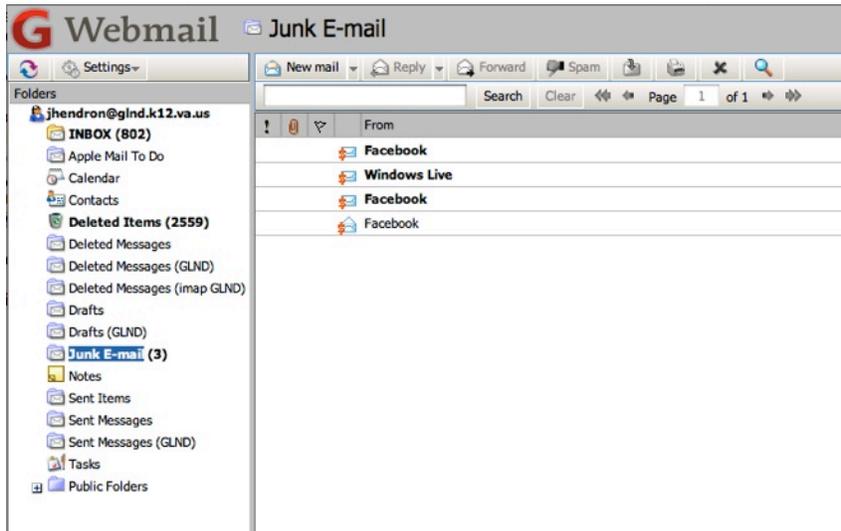
1. Visit our new blog homepage at: <http://blogs.glnk.k12.va.us/>
2. Scroll down about 1/3 of the way, and you'll find two important links: *Register* and *Log in*.
3. Since this is your first time with the new blog, select "Register."
4. Supply a *username* and your Goochland *email address*. Your username should be the same as your username to login to your computer, or the first part of your e-mail address (mine would be *jhendron*).



Figure 1:  
Blog sign-up screen.

5. Click *Next*.
6. You will soon receive an e-mail from the blog server. Be sure it is not marked as spam — sometimes they are. If you do not receive the email within 5 minutes, you

may need to visit the Kerio WebMail area online to ensure the mail server didn't catch the email as spam.



**Figure 2:** Checking spam (if necessary) via webmail at *glnd.k12.va.us*

7. The email from the server will contain your username you supplied plus a temporary password. Click the link provided to login to your new blog. We recommend copying the temporary password so you can paste it in the field in your browser.



**Figure 3:** Login screen for our blogs. You can reach this screen by clicking the *Blog Login* link on our blogging server's homepage.

8. Once you are logged into WordPress, you should notice a "Howdy" message in the top right-hand corner of the **Dashboard**.



- Click on the “Howdy” message and you’ll be visiting your **Profile** page. This is where we will add information about you, including your password. We recommend using a password you can remember, such as your Goochland email password.
- On the Profile page, scroll down to the **Name** area and supply your first name, last name, a nickname (such as Mr. Hendron) and then select from the drop-down menu how you would like your name to appear in blog posts.

#### Name

Username	<input type="text"/>	<i>Username cannot be changed.</i>
First Name	<input type="text" value="John"/>	<b>Figure 4:</b> Decide how you want to be called!
Last Name	<input type="text" value="Hendron"/>	
Nickname <i>(required)</i>	<input type="text" value="jhendron"/>	
Display name publicly as	<input type="text" value="John Hendron"/>	

- Scroll down even further on the **Profile** page and supply the password you will use in the two fields (it requires you enter it twice). Click *Update Profile*.

#### About Yourself

Biographical Info	<input type="text"/>	<b>Figure 5:</b> Type in your password twice before clicking “Update Profile.”
	<small>Share a little biographical information to fill out your profile. This may be shown publicly.</small>	
New Password	<input type="text"/>	<small>If you would like to change the password type a new one. Otherwise leave this blank.</small>
	<input type="text"/>	
	<input type="text" value="Strength indicator"/>	<small>Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! * ? \$ % ^ &amp; .</small>

- Explore the sidebar from your **Dashboard**. You can check out the **Themes** (under **Appearance**) for your blog, Create (or Edit) the About page for students to learn more about you, or just explore the new interface of WordPress 3.

Your **new** blog will now live at the following URL:

<http://blogs.glnv.k12.va.us/jhendron/>

Your **old blog** (if you had one before) was living at:

<http://blogs.glnv.k12.va.us/teachers/jhendron/>

It’s now time to update your email signature, syllabi, etc., to reflect your new blog URL!

## Migrating Content from Your Old Blog to Your New Blog

Some teachers at this point are done. You want a fresh start for the 2012-13 school year. Your new blog URL will be linked this summer from your school's homepage so parents can find you from your school's online teacher directory. However, **some folks may be interested in moving content from their original WordPress blog to your new WordPress blog.**

The process works like this:

1. Login to your old blog.
2. Create and download an Export file.
3. Login to your new blog.
4. Locate, and upload your Export file.
5. Voilà!

There are some caveats with this process.

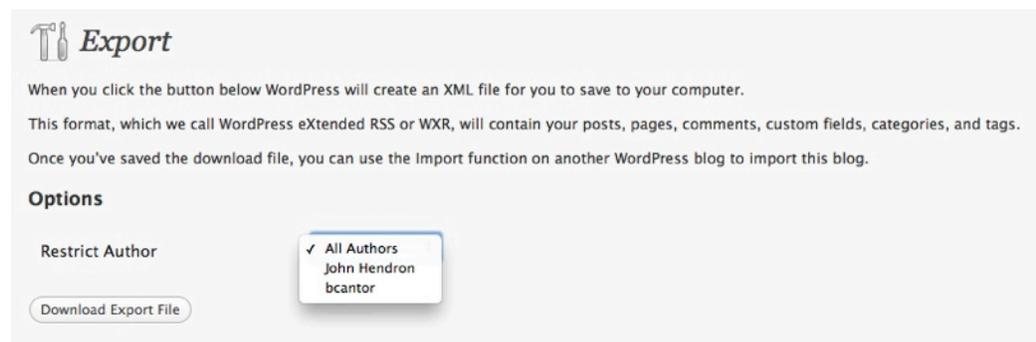
The export/import process will:

- migrate the titles and body text of your blog posts, (good)
- drop podcast links made with the PodPress plugin, (not good)
- reference the files (graphics, PDFs, etc.) from your original blog, but not move the graphics and files to the new blog.

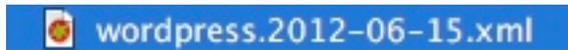
When we shut-down the old blog sever on December 30, links and references to graphics, files, etc., on the old server will no longer work, even if they are working after your export/import process. If the files are critical and needed as part of your new blog, you will need to manually upload them to the new blog through WordPress.

To run the migration:

1. Log into your old blog: <http://blogs.glnv.k12.va.us/teachers/jhendron/wp-admin>, replacing my username with your own username.
2. In the Dashboard, go to Tools > Export on the sidebar.



3. If your blog was shared between more than one author, you can choose which author's posts to export.
4. Click *Download Export File*.
5. Immediately, your blog will be downloaded into a single file. Check your Downloads folder.



The file will contain the date and end in the .xml file extension.

6. Logout of your old blog (Click *Log Out* in the upper right-hand corner of the Dashboard).
7. Switch to a new browser tab or window and login to your new blog, <http://blogs.glnk12.va.us/wp-login.php>
8. In the **Tools** area of your new blog, choose **Import**.



Events Manager is ready to go! It is highly recommended you read the [Getting Started](#) guide on our site, as well as checking out the [Settings Page](#). [Dismiss](#)

If you have posts or comments in another system, WordPress can import those into this site. To get started, choose a system to import from below:

<b>Blogger</b>	Install the Blogger importer to import posts, comments, and users from a Blogger blog.
<b>Blogroll</b>	Install the blogroll importer to import links in OPML format.
<b>Categories and Tags Converter</b>	Install the category/tag converter to convert existing categories to tags or tags to categories, selectively.
<b>LiveJournal</b>	Install the LiveJournal importer to import posts from LiveJournal using their API.
<b>Movable Type and TypePad</b>	Install the Movable Type importer to import posts and comments from a Movable Type or TypePad blog.
<b>RSS</b>	Install the RSS importer to import posts from an RSS feed.
<b>Tumblr</b>	Install the Tumblr importer to import posts & media from Tumblr using their API.
<b>WordPress</b>	Import <b>posts, pages, comments, custom fields, categories, and tags</b> from a WordPress export file.

If the importer you need is not listed, [search the plugin directory](#) to see if an importer is available.

9. Choose the last importer, *WordPress*.
10. Click the *Choose File* button and locate the .xml file you previously uploaded.



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Howdy! Upload your WordPress eXtended RSS (WXR) file and we'll import the posts, pages, comments, custom fields, categories, and tags into this site.

Choose a WXR (.xml) file to upload, then click Upload file and import.

Choose a file from your computer: (Maximum size: 14.6484375MB)  no file selected

11. Click *Upload file and import*.

The next steps will import your content. I did check for it to upload media but this process did not work for us in testing. It can't hurt to try. When it fails, you will see a number of errors fly across the screen.

12. You may be asked about what user to use for the blog posts: choose your username from a list, don't use your name in lowercase letters in the text field.

You're done!

Since your old blog is still active, you can still access it to recreate your **Links** (blog roll), move pictures and media, or to re-create podcasts with the updated PodPress plugin. Any content you may have stored in a folder on our web server (using an address like *<http://www.gln.d.k12.va.us/~jhendron/stuff.mp3>*) does not need to be moved to the new blogging server. At worst, you can re-enter those links into PodPress if they were podcasts.

Visit our Blogging Guide for how-to videos and answers to questions from other teachers!

<http://blogs.gln.d.k12.va.us/guide/>

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