**MANAGING COMMENTS ON YOUR OWN BLOG**

* The teacher will approve the comments submitted to your blo
* After your teacher has approved a comment, you may delete it if you don’t want it on your blog. You may also delete comments your teacher makes :- )
* Parents and other visitors may or may not have an avatar. Go to **SETTINGS>DISCUSSION** and choose what kind of avatar you’d like to be the default for your blog visitors. Choose something other than Mystery Man.
* Do not change any other settings in DISCUSSION without teacher permission.

**COMMENTING ON OTHER PEOPLE’S BLOGS**

* **Always log in before commenting!** If you are logged in, you can avoid having to fill out name and email address and having to type a captcha code for security.
* If your comment/user avatar does not show up when you comment on someone else’s blog, you need to fix that problem in **USERS>YOUR AVATAR**. You will not get full credit for commenting if you have no avatar.
* Avoid random little greetings and one-word messages. Instead, **comment on the content of the post.** Elaborate! Share your thoughts about what the blogger has to say.
* Comments can be paragraphed! If you have a lot to say on one idea OR if you want to address more than one point, use paragraphing to organize your thoughts. Just hit the enter button for each new paragraph.
* If you want to know when someone responds to your comment, check the box just underneath your comment that says “notify me of any replies” before you click “submit.” You will receive an email notification via school email.

**TIPS**

* Some blog themes will have a clearly visible “comment” link to click for sharing your thoughts on a post. Others have a little icon near the title or below the post that shows the number of comments for that post. Whether the number is 0 or 2 or 10, just click that number and you will then see the comment box. Some say “no comments” and you have to click that link to get the comment box.
* Sometimes you spend time typing a comment only to realize that you never logged in. If the blogger’s program “forces” you to then log in before clicking submit, you may lose your comment in the process (especially on an iPad)! I always copy my comment before I go through any other steps in submitting it. That way, I can always just paste it back in the comment box if it gets lost.
* Some blog themes provide a “home” button to help you navigate between posts, pages, and comments. If there is no “home” option, just **click the title of the blog** to get back home.