Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Your Blog Nickname\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (ex: tracyk2)

**Blogging Checklist to Review Day One**

With a partner, check to make sure you have completed the following items after you have set up your blog. Put a checkmark to indicate this item has been completed correctly. **Please turn this in as soon as you are finished.**

**Dashboard / Settings / General**

1. *Title of Blog* (Tracy’s Blog, Lorie S’s Blog, Connor’s Corner, Joey’s Place, etc.)

* Starts with my first name or first name and last initial \_\_\_\_\_\_\_\_\_\_
* NO LAST NAME \_\_\_\_\_\_\_\_\_\_
* Correctly capitalized \_\_\_\_\_\_\_\_\_\_
* Uses an apostrophe \_\_\_\_\_\_\_\_\_\_\_ most blog titles need to show possession [Tracy**’**s Blog] but a few students may have titles that do not [Emily Explains It All].

2. *Tagline* -- This can be a quote, an invitation to read, a welcome note (Words of Wisdom) (Welcome to adventures with my ideas!) (Another post in the life of Lorie.)

* Everything is spelled correctly \_\_\_\_\_\_\_\_
* Capitalization is correct \_\_\_\_\_\_\_\_\_\_
* Punctuation is correct \_\_\_\_\_\_\_\_\_\_\_

3. *Time Zone* is set to UTC-5. \_\_\_\_\_\_\_\_\_\_

4. Everything is saved. \_\_\_\_\_\_\_\_\_\_\_

**Dashboard / User / Your Profile**

1. User name is NOT CHANGED \_\_\_\_\_\_\_\_\_

2. Password is CHANGED to “Cats” password \_\_\_\_\_\_\_\_\_

3. Nickname is my: first name, last initial, class period \_\_\_\_\_\_\_\_\_\_

 (tracyk2) (lories6)

4. Nickname is typed all lowercase with no spaces (see #3 for examples) \_\_\_\_\_\_\_\_

5. Nickname HAS BEEN SELECTED in the dropdown menu for “Display Name Publicly As” \_\_\_\_\_\_\_\_\_

**Dashboard / Appearance / Themes**

1. If I have changed the custom header and background of my theme, it is **appropriate** for school as well as **appropriate** for anyone in my family to visit. \_\_\_\_\_\_\_\_\_\_\_\_

**Dashboard/Posts/All Posts/Hello World**

1. Hello World post has been deleted (click “trash”) \_\_\_\_\_\_\_\_\_\_

**Dashboard / Pages / All Pages / Sample Page**

1. Sample Page has been deleted (click “trash”) \_\_\_\_\_\_\_\_\_