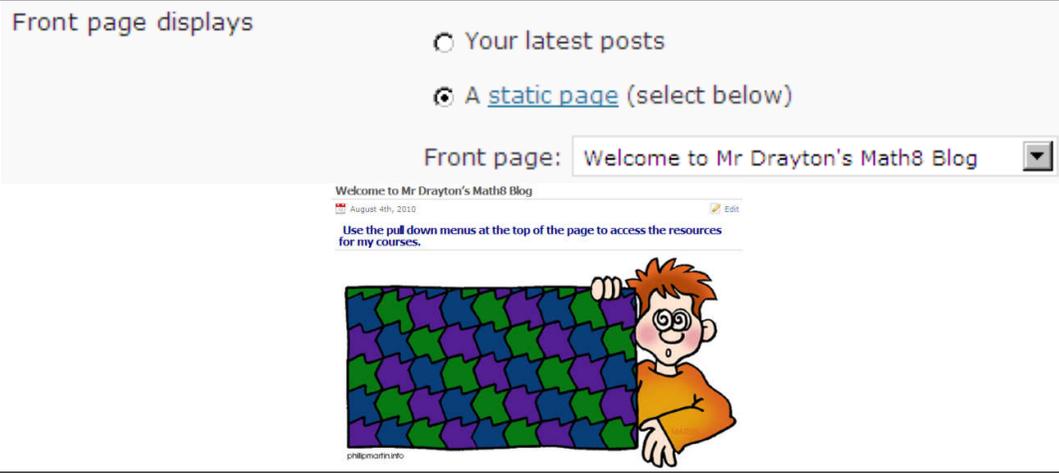One of the most fundamental decisions when blogging at ISM is to decide how you want your **drop-down menu system** to work. The integrators in MS, especially if you're new the blogs, recommend that you setup your blog in the following way.
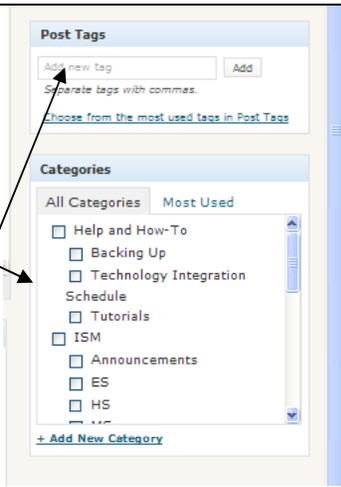
Blog Set Up Tutorial (Having Categories Show as Menu):

Note: You won't actually see the drop down menus on your Blog until you create a post that uses/references each category that comprises the drop down menu. When you get to the last step I suggest that you create a new Post called "Test" with all the categories ticked/referenced so that you can see if the pull down menus are all working.

To configure drop down menus **Appearance-Current theme options** Select "show categories as menus"	
Next setup a static home page. **Setting-Reading** Then select what you want. A static page lets you create a page with an image or text that becomes your home page rather than the posts being your home page.	
Set up the categories **Posts-Categories**	Firstly, set up your major categories. Make sure you select "Add category" before exiting the dashboard page. These categories will be listed across the top of your Blog. For the pull down menus create the new category and then select the parent category which will be the one at the top of your pull down menu. You can then make further subdivisions within your pull down menu by choosing appropriate parents. The tick marks indicate daughter categories and then granddaughter categories.

To create a posting within your hierarchy.
Posts – Add New
Create the content and then **select the category** from the tick boxes on RHS.
 	
Additionally..
Add **tags.** Tags are specific, detailed keywords that will show in your Tag Cloud.
	Post Tags
	Add new tag Add
	Separate tags with commas.
	Choose from the most used tags in Post Tags
	
	Categories
	All Categories Most Used
	☐ Help and How-To
	  ☐ Backing Up
	  ☐ Technology Integration
	Schedule
	  ☐ Tutorials
	☐ ISM
	  ☐ Announcements
	  ☐ ES
	  ☐ HS
	+ Add New Category

Publishing
 	
 Publish
I f you are only using a particular posting to make documents available to the students you also have the option of making it so that readers can't make comments. Deselect the boxes under discussion at the bottom of the screen before you publish the post
	☐ Honors Resources
	  ☐ Problem Solving
	  ☐ Unit 1
	    ☐ Daily Warm Ups
	    ☐ Powerpoints
	    ☐ Supplementary Material
	
	Discussion
	☐ Allow Comments.
	☐ Allow trackbacks and pingbacks on this page.
	
	Publish
	Save Draft Preview
	Status: **Draft** Edit
	Visibility: **Public** Edit
	Publish **immediately** Edit
	Publish