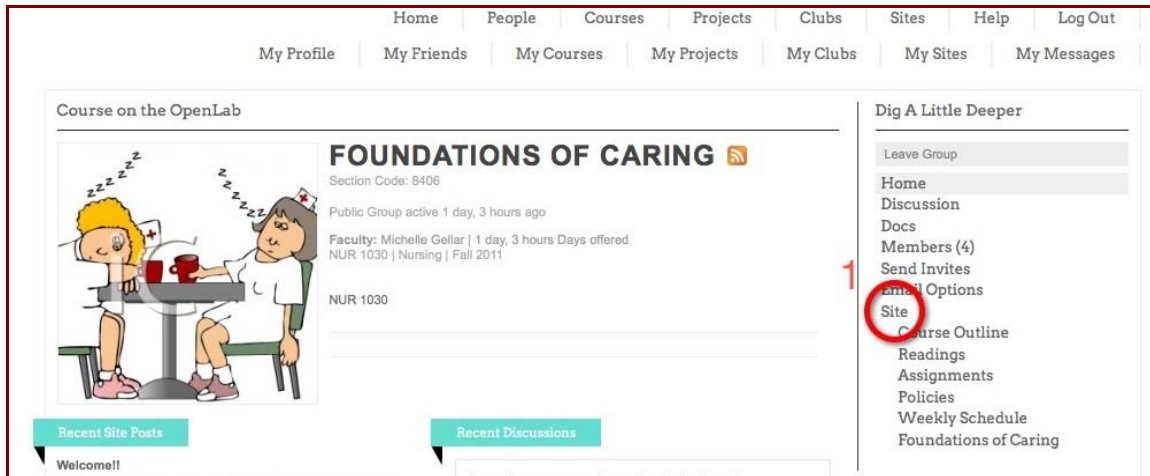


Participating in Your Course Site

1. Click on *Site* in the *Dig a Little Deeper!* menu.



The screenshot shows the OpenLab interface for a course titled "FOUNDATIONS OF CARING". The top navigation bar includes links for Home, People, Courses, Projects, Clubs, Sites, Help, and Log Out. Below this is a secondary bar with My Profile, My Friends, My Courses, My Projects, My Clubs, My Sites, and My Messages. The main content area features a course card with a cartoon illustration of two people at a table. To the right, a "Dig A Little Deeper" menu is visible, with the "Site" option circled in red and a red number "1" next to it. Other menu items include Leave Group, Home, Discussion, Docs, Members (4), Send Invites, Email Options, Course Outline, Readings, Assignments, Policies, Weekly Schedule, and Foundations of Caring.

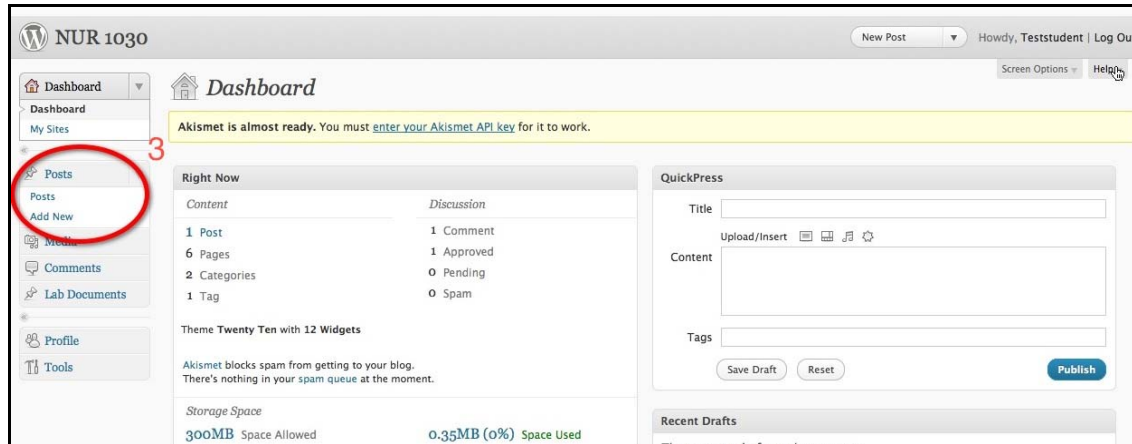
2. To write a post on your course site, mouse over *My Sites* and choose your course site. You can also choose to go to the Dashboard.



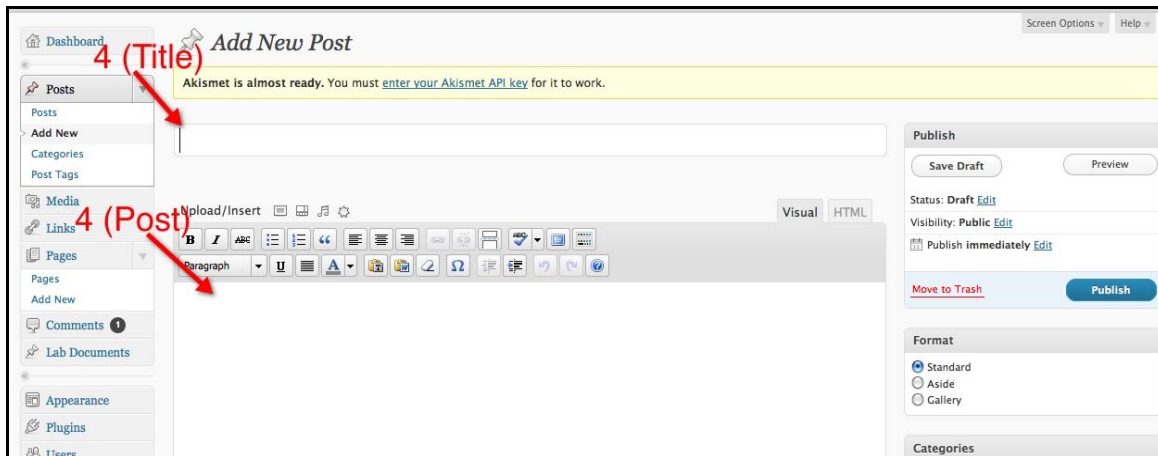
The screenshot shows the OpenLab interface for a course titled "Advanced Technical Writing". The top navigation bar includes links for Home, People, Courses, Projects, Clubs, Sites, Help, and Log Out. Below this is a secondary bar with My Profile, My Friends, My Courses, My Projects, My Clubs, My Sites, and My Messages. The main content area features a course card with a photograph of people in a classroom. To the right, a "My Sites" dropdown menu is open, with the "New Post" option circled in red and a red number "2" next to it. Other menu items include Advanced Technical Writing, + New Site, Discussion, Docs, Members (17), Send Invites, Email Options, Site, Course Description and Requirements, Course Schedule, Assignments, Policies, and About your Instructor.

Participating in Your Course Site

3. If you are in the Dashboard click on *New Post* to start posting.



4. On the *Add New Post* screen, enter a title for your post. Then type or paste your post into the large field. You can format using the *Visual* editor and the icons above the field. (If you know HTML you can also format using HTML.)

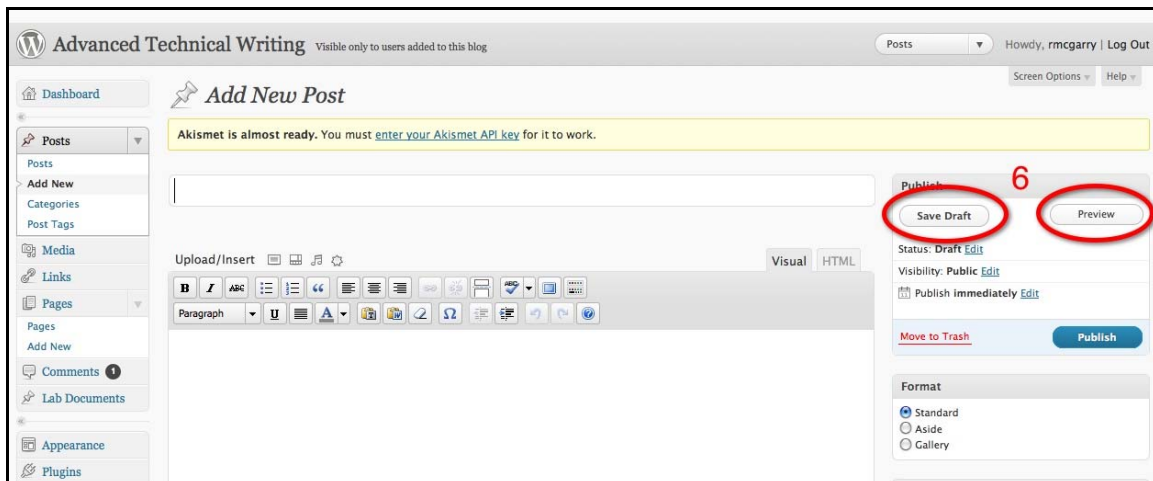


Participating in Your Course Site

5. Enter tags to describe your post. (For example, if your post is about How to Wash Your Dog, your tags could include dog, pets, or water.)

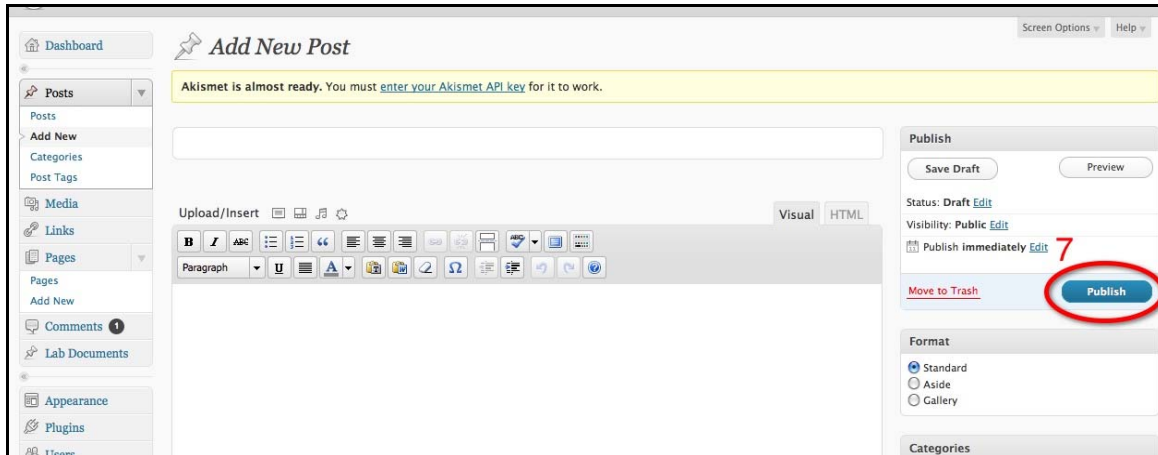


6. You can *Preview* your post before you publish it. You can also *Save Draft* if you don't want to publish it right away.



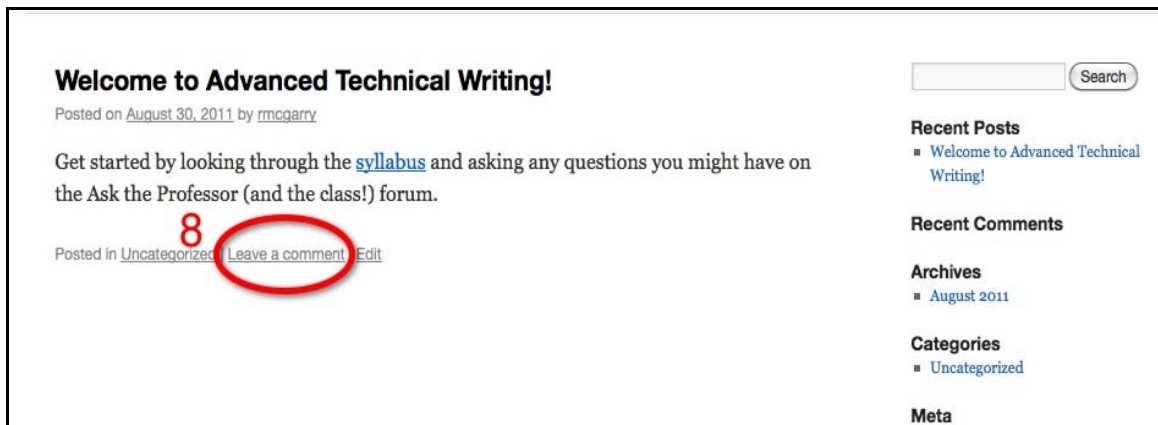
Participating in Your Course Site

7. When you're certain the post is as you want it, press *Publish*.



The screenshot shows the WordPress 'Add New Post' editor interface. On the right-hand side, there is a 'Publish' section. The 'Publish' button is circled in red, and a red number '7' is placed next to it. Other buttons in the 'Publish' section include 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Publish immediately'. Below the 'Publish' section is the 'Format' section with radio buttons for 'Standard', 'Aside', and 'Gallery'. The 'Categories' section is also visible at the bottom right.

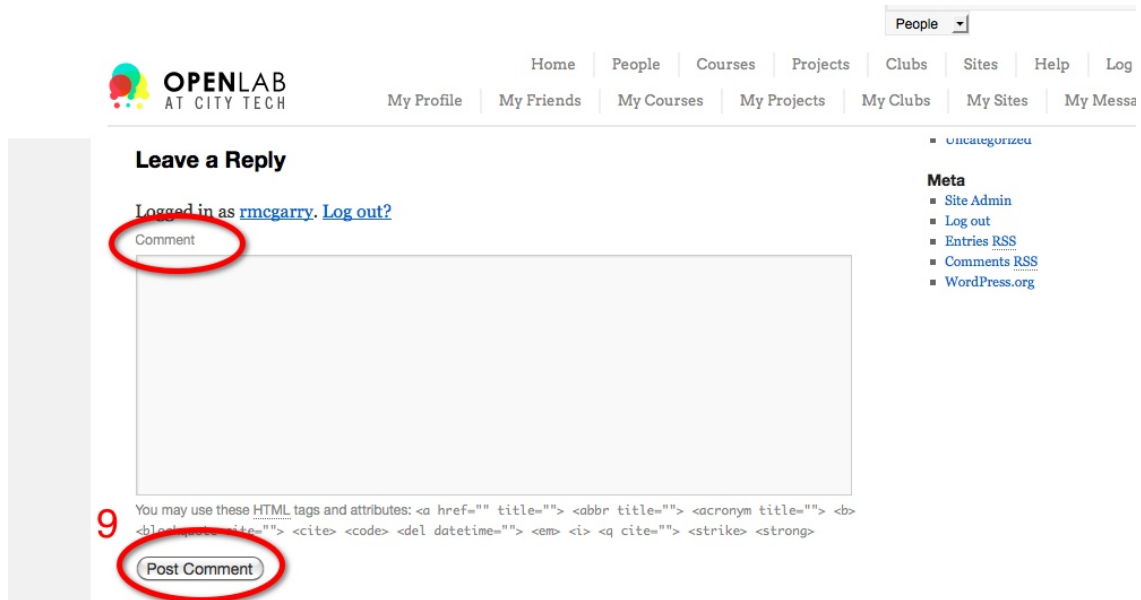
8. You can also comment on other people's posts. Scroll down to the bottom of their post on your course site, and click *Leave a Comment*.



The screenshot shows a WordPress post titled "Welcome to Advanced Technical Writing!". The post content includes the text "Get started by looking through the [syllabus](#) and asking any questions you might have on the Ask the Professor (and the class!) forum." Below the post content, the text "Posted in [Uncategorized](#) [Leave a comment](#) [Edit](#)" is visible. The "Leave a comment" link is circled in red, and a red number '8' is placed next to it. On the right side of the page, there is a sidebar with a search box and sections for "Recent Posts", "Recent Comments", "Archives", "Categories", and "Meta".

Participating in Your Course Site

9. Write your comment in the *Comments* box, and press Post Comment.



The screenshot shows a WordPress interface for leaving a comment. At the top, there is a navigation menu with links for Home, People, Courses, Projects, Clubs, Sites, Help, and Log. Below this is a secondary menu with links for My Profile, My Friends, My Courses, My Projects, My Clubs, My Sites, and My Messages. The main content area is titled "Leave a Reply" and shows the user is logged in as "rmcgarry" with a "Log out?" link. A large text input box is labeled "Comment" and is circled in red. Below the input box is a list of HTML tags and attributes that can be used in comments. At the bottom of the form, a "Post Comment" button is circled in red. A red number "9" is placed to the left of the "Post Comment" button.

People ▾

OPENLAB AT CITY TECH

Home | People | Courses | Projects | Clubs | Sites | Help | Log

My Profile | My Friends | My Courses | My Projects | My Clubs | My Sites | My Messages

Leave a Reply

Logged in as [rmcgarry](#). [Log out?](#)

Comment

9

You may use these HTML tags and attributes: `` `<abbr title="">` `<acronym title="">` `` `<del datetime="">` `` `<i>` `<q cite="">` `<strike>` ``

Post Comment

- [Uncategorized](#)

Meta

- [Site Admin](#)
- [Log out](#)
- [Entries RSS](#)
- [Comments RSS](#)
- [WordPress.org](#)