

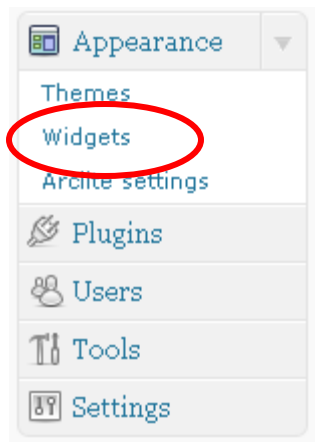
# Subscribe by Email for iBlog

This will allow parents and students to subscribe to your blog via email. Every time you make a new post on your blog, an email will be sent out to all subscribers. This tutorial will show you how to setup and manage your subscriptions.

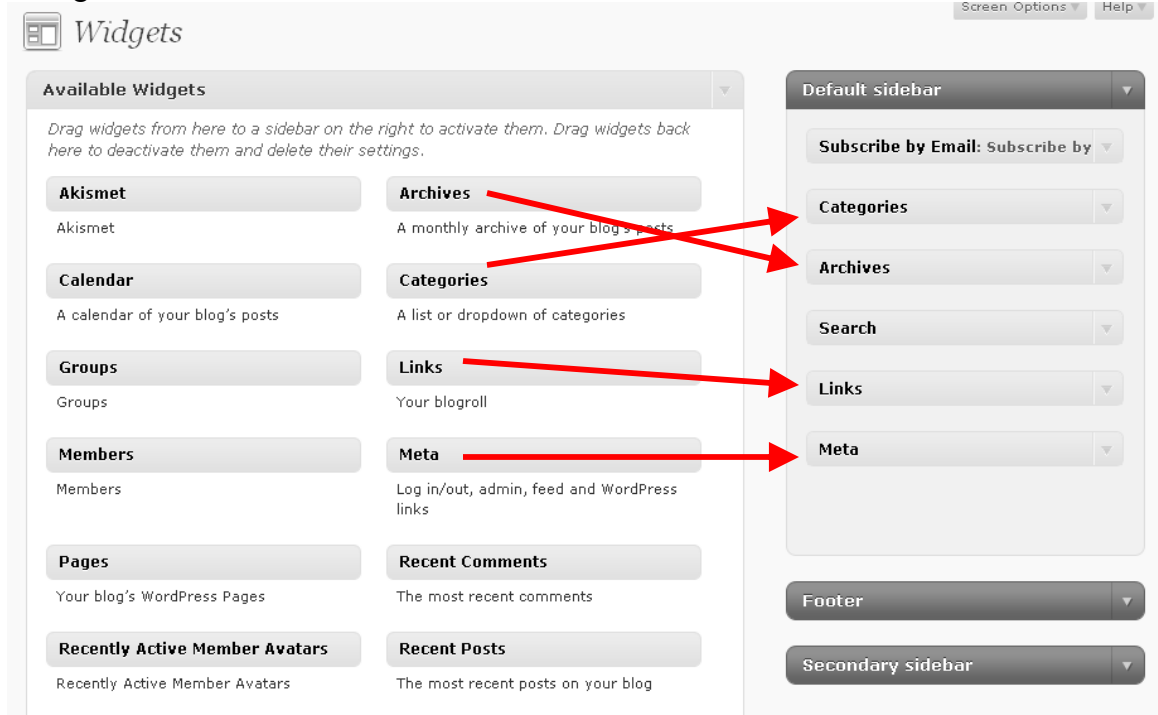
1. Login to iBlog: <http://blog.dearbornschools.org> and go to your blog's Dashboard.



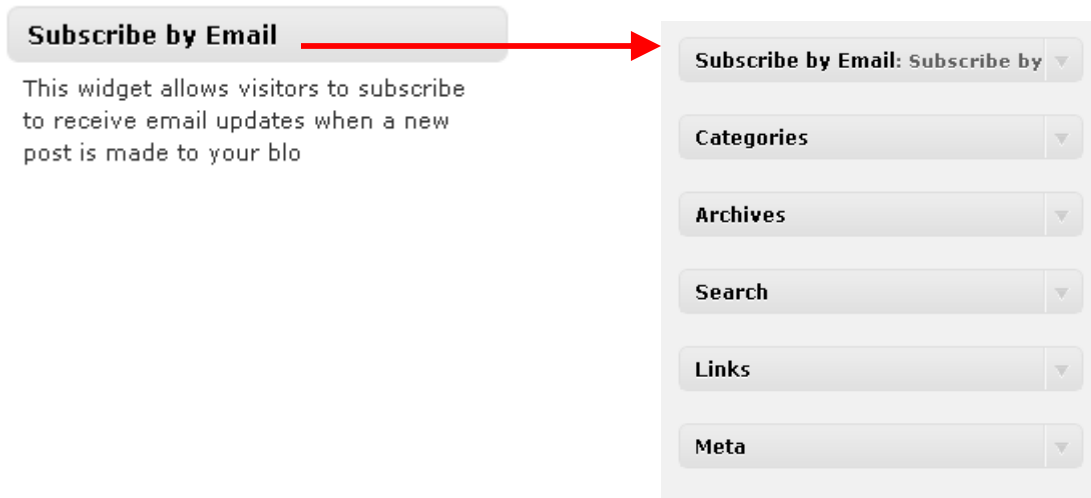
2. Click on Appearance and then Widgets.



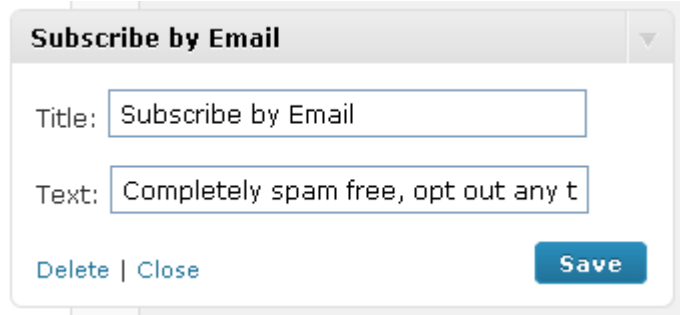
3. You will now be able to drag and drop widgets from the left of the screen over to the right.



4. You will want to make sure that you drag the “**Subscribe by Email**” widget to one of columns on the right side of the screen. Each theme has its own pre-defined widget areas and they will vary from theme to theme. The photo below shows an example of the basic widgets you will want to include.

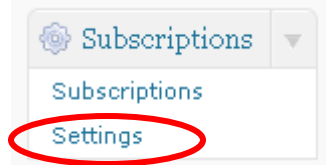


5. When you add the “**Subscribe by Email**” widget, you will be prompted to fill out a basic form as seen below. You can add whatever text you want.

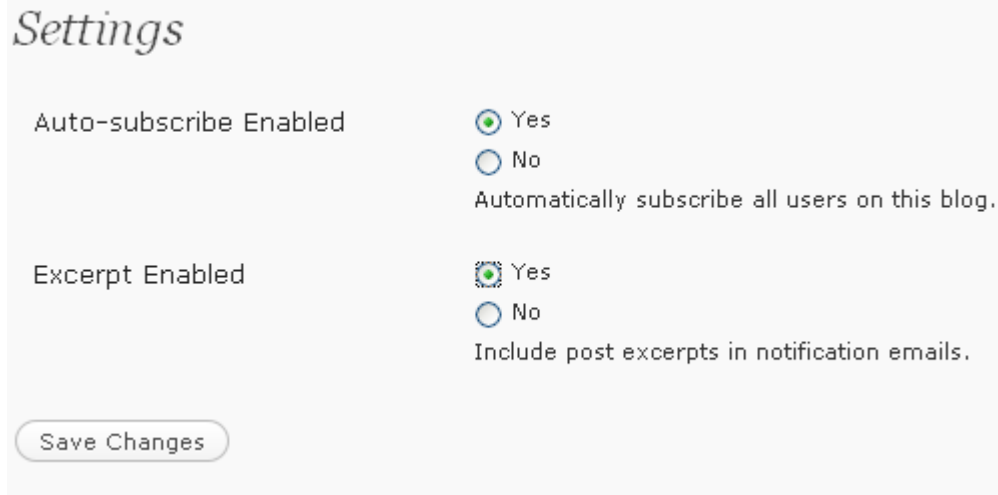


The screenshot shows a configuration window titled "Subscribe by Email". It contains two text input fields: "Title:" with the value "Subscribe by Email" and "Text:" with the value "Completely spam free, opt out any t". At the bottom left, there are links for "Delete" and "Close". At the bottom right, there is a blue "Save" button.

6. Once you have added all your widgets, you are now ready for parents and students to enter in their email addresses.
7. **Management and Final Setup:** To manage your subscriptions, you will want to locate the “Subscriptions” menu item on the left side of your dashboard.



8. Click Settings first. And then enable Excerpts. And click “Save Changes”.

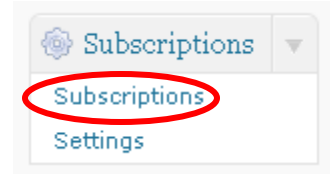


The screenshot shows the "Settings" page for subscriptions. It has a title "Settings" in a large, italicized font. There are two settings:

- Auto-subscribe Enabled**: A radio button is selected for "Yes". Below it, the text reads "Automatically subscribe all users on this blog."
- Excerpt Enabled**: A radio button is selected for "Yes". Below it, the text reads "Include post excerpts in notification emails."

At the bottom of the page, there is a rounded button labeled "Save Changes".

9. To see who is subscribed as well as to manually add or delete subscribers, click on the “Subscriptions” menu item. Generally you will not want to manually add email addresses. It is best to let the parents subscribe right from your blog.



10. This is the Subscription management screen. Use of this page should be intuitive.

*Subscriptions*

[Cancel Subscription\(s\)](#)

Email	Created	Note
<input type="checkbox"/> KennibC@dearborn.k12.mi.us	April 7, 2010	Auto Subscription

*Search Subscriptions*

Email

[Search Subscriptions](#)

*Add Subscription*

Email

A new subscription will be created for the above email address.

[Create Subscription](#)

## What the parent sees:

The screenshot shows a WordPress blog interface. At the top, there is a navigation bar with links for 'My Account', 'My Blogs', 'Notifications', and 'Blog Admin'. The main header features the title 'Web Master Dearborn Schools' by 'Chris Kinschberg' and a search bar. Below the header, there are two main content areas. The first is a post titled 'New Subscribe by Email Feature' dated April 7, 2010, by 'admin'. The post text describes a new plugin for email subscriptions. The second post is 'Moodle Upgraded' dated April 6, 2010, by 'admin', which includes a screenshot of the Moodle website and text about the upgrade. On the right side, there is a sidebar with several widgets. The 'Subscribe by Email' widget is highlighted with a red circle; it contains a text input field with the placeholder 'ex: john@hotmail.com' and a 'Create Subscription' button. Below it is a 'What's New...' widget with a list of recent posts, a 'Website Links' widget, and 'Categories' and 'Meta' links.

My Account - My Blogs - Notifications - Blog Admin - Big Title

# Web Master Dearborn Schools

Chris Kinschberg

Home - DPS Website

### New Subscribe by Email Feature

April 7, 2010 - admin - No comments


Right now we have several hundred blogs using a subscribe by email feature. The WPML website just released a new plugin that is actually quite simple to use and can be configured by a teacher in 5 minutes or less. The new plugin is activated site-wide. All the teacher needs to do is add it via the Wordpress Widget panel. Then they just sit back and wait for the parents and students to sign up. Very easy, very powerful tool!

Check out the email subscribe plugin here

DPS Website - Admin - RSS/Atom

### Moodle Upgraded

April 6, 2010 - admin - No comments



We are now running the latest version of Moodle and it is sporting a brand new theme to boot! I am really feeling excited about all the possibilities that now exists for our Moodle and Wordpress users. I really wish I was a teacher and could use all these cool new features!

It only took 20 minutes to upgrade! I love Moodle!

#### Subscribe by Email

ex: john@hotmail.com

Create Subscription

Completely spam free, opt out any time.

#### What's New...

- New Subscribe by Email Feature
- Moodle Upgraded
- Upgrading Moodle over Spring Break
- Using Pligg with our Teachers Idea
- District Wide Wordpress and Moodle User Group forming
- Fixed Encoder Station for Streaming TV Channel
- Moodle User Group Forming in Wayne County
- Moodle and Zangle Gradebook Integration
- Joomla and Facebook Connect
- Oakman Training

#### Website Links

- Staff Blogs
- Visit Dearborn Schools Online

Categories - Meta