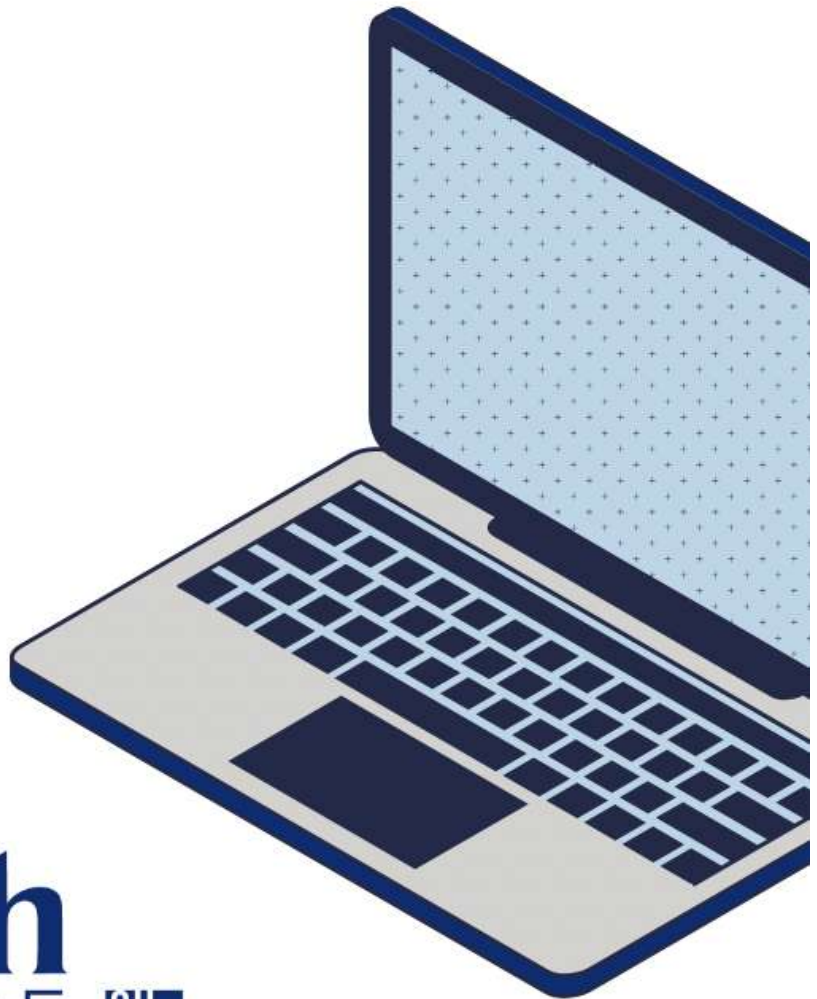


How to Create a Blogs@Baruch Site

Guide to creating a website with a live blog page and a static home page



Baruch
COLLEGE **CUNY**

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Step 1: Create your Blogs@Baruch Site ([Video Tutorial](#))

1. Visit <https://blogs.baruch.cuny.edu> and login using your main Baruch username and password



2. Click “Create New Site”
3. Fill out the required information
 - a. Determine what you want your site address to be. This cannot be changed later.
 - b. For example, if you want your site to be a general blog, you can type in your site as `blogs.baruch.cuny.edu/thoughtsbyname`. For our example, we will use `mhtestblog` as the site address
 - c. Next, think of your Site Title. This can be changed later, so don't feel like it is set in stone.

By filling out the form below, you can **add a site to your account**. There is no limit to the number of sites that you can have, so create to your heart's content, but blog responsibly!

If you're not going to use a great domain, leave it for a new user. Now have at it!

Site Address:
`blogs.baruch.cuny.edu/`

Site Title:

- d. Next, you can choose who gets to view your site.

Privacy:

- Allow search engines to index this site
- Discourage search engines from indexing this site
- Visible only to registered users of this network
- Visible only to registered users of this site
- Visible only to administrators of this site

4. Move onto the Metadata section and fill out the required information before clicking “Create Site”

Metadata

About Your Site

Please take a moment to tell us a little bit about your site on Blogs@Baruch. This information would be used simply to help us understand how members of the community are using Blogs@Baruch so that we can improve the overall experience. You may change these answers at any point.

Role:

Student ▾

What kind of site will this be?

Class website ▾

Major:

Management ▾

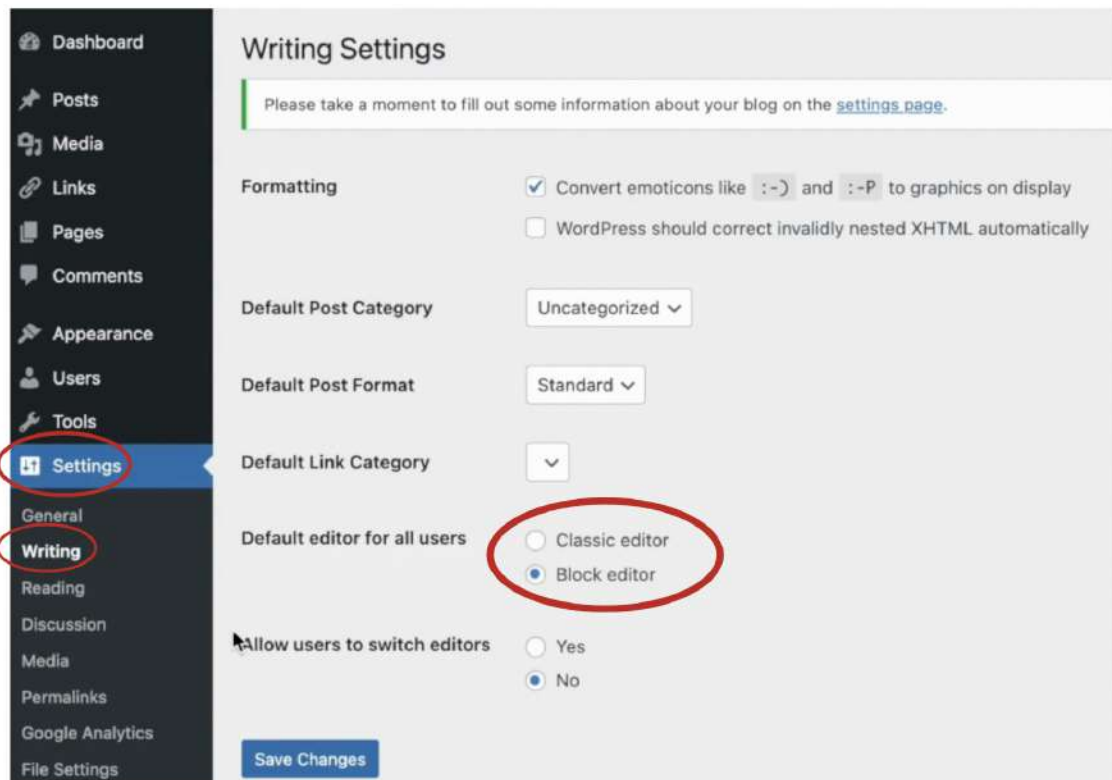
Create Site

Step 2: Change the Theme ([Video Tutorial](#))

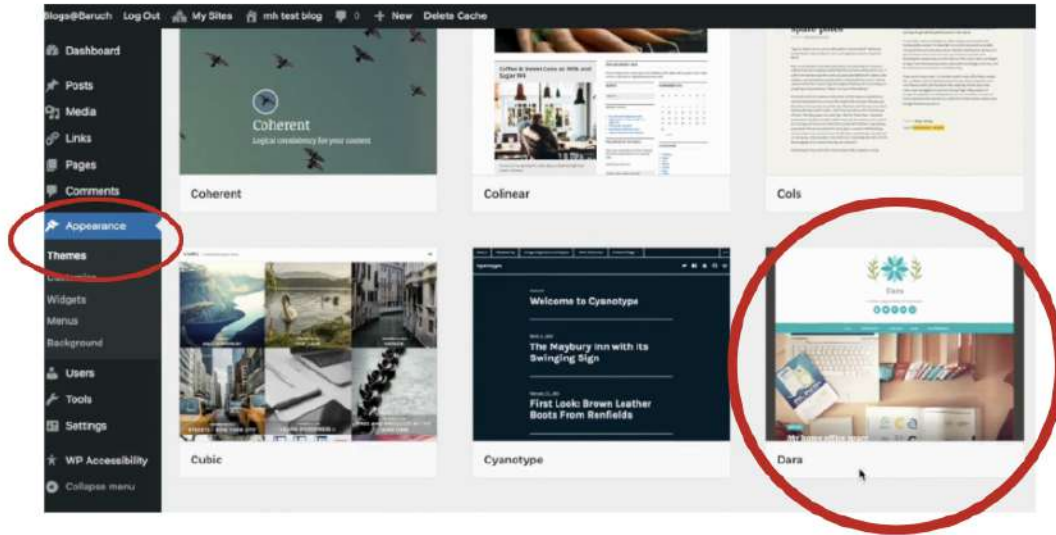
1. Once you create your website, navigate to your dashboard using the top toolbar



2. From there, use the left toolbar and click on *Settings*, then *Writing*.
3. Make sure that the *Block Editor* is selected as the default editor. If it is not already set, click on *Block Editor* and save the changes



4. Next, use the left toolbar to change the theme. Click on *Appearance*, then *Themes*. From there, you can customize the appearance of your website. For the purposes of this tutorial, choose the *Dara* theme.

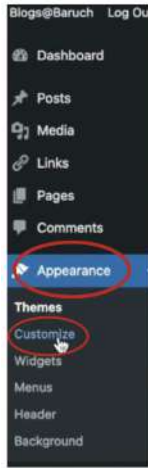


5. The new homepage will look like this

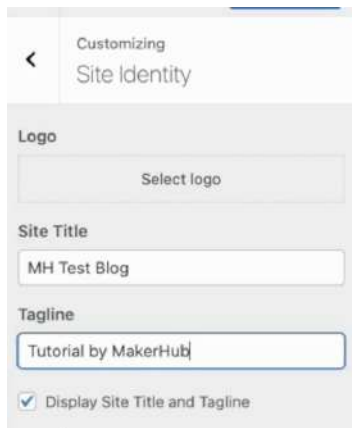


Step 3: Customize the Website Appearance ([Video Tutorial](#))

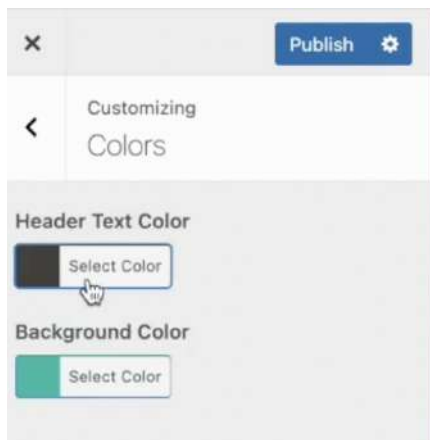
1. If you would like to further change the colors of your website, navigate to your Dashboard and use the left toolbar to click on *Appearance*, then *Customize*.



2. If you would like to change your site title or tagline, feel free to click on *Site Identity*



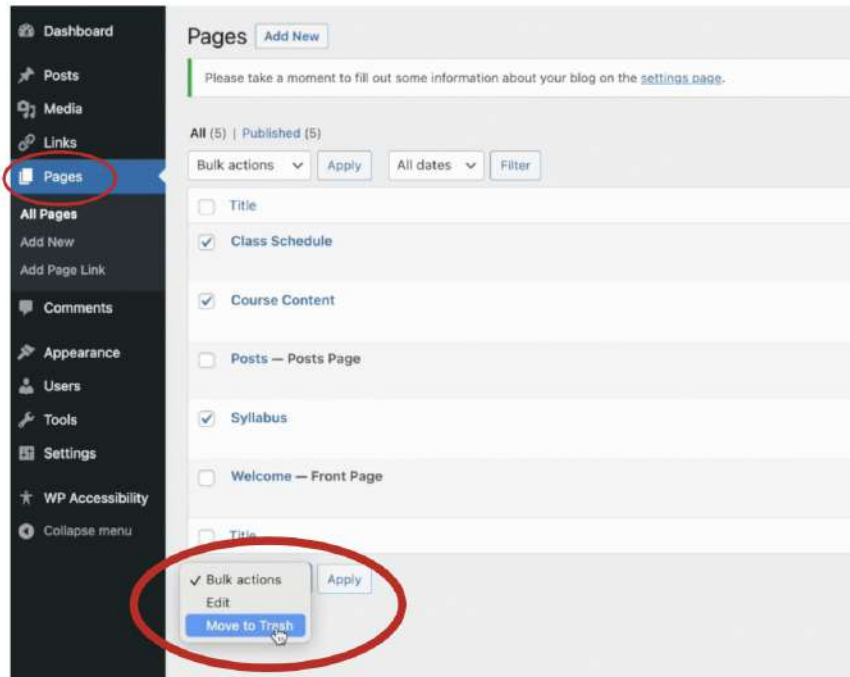
3. If you would like to change the color of the title or background, click on *Colors*. If you would like to add a header or background image, feel free to do so as well.



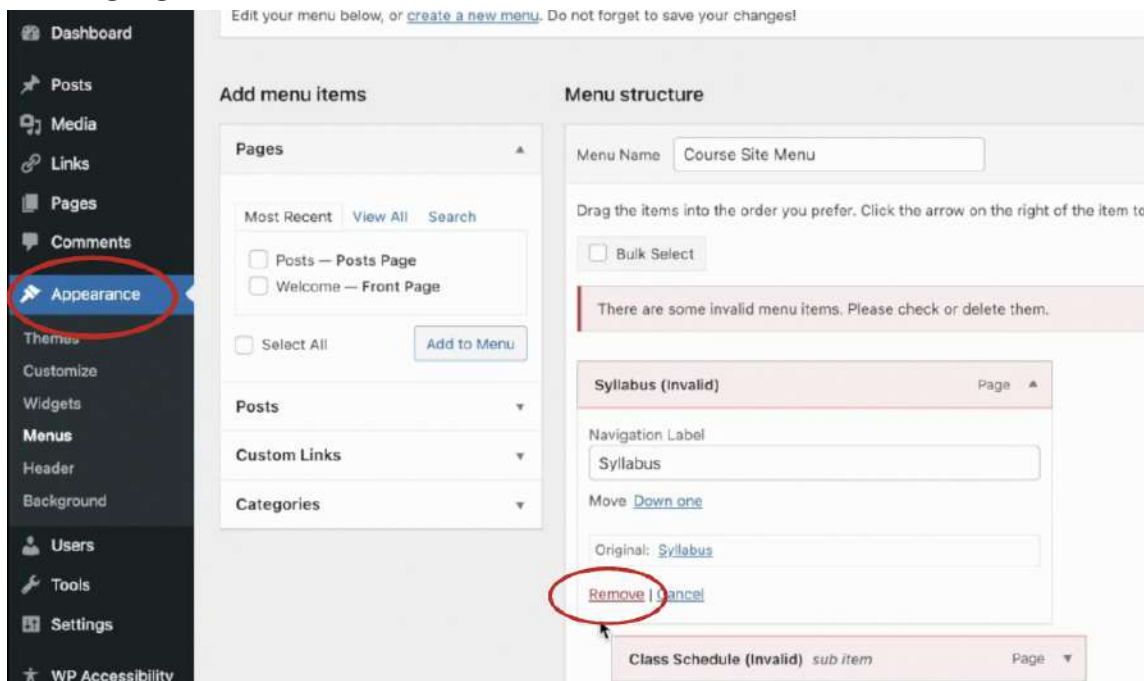
4. Keep the rest of the default appearance settings the same for now. Make sure to click *Publish* to save your work.

Step 4: Clean up your Menu ([Video Tutorial](#))

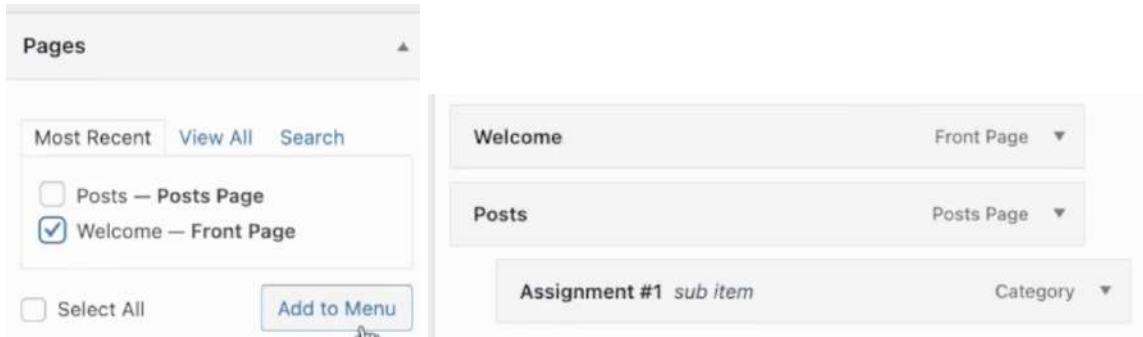
1. Navigate to your dashboard and click on **Pages** in the left toolbar
2. Click the following pages: **Class Schedule**, **Course Content**, and **Syllabus**, and then move them to **Trash** using the **Bulk Actions** button.



3. Next, click on *Appearance* and then *Menus* on the left toolbar. Remove any of the menu items highlighted in red.



4. On the left side, under **Add Menu Items**, click **Welcome—Front Page**, and then add it to your menu. Feel free to drag it to the top of your menu list.

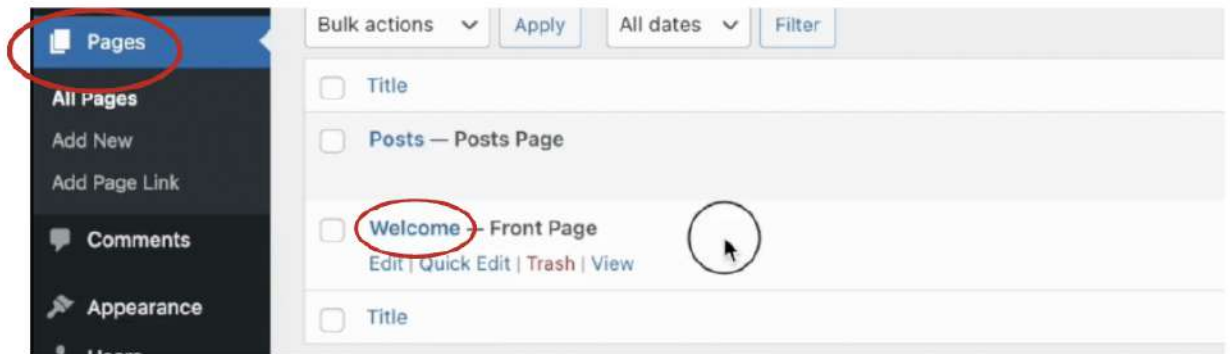


5. Your new menu should look like this

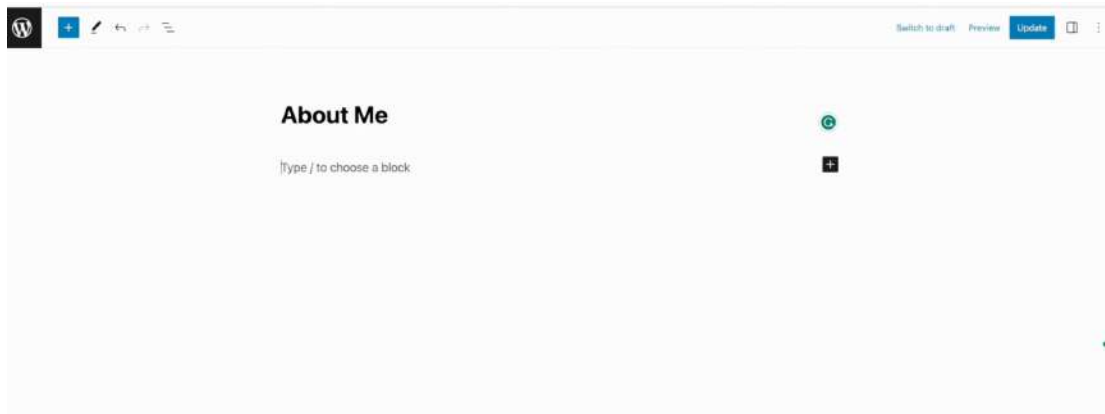


Step 5: Create your About Me Page ([Video Tutorial](#))

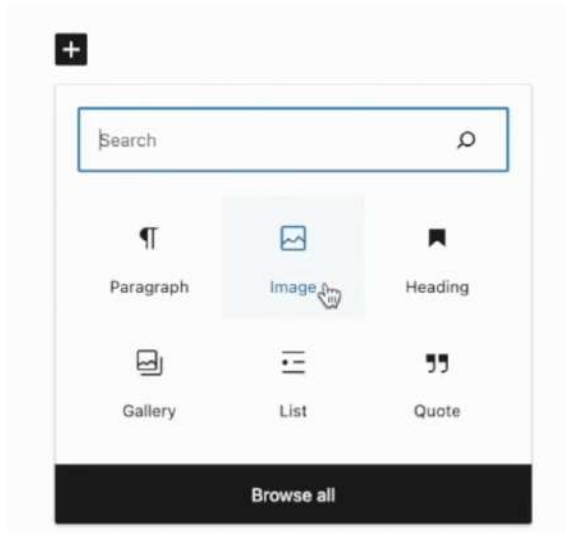
1. Navigate to your dashboard and click **Pages**. Then click on **Welcome—Front Page** to start editing it.



2. Type in **About Me** in the header, and erase the extra information underneath. It should look like this:



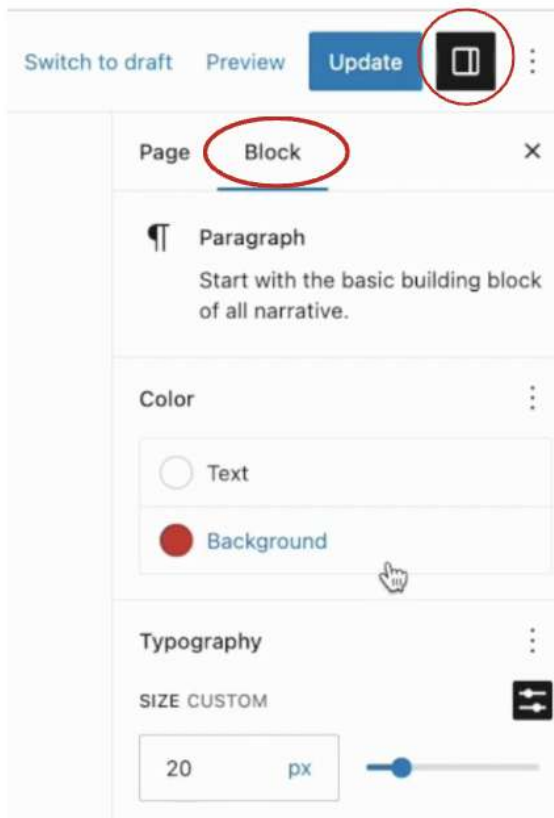
3. If you would like to add an image, click the **black plus box** and search for the **Image** block. From there, follow the prompts to embed an image on your page.



- From there, either start typing or use the *Paragraph* block to add text to your About Me page. It should look like this:



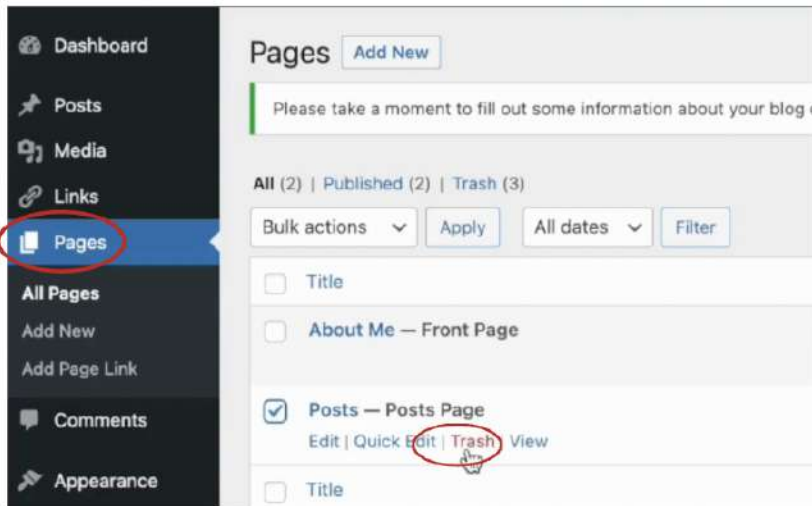
- Use any of the text settings to customize the look of your paragraph. To find all of the text settings, go to the top right toolbar section and click the square window as shown below. For a more indepth look, use the video tutorial linked at the top of this section.



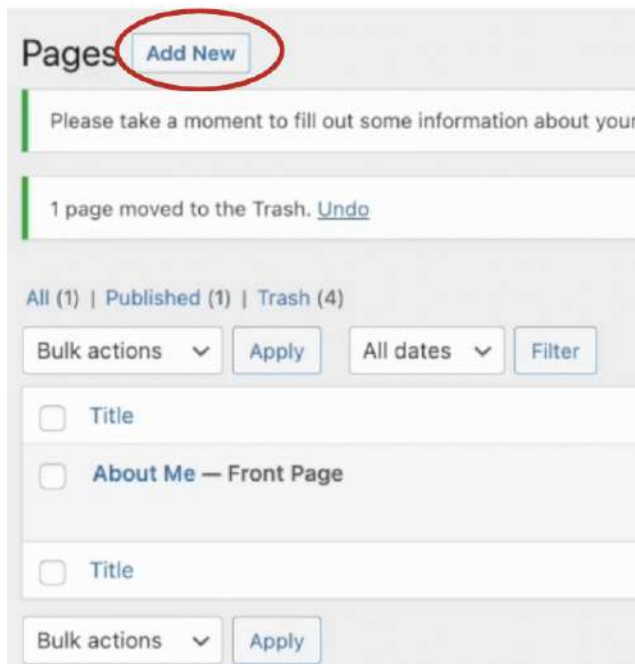
- Make sure to click *Update* on the top toolbar to save your changes.

Step 6: Create your Posts Page ([Video Tutorial](#))

1. Navigate to your dashboard and click **Pages**. Then click on **Posts—Post Page** and move it to the trash.
 - a. The default Posts page is trickier to use and customize, so we will be making our own.

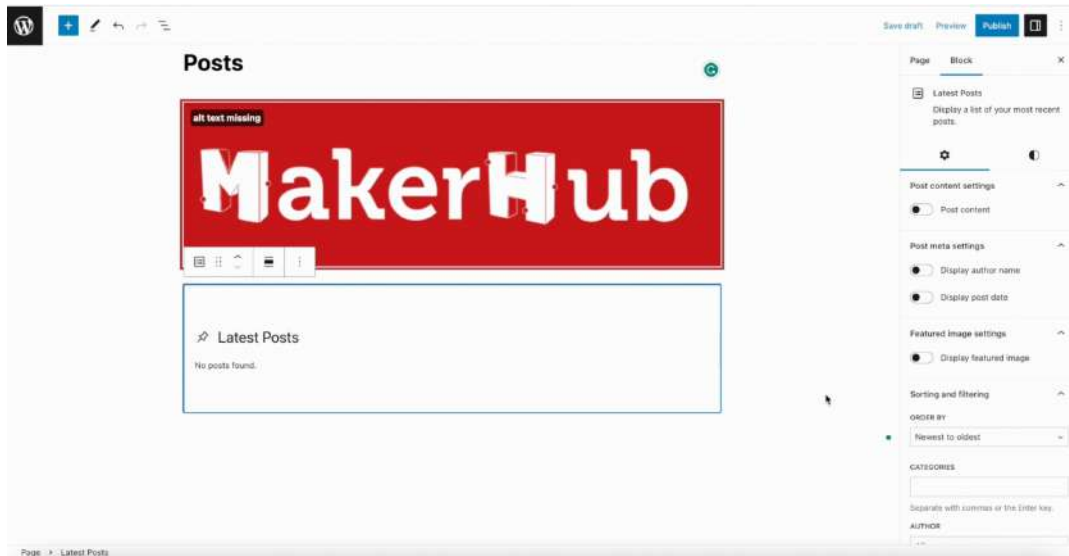


2. Next, click **Add New** to start our new Posts page.

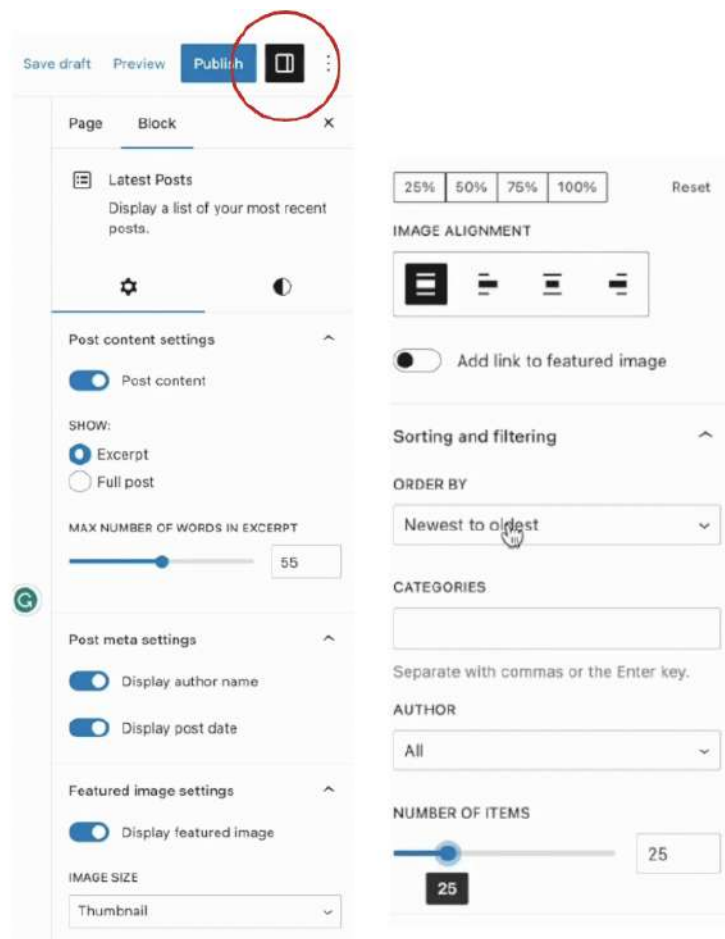


3. Set the title to **Posts**. If you would like to add an image to the top, use the **black plus button**, as described in Step 5.

4. Next, click the **black plus button** and search for the **Latest Posts Block**. Add it to your page. It should look like this:



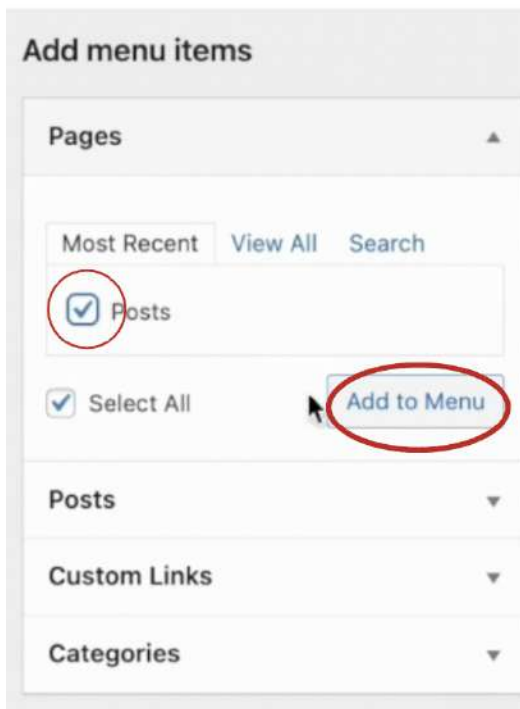
5. Use the settings in the right toolbar and set the block settings to look like the below image. For more guidance, use the video tutorial linked at the top of this section.



6. Click **Publish** in the top right corner to save your work
7. Navigate to your Dashboard and click on **Appearance**, then **Menus**. Delete the invalid **Posts** page. Also, delete **Assignment 1**.



8. Add the new **Posts** page to the menu using the section underneath **Add Menu Items**.



9. Make sure to save your new menu at the bottom right. Your new menu structure should look like this:

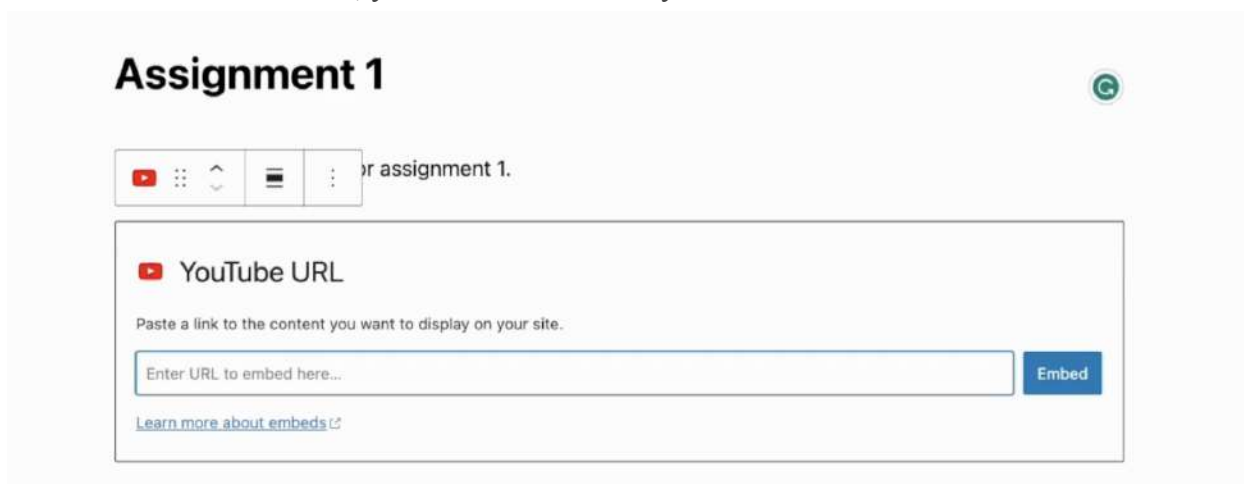


Step 7: Adding New Posts ([Video Tutorial](#))

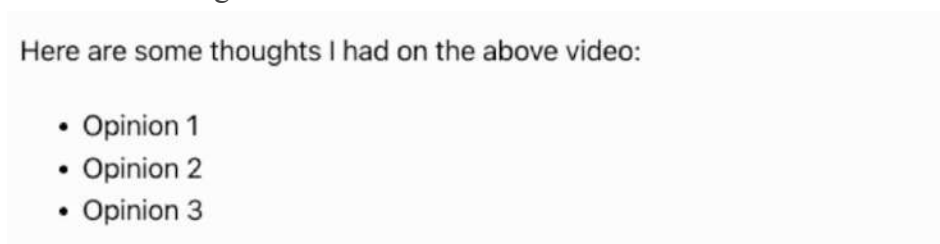
1. Navigate to your Dashboard and click on **Posts**. First, delete the existing post titled **Assignment 1**. Next, add a new post.



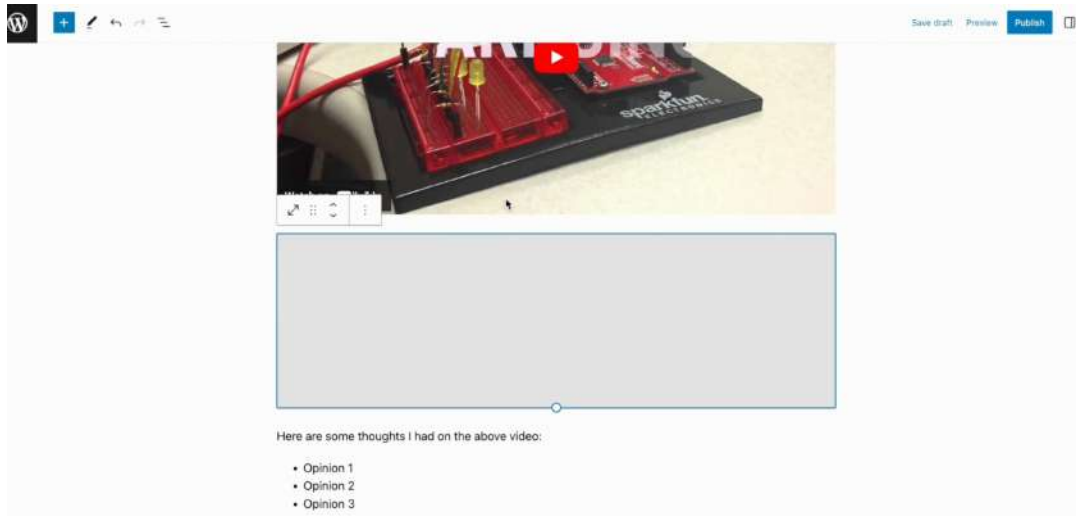
2. Title your new post. In our example, we are titling it **Assignment 1**. The title can be as specific as you would like.
3. Use the **black plus button** to add any blocks that you would need to complete your assignment (ex: Paragraph block, Image block, etc.)
4. If you would like to embed a YouTube video, click on the **black plus button** and add the **YouTube** block. From there, you can add a URL to your video.



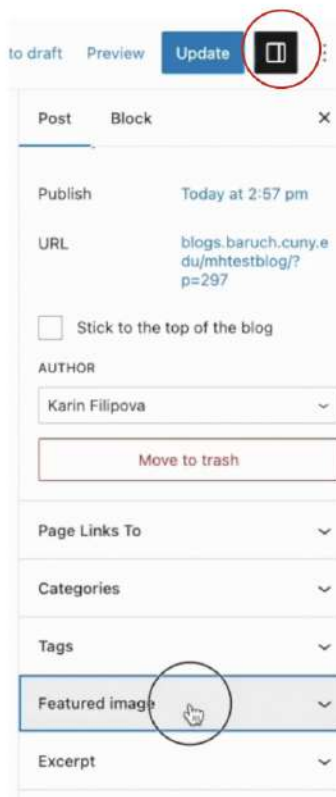
5. You may also add a **List Block** if you would like to include a bulleted list. It should look like the following:



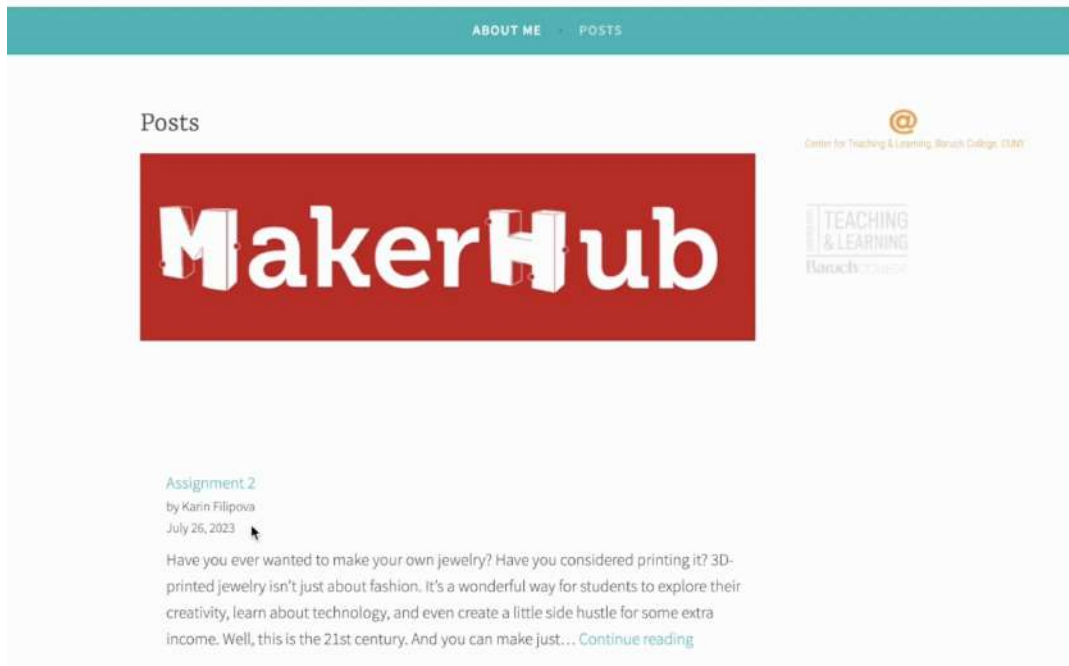
6. To add empty space between separate blocks, use the *Spacer Block*. It will appear as a gray resizable rectangle, but will publish clear.



7. To add a featured image to your post, use the *Post Settings* in the top right and upload an image to the featured image section.



8. Click **Publish** in the top right corner to save your work. Now, visit your official Posts page. You will see that your assignment has been automatically added to the top. It will look something like this:



9. Moving forward, add new assignments as **Posts**. Each one will automatically be added to your website.