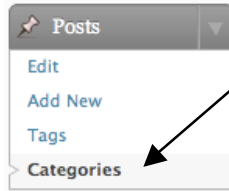


Assigning Categories on Blogs <http://blogs.isb.ac.th>

Each student in the middle school should have only one blog, but they may be writing posts for many different classes. The easiest way to organize many different types of posts within one blog is to use categories.

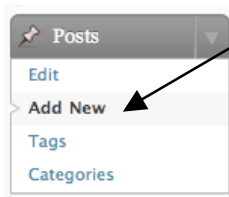


1. Once you are logged-in to your blog, click on the *Categories* link under the *Posts* menu.

2. On this page, type the name of the category you would like to add (for example: Math). Then click, *add Category*.

A screenshot of the 'Add Category' form. It has a title 'Add Category' and a 'Category Name' input field containing the text 'Math'. Below the input field is a small text note: 'The name is used to identify the category almost everywhere, for example under the post or in the category widget.' There is a 'Category Parent' dropdown menu set to 'None' with a small arrow icon. Below that is another text note: 'Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.' There is a 'Description' text area. At the bottom right is an 'Add Category' button. A small text note at the bottom left says: 'The description is not prominent by default, however some themes may show it.'

3. When you are ready to write a new post, click on the *Add New* link in the *Posts* menu.

A screenshot of the 'Add New Post' form. It has a title 'Add New Post' and a large text area for the post content. There is a 'Publish' section with 'Save Draft' and 'Preview' buttons. Below that is 'Status: Draft' and 'Visibility: Public'. There is a 'Tags' section with 'Add new tag' and 'Add' buttons. There is a 'Categories' section with a dropdown menu set to 'All Categories' and a list of categories: 'Humanities', 'Math', 'Modern Languages', 'Science', and 'Uncategorized'. The 'Math' category is checked with a blue checkmark.

4. In your new post, under the *Categories* menu, choose the correct category. This is the most important step and you must choose the category every time you write a new post.

You can also add new categories here if you are missing the one you need.

5. Write your post by including a Title and the Post. When you are finished, click *Publish*.

Note: All of your posts from all categories will appear on the main page your blog, but you can easily sort them using the categories widget on your sidebar.