

# Instructions for using Blogroll in MovableType



MovableType homepage: <http://www.sixapart.com/movabletype/>

Information about Blogroll: <http://www.sixapart.com/pronet/plugins/plugin/blogroll.html>

By Beth Rodgers

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1/24/2006

## Introduction – What is a “blogroll”?

A blogroll is simply a list of links to other websites or blogs. We have set this feature up so that teachers can easily organize and maintain a list of good outside sources for their classes without risk of removal when outdated assignments and announcements are cleared off during the summer. As you update your blogroll, your list of links will automatically update when you click on the Blogroll category link on your homepage.

The blogroll can also be used to place permanent documents and files on your site (i.e. documents and files that you use every year but do not change from year to year). If you would like to place permanent documents on your blogroll, please contact Beth Rodgers ([brodgers@athensacademy.org](mailto:brodgers@athensacademy.org)) to setup an appointment for assistance.

See also: <http://en.wikipedia.org/wiki/Blogroll>

## Getting Started



Username

Password

Remember me?

[Forgot your password?](#)

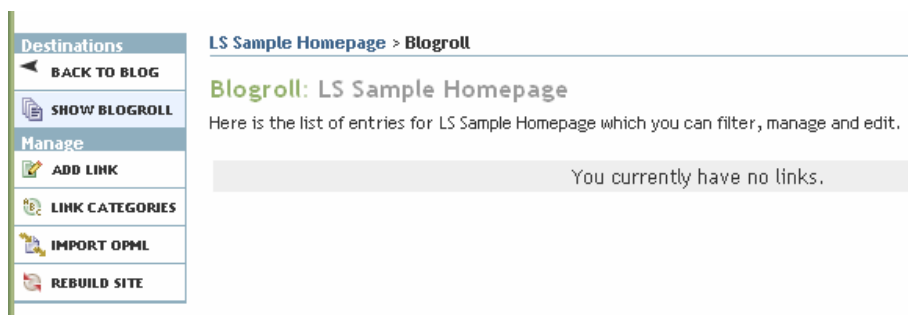
1. Login to MovableType at <http://www.athensacademy.net/mt/mt.cgi>
2. Click on the name of your homepage under My Weblogs.



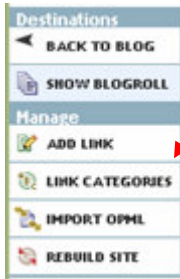
3. On the next screen near the bottom of the page in the center column, you should see the “Plugin Actions” list. Click on the link to “Edit My Blogroll”.



4. You should now see the following screen:



## Adding Link Categories



1. To add categories, simply click on the Link Categories button in the left hand toolbar.
2. In the top right hand corner of the Link Categories table, click on the Create New Category link.

[+ Create New Category](#)

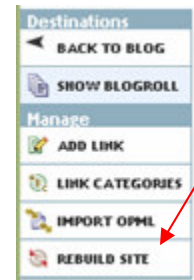
Category Title  
Math

Category Description  
Useful links related to our Math studies.

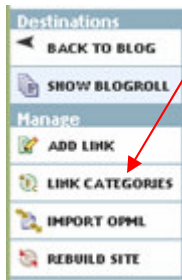
Save

3. Give your new Category a title. Category Descriptions are optional. Press the Save button when finished. [Note: You may find that you prefer to organize your links by subject (e.g. Math, Science, Social Studies, Language Arts, etc.), but feel free to organize them by specific units of study if applicable (e.g. AP European History: French Revolution Links).]

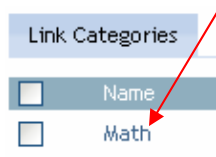
4. Once you have finished adding all the categories you wish to use, click the Rebuild Site button in the left hand toolbar. In the pop-up window, select Rebuild All Files and close the pop-up window once it has finished rebuilding.



## Editing Link Category Titles or Descriptions



1. To edit categories, simply click on the Link Categories button in the left hand toolbar.



2. Click on the name of the Link category you would like to edit.

Delete

3. Rename your Category Title and Description as needed and press the Save button.

Category Title  
Math

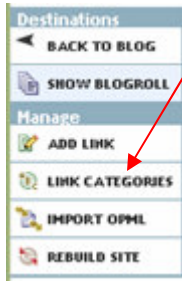
Category Description  
Useful links related to our Math studies.

Save

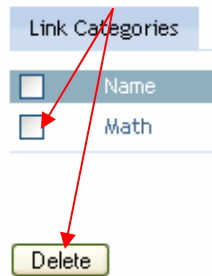


4. Once you have finished adding all the categories you wish to use, click the Rebuild Site button in the left hand toolbar. In the pop-up window, select Rebuild All Files and close the pop-up window once it has finished rebuilding.

## Deleting Categories

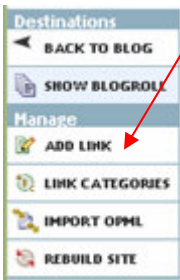


1. To delete a category, simply click on the Link Categories button in the left hand toolbar.



2. Check the box to the left of the category name(s) you wish to remove, and press the delete key at the bottom of the table.

## Adding Links to your Blogroll

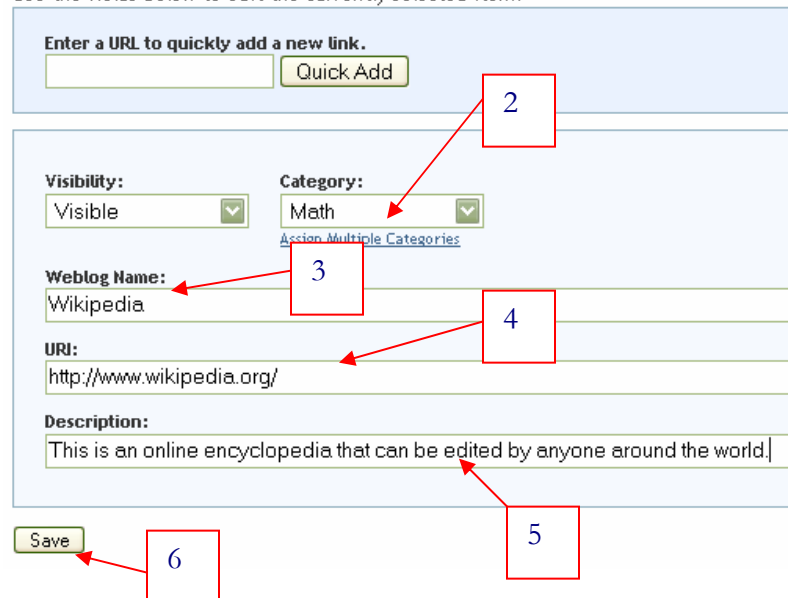


1. Click on the the “Add Link” button in the left hand toolbar.

2. Leave the Visibility set on “Visible.” Using the dropdown menu, select which Category you would like to place your new link.
3. Under “Weblog Name” type the name of the website (e.g. “Wikipedia”).
4. Under “URL”, type the web address that you would like to link on your blogroll (e.g. <http://www.wikipedia.org>).
5. Under “Description,” you have the option to type a brief description of the webpage and what is available therein.
6. When you have finished, click the Save button.

### Add New Link

Use the fields below to edit the currently selected item.



Enter a URL to quickly add a new link.

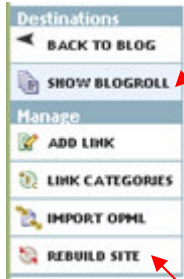
Visibility:  Category:

Weblog Name:

URI:

Description:

## Editing Blogroll Link Entries

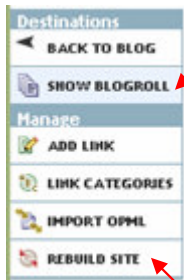


1. Click on the “Show Blogroll” button on the left hand toolbar.
2. When the list appears, click on the title of the Link you would like to edit.
3. Edit the link information as necessary, and click the save button.



4. Once you have finished editing the links you wished to change, be sure to click the “Rebuild Site” button in the left hand toolbar. In the pop-up window, select Rebuild All Files and close the pop-up window once it has finished rebuilding.

## Deleting Blogroll Link Entries



1. Click on the “Show Blogroll” button on the left hand toolbar.
2. When the list appears, check the box to the left of the title(s) of the Link(s) you would like to delete. Press the delete key.



3. Once you have finished editing the links you wished to change, be sure to click the “Rebuild Site” button in the left hand toolbar. In the pop-up window, select Rebuild All Files and close the pop-up window once it has finished rebuilding.