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Manual Create Blog

Log in

Via the following link you will get to the login page: <https://www.maastrichtuniversity.nl/user>

Maastricht University

Contact NL | EN

search

Education Research Life@UM News & events About UM Support MyUM

User account

Username *
Enter your Maastricht University username.

Password *
Enter the password that accompanies your username.

[Log in](#)

[Request new password](#)

[Login via Federation Services](#) **1**

Maastricht University

Username:

Password:

[log in](#)

Need help? Go to [password recovery](#) or [general support](#).

Be safe: only log in if the URL starts with <https://auth-portal.maastrichtuniversity.nl>

1. You do not logon via the available fields, go to the red underlined link to 'Federation Services'
2. Hereafter you get a login screen where you logon with your UM Credentials.

Startscreen

1. The available menu-options. Click on Content -> You get into the Content overview:

Content **1**

Maastricht University

Education Research

blogger

User is SSO provisioned

Blog group

[GeneralDepartment of Knowledge Engineeri](#)

History

Member for 1 week 5 days

Content Overview

Content

[Add content](#)

Displaying 1 - 50 of 2249

| Title | Type 1 | Name | Language | Published |
|--|----------------------|----------------------|--------------------------------------|--------------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="- Any -"/> | <input type="text" value="- Any -"/> |
| <input type="button" value="Apply"/> 3 | | | | |
| <hr/> | | | | |
| Operations | | | | |
| <input type="text" value="- Choose an operation"/> | | | | |
| <input type="checkbox"/> Title | | | | Type |
| <input type="checkbox"/> Blog als voorbeeld | | | | Blog |
| <input type="checkbox"/> Een dag uit het leven | | | | Detail page |
| <input type="checkbox"/> Contact Complaints Service Point (EN) new | | | | Reusable content |
| <input type="checkbox"/> Graduation new | | | | Support |
| <input type="checkbox"/> Stopping with your study new | | | | Support |
| <input type="checkbox"/> Education new | | | | Detail page |

Blog overview

When you wish an overview of all the blogs:

1. Select the **Type**
2. Choose **Blog**
3. Press **Apply**

Create Blog

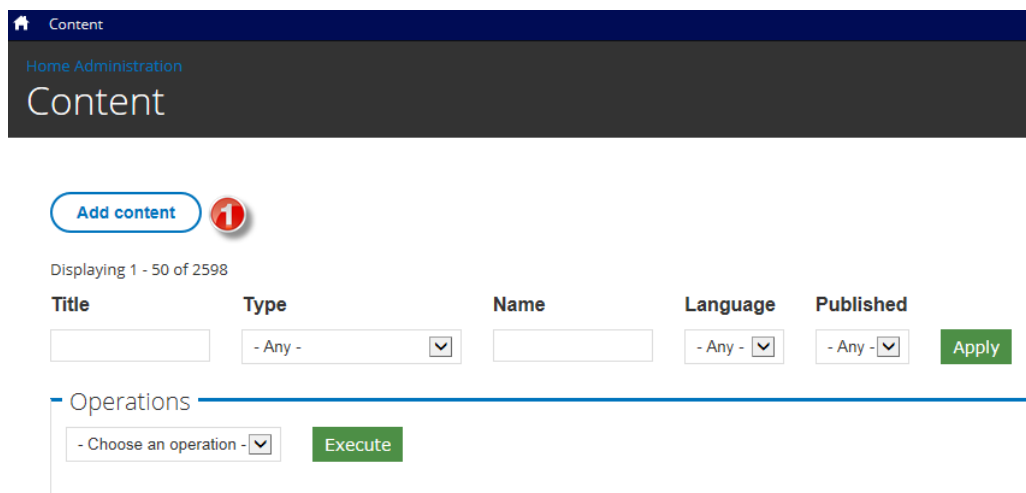
You can create a Blog via 2 options:

1. Via the startscreen:



1. **Content**
2. **Add Content**
3. **Blog**

2. Via the Content overview:



1. Press the button **Add Content**

Create Blog

Create Blog is divided in 4 menu parts:

Create Blog – Content

Create Blog

Content * 1

Introduction

Paragraphs

Meta data

Content

Title * 2

Blog ten behoeve van gebruikershandeleiding

Publication date 3


03/18/2016

E.g., 03/18/2016

Language 4

English

Featured image 5



dsc00857.jpg

1. Menu option **Content**.
2. **Title** – Give the blogarticle a title
3. **Publication date** – Date of publication of the article
4. **Language** – English or Dutch. When you create an article via the English site, than the default language will be English. When it needs to be a Dutch article, you cannot select Dutch, you need to switch to the Dutch site.
5. **Featured image** – This picture will be visible in the list of all Blogs, but also in the article.

Create Blog – Introduction

Create Blog

Content *

- Introduction **1**
- Paragraphs
- Meta data

2 Introduction

Paragr... | ABC | B | I | x₂ | x² | [List icons] | [Link icon] | [Image icon]

Hier komt de introductie van het Blog artikel. De tekst van het introblok is dikgedrukt.]

1. Menu option **Introduction**.
2. **Introduction** – Introblock of the blog article. This text is bold and should provide the article a short introduction.

Create Blog – Paragraphs

Create Blog

Content *

- Introduction
- Paragraphs **1**
- Meta data

2 Paragraphs

Paragraph type: *Text with image*


3 Paragraph title

Tekst met foto

4 Title style *

Header medium

5 Image

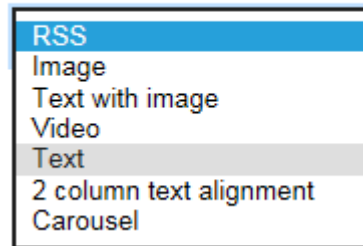


Remove

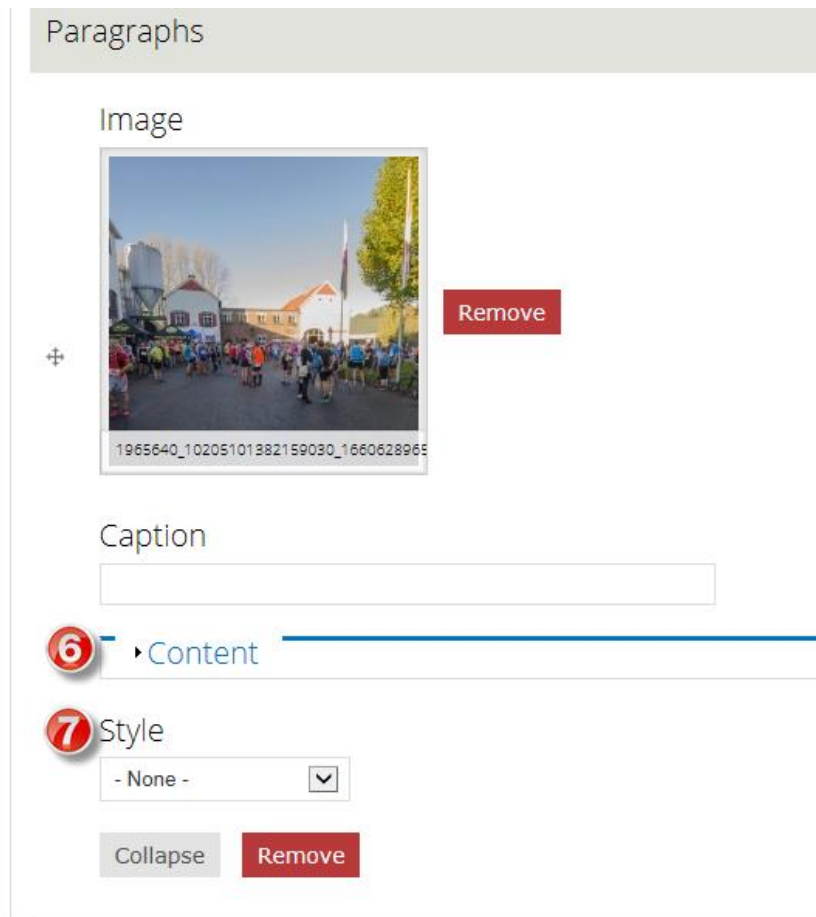
1965640_10205101382159030_1660628965

1. Menuoption **Paragraphs**
2. **Paragraphs** - Add a Paragraph Type:

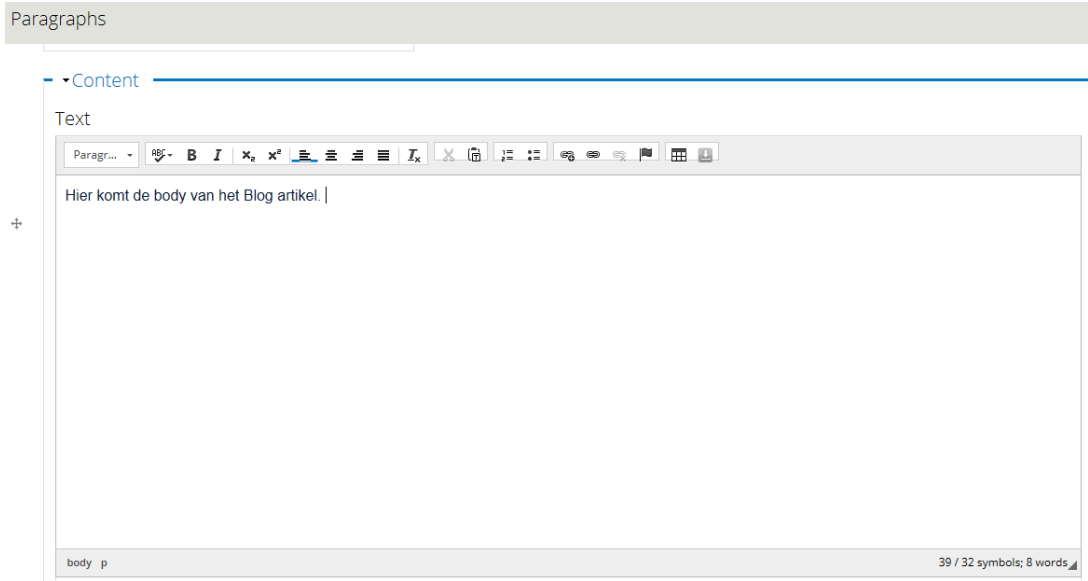
Paragraph type



3. **Paragraph title** – Add a title to the Paragraph.
4. **Title Style** – Choose a header style.
5. **Image** – Upload an image. Because the paragraph example is tekst with image', you can upload an image here!

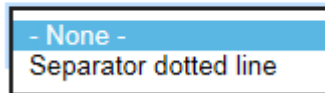


6. **Content** – Als je op Content klikt, opent een tekstveld, waar je je blogartikel schrijft.



7. **Style** – Determine whether you prefer a dotted line below the article:

Style



Create Blog – Meta Data

The screenshot shows a content management interface. On the left, a sidebar menu has 'Meta data' selected, marked with a red circle and the number '1'. The main content area is titled 'Meta data' and has a sub-section 'Tags' with an empty input field, marked with a red circle and the number '2'. Below that is a 'Blog group' section, marked with a red circle and the number '3', which contains the text 'No items have been added yet. Click "Add items" to launch the widget.' and an 'Add items' button.

1. Menu-option Meta Data – Tools for better findability.
2. **Tags** – Add tags which are related to the article.

The screenshot shows the 'Meta data' section with the 'Tags' input field. A dropdown menu is open, showing a list of tags. The tag 'Bachelor Open Dag' is highlighted in blue. The list of tags includes: b, abfazi, AMIBM, bachelor, Bachelor Open Dag, bachelors, Bijeenkomst, biss, boyhood, Brightlands Maastricht Health Campus, and brussel.

3. **Blog group** – Add the blog to a Blog group.

| Blog groups | |
|---------------------------------------|--|
| Blog group | |
| <input checked="" type="checkbox"/> | General |
| <input type="checkbox"/> | Department of Knowledge Engineering |
| <input type="checkbox"/> | Faculty of Psychology and Neuroscience |
| <input type="checkbox"/> | Forensische Psychologie Blog(in Dutch) |
| <input type="checkbox"/> | Etenschappelijk (in Dutch) |
| <input type="button" value="Submit"/> | Select all |

Blog toevoegen aan Blog group

BE AWARE: A Blog needs to be add to a blog group, otherwise there will be an error message:

Access denied

✔ Blog *Blog ten behoeve van gebruikershandleiding* has been created.

You are not authorized to access this page.

Blog ready!

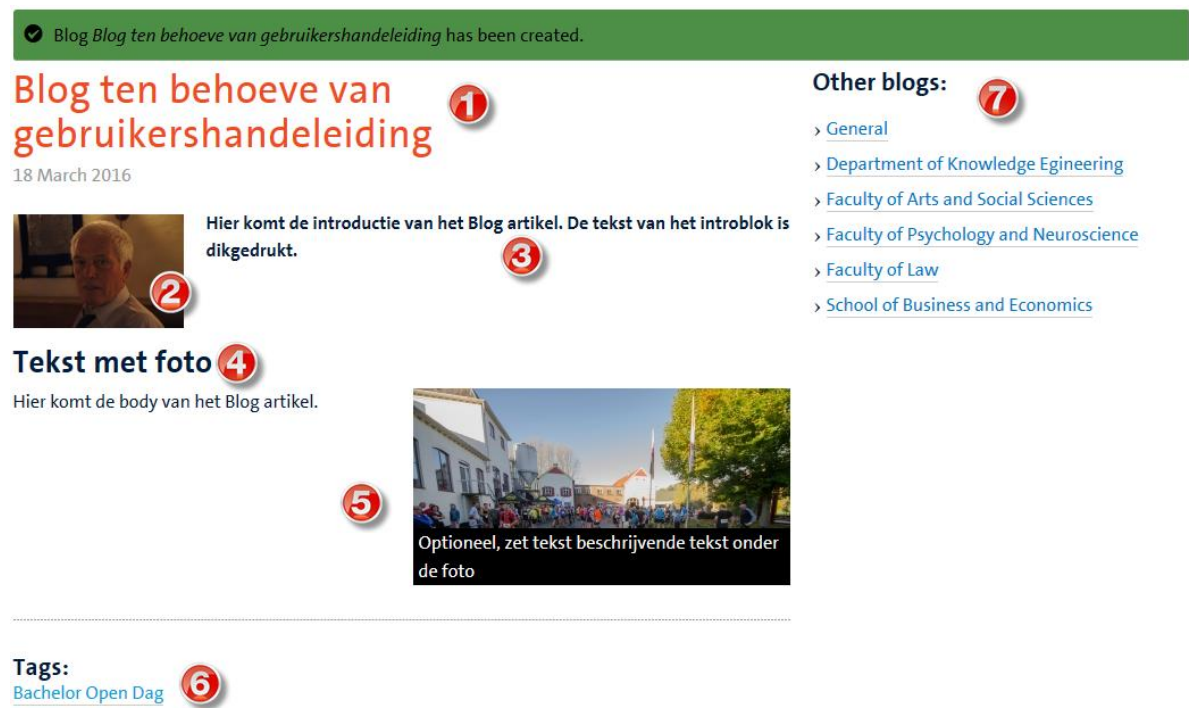
Your options will be visible at the bottom of your monitor:



Draft or Published

When you are finished you can decide to save as draft or published. It is recommended to save as a Draft first in order to give it a short overview first. If you are satisfied with the Blog you can save the draft then as published and the blog will be online.


Blog example



✔ Blog *Blog ten behoeve van gebruikershandeleiding* has been created.

Blog ten behoeve van gebruikershandeleiding 1

18 March 2016



Hier komt de introductie van het Blog artikel. De tekst van het introblok is dikgedrukt. 3

Tekst met foto 4

Hier komt de body van het Blog artikel.



Optioneel, zet tekst beschrijvende tekst onder de foto


Other blogs: 7

- > [General](#)
- > [Department of Knowledge Engineering](#)
- > [Faculty of Arts and Social Sciences](#)
- > [Faculty of Psychology and Neuroscience](#)
- > [Faculty of Law](#)
- > [School of Business and Economics](#)

Tags: [Bachelor Open Dag](#) 6

1. Blog title
2. Featured image
3. Introduction block text
4. Paragraph title
5. Paragraph 'text with image'
6. Tags
7. Blog groups

Change

You can only change your own blog(s). In the overview of all the blogs in the last column **Operations**, there are the options : **Edit** and **Delete**  To change a blog, click **Edit**


Content

[Add content](#)


Displaying 1 - 34 of 34

Title **Type** **Name** **Language** **Published**

Operations

| <input type="checkbox"/> | Title | Type | Author | Language | Published | Updated date | Operations |
|--------------------------|--|------|-------------|----------|-----------|---------------------|---|
| <input type="checkbox"/> | Blog als voorbeeld voor aanmaken blog | Blog | blogger | English | No | 15-02-2016 13:24:36 | edit delete  |
| <input type="checkbox"/> | Plagiaat en "Correct citeren" | Blog | jvermazeren | Dutch | Yes | 26-11-2015 12:47:02 | |
| <input type="checkbox"/> | About the Dutch | blog | jvermazeren | English | Yes | 26-11-2015 12:34:41 | |
| <input type="checkbox"/> | The confused student, ready to escape. | Blog | jvermazeren | English | Yes | 26-11-2015 12:31:12 | |
| <input type="checkbox"/> | The glass door | Blog | jvermazeren | English | Yes | 26-11-2015 12:29:50 | |
| <input type="checkbox"/> | "Kehrwoche" | Blog | jvermazeren | English | Yes | 26-11-2015 12:26:47 | |
| <input type="checkbox"/> | Paradise without alarm clocks | Blog | jvermazeren | English | Yes | 26-11-2015 12:21:43 | |

Delete

You can only delete your own blog(s). In the overview of all the blogs in the last column **Operations**, there are the options : **Edit** and **Delete**  To delete a blog, click **Delete**

When you click **Delete** you will get a message whether you are sure to delete the blog?

[Home](#) [Blog ten behoeve van gebruikershandeling](#)

Are you sure you want to delete *Blog ten behoeve van gebruikershandeling*?

[View published](#) [Edit draft](#) [Rankings & numbers](#)

This action cannot be undone.



Blog *Blog ten behoeve van gebruikershandeling* has been deleted.

FAQ

- is it possible to create a Blog without adding it to a Blog group?

No, it is not. There will be an error message when you created the blog and the blog cannot be used, changed or published.

Access denied

✔ Blog *Blog ten behoeve van gebruikershandeleiding* has been created.

You are not authorized to access this page.

- How can I change a Blog without a blog group?

Not, because this option is not available by operations when you created a blog without a bloggroup. You need to delete the blog and create a new one.

| <input type="checkbox"/> | Title | Type | Author | Language | Published | Updated date | Operations |
|--------------------------|--|------------------|---------|----------|-----------|---------------------|--|
| <input type="checkbox"/> | Blog ten behoeve van gebruikershandeleiding <i>new</i> | Blog | blogger | English | No | 18-03-2016 11:15:55 |  |
| <input type="checkbox"/> | St. Servaasklooster 32 <i>new</i> | Location | admin | English | Yes | 18-03-2016 10:24:28 | |
| <input type="checkbox"/> | M.M. Debeyne <i>new</i> | Employee profile | admin | Dutch | Yes | 18-03-2016 10:24:28 | |
| <input type="checkbox"/> | St. Servaasklooster 32 <i>new</i> | Location | admin | Dutch | Yes | 18-03-2016 10:24:28 | |
| <input type="checkbox"/> | M.M. Debeyne <i>new</i> | Employee profile | admin | English | Yes | 18-03-2016 10:24:28 | |

Delete is actually also not available in the column Operations, but you can select the blog via the checkbox and choose an operation via the dropdown list. There you find the option **delete**.

Operations

Blog ten behoeve van gebruikershandeleiding *new* Blog

St. Servaasklooster 32 *new* Location

Execute

Type

- Choose an operation -

- Change author
- Delete
- Change value
- Publish
- Unpublish
- Update node alias

