

# Trinity Weblogs: Managing

## Login

You must first log into the control panel before managing any area on your blog.

The easiest way to log into your blog is to go to

<http://trinityweblog.org/wp-login.php>

You will also find a link to the blog login screen on the Writer's Exchange pages.

**Administrators:** Your username is the first letter of your first name and your complete last name.

Press the **login** button.

**\*Students should contact their teacher or the instructional technology specialist for any username or password questions.**



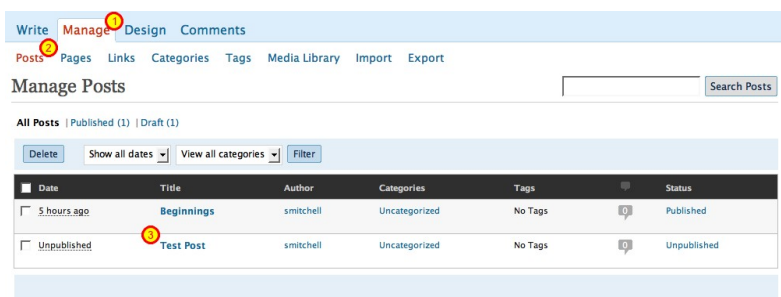
The login form contains the following elements:

- Username:** A text input field containing the text "smitchell".
- Password:** A text input field containing four asterisks "\*\*\*\*".
- Remember Me:** A checked checkbox followed by the text "Remember Me".
- Log In:** A blue button with the text "Log In".

[Lost your password?](#)

## Editing Published Posts or Unpublished Drafts

1. Click on **Manage**.
2. Ensure that **Posts** is selected.
3. Click on the title of a post to continue working on a draft (saved but unpublished), or to edit a post that has been created.



The screenshot shows the WordPress dashboard's "Manage Posts" section. At the top, there are navigation tabs: "Write", "Manage" (highlighted with a red circle), "Design", and "Comments". Below these are sub-tabs: "Posts" (highlighted with a red circle), "Pages", "Links", "Categories", "Tags", "Media Library", "Import", and "Export". A search bar is present on the right. Below the search bar, it says "All Posts | Published (1) | Draft (1)". There are buttons for "Delete", "Show all dates", "View all categories", and "Filter". A table lists the posts:

Date	Title	Author	Categories	Tags	Status
5 hours ago	Beginnings	smitchell	Uncategorized	No Tags	Published
Unpublished	Test Post	smitchell	Uncategorized	No Tags	Unpublished

# Deleting Inappropriate Comments

Blogs are a form of open communication that invite readers, both known and unknown, to communicate. This usually occurs in the form of comments. There might be a time when you feel a comment that someone else has added to your blog is either inappropriate or offensive.

To delete a comment, click on **Comments**.

**There are two ways to delete comments:**

1. Click the **Delete** link inside of the comment you want to delete.
2. Check the box next to the comment you want to delete. Click **Delete**. This is most useful when you want to delete several comments at once.

It is considered "bad blogging" to delete comments just because someone disagrees with what you or another person says.

