

Motime How-To

Below: Registering, Publishing a Post, Viewing/Editing a Post

Registering:

1) Go to <http://www.motime.com>

2) Click the "Create your free account" button on the left:

3) Enter your account information:

- enter your chosen username,
- enter your chosen email address (use a web-based email if possible so you can activate the account in class),
- enter your chosen password (be sure to enter your password and email in both dialog boxes for verification),
- skim and accept the privacy and terms,
- verify age and registration,
- and then click the "create a new account" button.
- The system will immediately send an email to the email address you provided.

4) Go check your email account:

- Click on the link provided in the email from Motime in order to confirm your registration.
- It should confirm the password you provided.

5) Once you've checked your email, go back to <http://www.motime.com>:

- Enter your login information in the fields located at the top right hand corner of the Motime page.
- Click the "Login" button just below (or next to) the password field.
- You will be logged onto the system, and the home page will refresh.
- Instead of the username and password fields you will notice "welcome username" and a logout link.

6) After registering, give me your username:

- Email your user name to me (bhawk@gmu.edu), or I will just send a sheet of paper around in class and write your username down.
- I will invite you to join the engl334 blog.
- Motime will send you the invitation through your mo'mail

7) Accept the blog invitation through your mo'mail:

- Go to the "Community" tab.
- Select Mo'mail. (If the sub-tabs don't show up, click on "mail" right above "logout" in the upper right corner.)
- Select Inbox.
- Click on the message.
- Click on the link to accept.

8) Once you accept the invitation:

- The blog will show up on your main Motime page under the blue "blogs" header on the left.
- Click on engl334 and you can post a message.

Publishing a Post:

1) Go to the writing tool box (if it doesn't bump you right to it):

- Click on the main "Blogs" tab,
- select Manage,
- and then select Write.

Note: You should see a dialog box to enter your post and a basic tool bar similar to Word and/or an html editor. The full text editor appears on Windows and in Internet Explorer 5.5 or later. It may not show up on MACs or in Firefox, but I think these issues have been cleared up.

2) Write a post:

- Place your mouse cursor in the text editor dialog box, click, and write.
- Enter a title for your post in the "post title" dialog box above the text editor.
- Select one or more "tags" for your post from the menu to the right.
- Or create a new category by entering the title in the dialog box above the menu.

Note: Selecting a tag for your post archives it with all of the other posts listed under that category (the category list shows up on the main blog page that everyone sees). Be selective and thoughtful when creating new tags/categories.

Note: You can also add in html code into the main dialog box. Click on "Source" to the far left in the tool bar. If you don't know html, you can simply use the tool bar, or you can look up basic codes on the links page under html.

4) Submit your post for publication:

- Click on the "Preview post" link at the bottom if you want to see what it will look like.

- Click on the "Publish post" button found in the editor down to the left to publish it straight to the blog.
- In just a few seconds, the page will refresh and your post will appear.

Viewing/Editing a Post:

1) To see a full view of the blog in the bottom window:

- Click on the main "Blogs" tab,
- select Manage,
- and then select Edit blog.

2) To edit a specific entry:

- Click on the "Edit" button underneath the entry title in the full view mode.
- Revise, preview, and/or post.