

How to post a project on the course blog

1. Log [into the course blog](#) with your Bard credentials.
2. On the very top of the page, hover over [**+ New**] and select "Project" from the drop-down menu. (Other options on this menu include, "Post," "Media," "Page" and "User" – do **not** select these)
3. On the "Add New Project" page enter a title for your project. You can be creative with this.
4. On the right sidebar, choose the "Project Type" as it is designated on the weekly schedule of the course ("Acoustic Penpals," "Mixtape," "Hearing Like a State," etc...)
5. On the right sidebar, choose a "Project Tag" that identifies the CAMPUS you are representing (you can click on the "most used tags" identified, which are "al quds," "bard," and "smolny")
6. Post your project in the big box on the screen. If you are linking to a soundcloud upload, you must paste the Soundcloud-generated "embed" code in this box. (*For instructions on how to upload and share materials from Soundcloud, see the Soundcloud tutorial.)
7. If you care to set a "featured image" for your report, you can do so on the right sidebar under "Featured Image."
8. Publish your post.

The screenshot shows the 'GEOGRAPHIES OF SOUND' project creation interface. The top navigation bar includes 'New', 'View Project', and 'Maps Marker'. The main content area is titled 'Edit Project' and 'Add New'. The project title is 'Waking in Tivoli (Acoustic Penpals, week 2)'. The URL is 'seblogs.bard.edu/geosounds16/portfolio/test-acoustic-penpals/'. The main text area contains a placeholder for a Soundcloud embed code. The right sidebar includes sections for 'Publish', 'Project Types', 'Project Tags', and 'Featured Image'. Numbered steps are overlaid on the interface:

- Step 2: Add Project (points to the '+ New' button)
- Step 3: Add title (points to the title field)
- Step 4: Select Project Type (points to the 'Project Types' sidebar section)
- Step 5: Select Project Tag (i.e., campus) (points to the 'Project Tags' sidebar section)
- Step 6: Post project here (embed code, text, etc.) (points to the main text area)
- Step 7 (optional) (points to the 'Featured Image' sidebar section)
- Step 8: Publish! (points to the 'Publish' sidebar section)