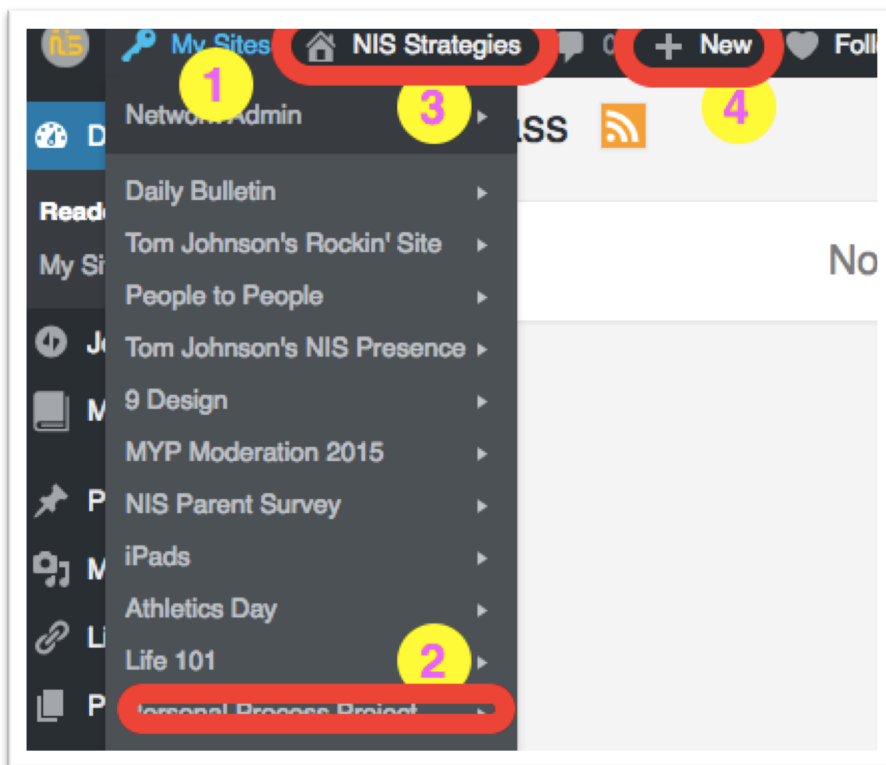


How to Contribute

Once you have been asked to contribute:

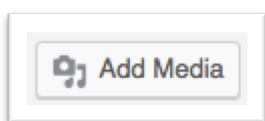
You will notice when you log in to the school Edublog: <http://share.nanjing-school.com> that you now have access to create a post to NIS Strategies.

1. Click on **MY SITES**
2. Look at the bottom → Click on **NIS Strategies**
3. Make sure it says **NIS Strategies** (otherwise you are posting to another website)
4. Click **+NEW – POST**



In the Post, use the following 8 steps:

1. Add text, an image or group of images, or a video.



2. Press **UPLOAD FILES** – Press **INSERT INTO PAGE**

Insert Media ✕

Upload Files | Media Library

All media items | All dates

ATTACHMENT DETAILS

Add Media

Screen-Shot-2016-04-25-at-6.45.31-PM-1p3joou.png

April 25, 2016

119 x 45

Edit Image

Delete Permanently

URL

http://share.nanjing-schc

Title

Screen Shot 2016-04-25

Caption

1 selected

Clear

Insert Into Page

With images or videos please explain what systems or learning is taking place, or what you are getting rid of.

3. Select Categories that the post fits in.

Categories

All Categories | Most Used

- Analyse what we already do
- Outreach
- Sustainability
- Blended Learning
- Culture of Trial and Error
- Define Inclusion
- Off Campus Learning
- Social Entrepreneurship

+ Add New Category

4. Add Tags (CHOOSE FROM THE MOST USED TAGS) that may help your viewers search for the post.

Tags

Separate tags with commas

Choose from the most used tags

- [Analyse what we already do](#) [Blended Learning](#)
- [Define Inclusion](#) [Off Campus Learning](#)
- [Outreach](#) [Social Entrepreneurship](#)
- [Trial and Error](#)

5. Choose the Publish Date by clicking “Publish Immediately – **EDIT**” – Click **OK**

Publish

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Revisions: **7** [Browse](#)

Published on: **Apr 24, 2016 @ 08:06** [Edit](#)

6. Choose the date to release the Post – Press **OK**

Publish

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

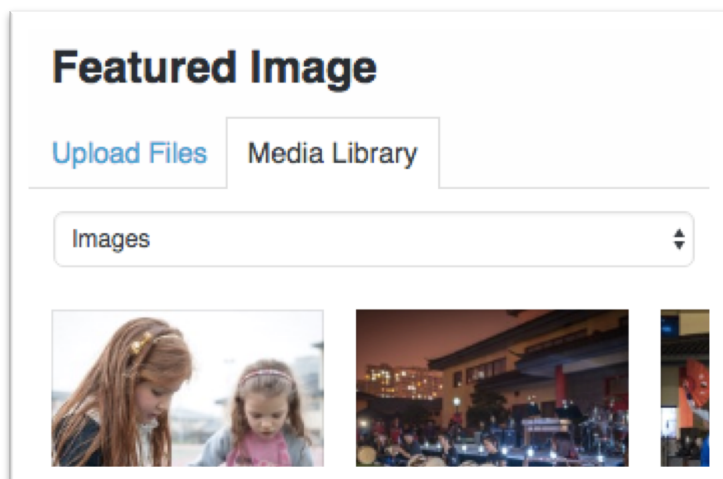
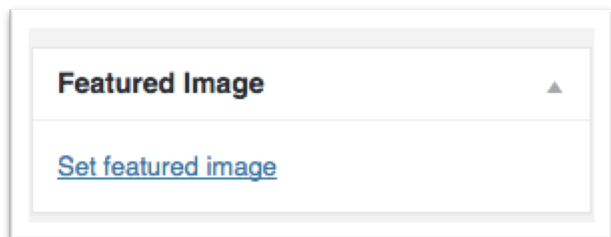
Revisions: **7** [Browse](#)

Published on: **Apr 24, 2016 @ 08:06**

04-Apr ▾ 24, 2016 @ 08 :06

[Cancel](#)

7. Set the **FEATURED IMAGE**



8. Press **PUBLISH** or **UPDATE**