

# “Live” Conference Contributions Blog Post Creation Guide

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## Purpose of this guide:

To create a blog post of your “live” Conference session (of any type), on the [UCL Education Conference 2022 blog](#).

## Before you start:

- 1) You may have received a notification email from CampusPress (a.k.a. Reflect) informing you that you’ve been added to the UCL Education Conference 2022 blog with editing access. Either way:
  - a) Check that you can login to Reflect.
    - i) Visit: <https://reflect.ucl.ac.uk> and click on **Log In** in top left corner. (You will be re-directed to UCL’s Single Sign On (SSO) screen and prompted for your UCL User ID and password).
    - ii) If you’re logged in, click on **My Sites** (top left corner of horizontal black menu bar) and see if **UCL Education Conference** is one of those listed. If so, go to step 2) below.
    - iii) If NOT, email or Teams message Karen Shackleford-Cesare ([k.shackleford-cesare@ucl.ac.uk](mailto:k.shackleford-cesare@ucl.ac.uk)) or Abbi Shaw ([abbi.shaw@ucl.ac.uk](mailto:abbi.shaw@ucl.ac.uk)) and let them know.
- 2) Save your slide deck as a PDF. (Unsure how? For PowerPoint slides see: [Save PowerPoint presentations as PDF files](#)).
- 3) Or, if you prefer to create and add a video of your PowerPoint slides to your post see: [Save a presentation as a video](#).

## Examples of posts with embedded PDF of slides, etc.

- 1) [IDEAS \(Inspirations for Digital Engagement Activities\) to support feedback and assessment literacy](#)
- 2) [Demo of embedded SlideShare and PDF version of PowerPoint slide decks in a post](#)

## Create a blog post:

- 1) Login to Reflect using SSO - <https://reflect.ucl.ac.uk/education-conference-2022>
- 2) Add a post by clicking on **+New** on the horizontal black menu and select **Post**
- 3) Add a title, (which should match the title of your contribution).
- 4) Type in or copy and paste the text component(s) of your submission.
  - a) See instructions below on how to:
    - i) [Adding content for the first time](#)
    - ii) [Using the Classic Editor](#)
    - iii) [Insert/edit link](#)
    - iv) [Adding images to a post](#)
    - v) To embed a PDF version of your PowerPoint slides:

- (1) In the post editor mode, click on the **Add Media** button and then drag-and-drop your PDF file onto the **Upload files** tab which will add it to the **Media Library**. The PDF will appear ticked.
  - (2) Click on **Insert into Post**, and the file will automatically embed. Preview your post to see what it looks like and move your mouse over the slide shown to access the navigation and magnification controls.
- vi) To add collapsed sections or an “Accordion” for displaying text content in your post see the [Live Shortcode Plugin](#) instructions and scroll to **Add Shortcodes** for using the **Classic editor**.
  - vii) [Embedding Videos From Video Sharing Websites](#) ([Download](#) a quick guide on embedding content).
  - viii) [Adding an external file to a post](#)
  - ix) Returning to [Edit a post](#)
  - x) **Save Draft** as you write your post.
  - xi) **Preview** post to check its appearance to readers once it's published.
  - xii) **Publish** your post.
- 5) Consider how to facilitate engagement with your contribution:
- a) Ideas - use of:
    - i) Main Conference website
    - ii) Twitter
    - iii) UCL Education newsletter
    - iv) Faculty/Dept newsletters

Please email or Teams message Karen Shackelford-Cesare ([k.shackelford-cesare@ucl.ac.uk](mailto:k.shackelford-cesare@ucl.ac.uk)) or Abbi Shaw ([abbi.shaw@ucl.ac.uk](mailto:abbi.shaw@ucl.ac.uk)) for assistance. We are happy to walk you through this exercise online. Depending on your content it may be possible to create your post in 15 minutes +/- 5 minutes.