
Choose whether you want your site to be “viewable by everyone” or “private.”

On the bottom of the screen, click “Create Blog.”

You will have an option to choose a theme for your blog before continuing.
Once you have created your blog, you will be redirected to a Welcome screen.

In the upper right corner, there is a small icon with a dropdown menu. Select “My blogs.”

If you have more than one blog, they will all appear on this menu. Next, click “dashboard” to begin customizing your site.

The dashboard looks like this:
[3] Under the “Appearances” tab on the left column, you can select “Widgets” to select what is included in your blog. I recommend choosing “Recent Posts,” “Archive,” and “Follow this Blog.”

To choose a widget, drag and drop from the “Available Widgets” menu to the “Footer Area.”

Also under “Appearances,” you will find “Menus,” which allows you to customize tabs on your blog. You can also add a photo by choosing “Headers.”
Add students to your site under the “Users” tab on the left column.

If you have set your blog to “private,” you can invite students to view and comment on the site here by clicking “Invite New.”

On the “Invite New” page, enter the email addresses of students in the top window. Under “Role,” click “Viewer.” (You can learn more about role options on this page—as “viewers,” students can comment on a post you create, but not create their own posts or delete anything you or their peers have written).
To begin blogging, return to the blog homepage by clicking on the name of your blog in the upper left corner. (My title here is “Sample WordPress Site.”)

Depending on the theme you chose, your homepage will look something like this:

From here, click “New Post” in the upper left corner. (Or, you can edit the sample post to replace it).

Publishing a post is pretty straightforward: put a title in the title bar, write your text in the text box, and click “Publish Post” to publish your post. The menu also includes options to attach a photo, video, or link.
Once you have posted a question, prompt, or discussion issue, your students can “Comment” on it, which will organize their responses in an easy-to-read discussion thread. They can comment on your post OR another comment, by typing a response into the “Leave a Reply” textbox.

Beneath the “Comment” box, you (and students) can check the notification box to receive an email when comments are posted.

The comment thread will include each comment plus the username of the person who posted it.

For more customizing options, find video tutorials at the following link: http://sixrevisions.com/wordpress/30-excellent-wordpress-video-tutorials/