

1. Introduction Capabilities

Blog Creation and Maintenance

There is a requirement for users to create new blogs for e-portfolios, project websites, school websites etc. and to be able to edit and maintain them on an on-going basis.

Currently this capability is being met by utilising the Glow Blogs service which uses WordPress as the underlying application. WordPress enables users who are logged into Glow to create new blogs and edit them if they have the permissions to do so on the blog.

2.1. Blog Privacy

There is a requirement for users to set privacy levels for the blogs they create. These levels will be 'Private', 'Glow only' and 'Public'.

Currently this capability is achieved by the Glow Blogs service allowing blog administrators to set three privacy levels for a blog.

Private – Users, who have logged into Glow and have been assigned a role in the blog, can access the blog. If users are not logged in, they will be redirected to the login page and then returned to the blog if authentication is successful.

Public – Anyone can access the blog. Only teachers and non-teaching staff can make a blog public.

Glow Only – Users who have logged into Glow can access the blog. If users are not logged in, they will be redirected to the login page and then returned to the blog if authentication is successful.

2.2. Blog Users and Roles

There is a requirement for users to share blogs with other users in Glow and assign them specific roles that will enable them to perform different functions within the blog.

Currently this capability is met by the Glow Blogs service allowing blog administrators to assign the following roles to other users with respect to a blog. This can be done either by bulk adding users using the teaching groups from SEEMiS or by adding users individually

- *Administrator – somebody who has access to all the administration features within a single blog.*
- *Editor – somebody who can publish and manage posts including the posts of other users.*
- *Author – somebody who can publish and manage their own posts.*
- *Contributor – somebody who can write and manage their own posts but cannot publish them.*
- *Subscriber – somebody who can only manage their profile.*

2.3. Posting to Blogs

There is a requirement for users to add and edit posts to blogs when they are logged into Glow and have access to the blog.

Currently this capability is met by the Glow Blogs service allowing users to add and edit posts on blogs to which they have access when they are logged in.

2.4. Commenting on Blogs

There is a requirement for users to add comments to blogs depending on the privacy level of the blog.

Currently this capability is met by the Glow Blogs service allowing users to comment on blogs only under their Glow identity when logged into Glow. For public blogs, non-logged in users can comment on blog posts using another ID (name, other email address, website etc.)

2.5. Aggregated View of Blogs

There is a requirement for users to see an aggregated view of recent activity of all blogs that they follow in one place.

Currently this capability is met by the Glow Blogs service allowing users to follow blogs that they are a member of or any 'Glow Only' or 'Public' blog and then see an aggregated view of activity within these blogs on their dashboard.

2.6. Translation of Blogs

There is a requirement for users to be able to translate blogs in different languages which can aid with modern languages curriculum.

Currently this capability is met by a plugin within the Glow Blogs service allowing users to translate new and existing blogs in multiple languages.

2.7. Plugins

There is a requirement that plugins can be added to the Blogs Service to enhance the core WordPress functionality.

Currently this capability is met by the Glow Blogs service allowing blog administrators to activate available plugins on a blog by blog basis. Also, it is possible to activate plugins, if required, across all instances by deploying them across the service.

2.8. RSS feed

There is a requirement to share public blogs data using public RSS feeds.

Currently this capability is met by the Glow Blogs service making RSS feeds for public blogs available to users with support for the following current versions of RSS: RSS 0.92, RSS 1.0, RSS 2.0 and Atom 1.0.

2.9. Media

Users must be able to upload, embed and use different types of media content, such as photo and video, across the blogs.

Currently this capability is met by the Glow Blogs service allowing the upload and attachment of various types of assets to posts. Following is an example of some data types:

Data Type	Examples
Images	.jpg, .jpeg, .png, .gif, .bmp, .tif, .tiff, .svg
Files	.pdf (Portable Document Format; Adobe Acrobat) .doc, .docx (Microsoft Word Document) .ppt, .pptx, .pps, .ppsx (Microsoft PowerPoint Presentation) .odt (OpenDocument Text Document) .xls, .xlsx (Microsoft Excel Document) .txt (text files) .zip (zip files) .notebook
Audio	.mp3, .m4a, .ogg, .wav
Video	.mp4, .m4v, .mov, .wmv, .avi, .mpg, .ogv, .3gp, .3g2

2.10. Security

Users should have the ability to restrict access or grant access to individuals or groups of users.

The Glow Blogs service allows blog administrators to set the privacy level of a blog to restrict access to a subset of users. (See section 2.2). It also allows blog administrators to restrict access to certain users and what they can/cannot do. (See section 2.3)

2.11. Accessibility

The Blogs Service should remain as accessible as possible to all learners. This should include screen reading capability, non-mouse navigation, colour contrast and font size scaling.

Currently the Glow Blogs service capability is met by WordPress and associated themes and plugins which are all developed as open source software. Hence, we are reliant on this community to make WordPress compliant to WCAG (Web Content Accessibility Guidelines) Level AA standards with which it is not yet fully compliant. However, any new bespoke functionality developed by Scottish Government will conform to accessibility standards.

3. Document control

Item	Details
Document Owner	Hazel Morrison (Senior Service Manager)
Approvers	Emma Pollock (Head of Delivery and Service Management)
Distribution	Digital Learning and Teaching - Management Group Digital Learning and Teaching – Team portal Glow Connect – About Glow/Glow Policy Documents Objective
Version control	V1 Publish – Sonali Nakhate August 2014 Published on Glow Connect
	V1.1 Draft – Graham Swinney 04.06.15 Whole document reviewed by John Johnston, Sonali Nakhate and Graham Swinney. Section 2.10 (Accessibility) updated to remove an out of date reference to the fact that we are using an old version of WordPress. Wording section 2.10 also updated to reflect the latest position on compliance with WCAG AA. Cosmetic: Migrated to Glow document template. Data in section 2.8 added into a table, rather than free format
	V2 Draft – Sonali Nakhate 04.06.16 Whole document reviewed by John Johnston, Sonali Nakhate and Graham Swinney. Capability on Aggregation and Translation added. Logo changed to Education Scotland only.
	V2 Issue – Emma Pollock 20.06.16 Final review prior to issue. Changes made to consistently refer to the same product “Glow Blogs service”.
	V2.1 Draft – Stuart Oliphant 09.05.2017 Formatting standardised. WCAG acronym expanded.
	V2.2 Issue – Hazel Morrison 09.10.2018 Reviewed – no significant change required.