

Creating a Blog

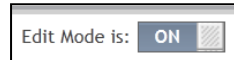
Blog - a shorthand term that means Web log. It is a personal online journal that is frequently updated and intended for general public consumption. Each Blog entry can include any combination of text, images, links, multimedia, Mashups, and attachments. Blogs encourage people to clearly express their ideas and addresses the need to expand various aspects of social learning. Blogs are an effective means of gaining insight into students' activities and provide a way to share the knowledge and materials collected.

NOTE: This tutorial was created using one particular browser; other browsers may display content differently. Some images have been cropped for clarity and do not represent the entire browser window.

I. Creating a Blog - There are two methods to creating a blog as described in section I & II below. The first method creates only the blog within the compiled list of blogs. The second methods show you how links to a new or existing blog within the content area.

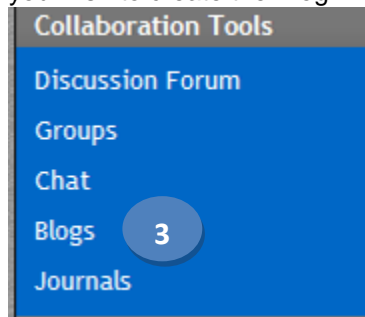
1. Navigate to your developmental course or the course you wish to create the Blog in.

2. Ensure Edit mode is On.



3. Click **Blogs** in the Course Menu.

(If is part of the template). If you do not see the link you can add it to the menu.



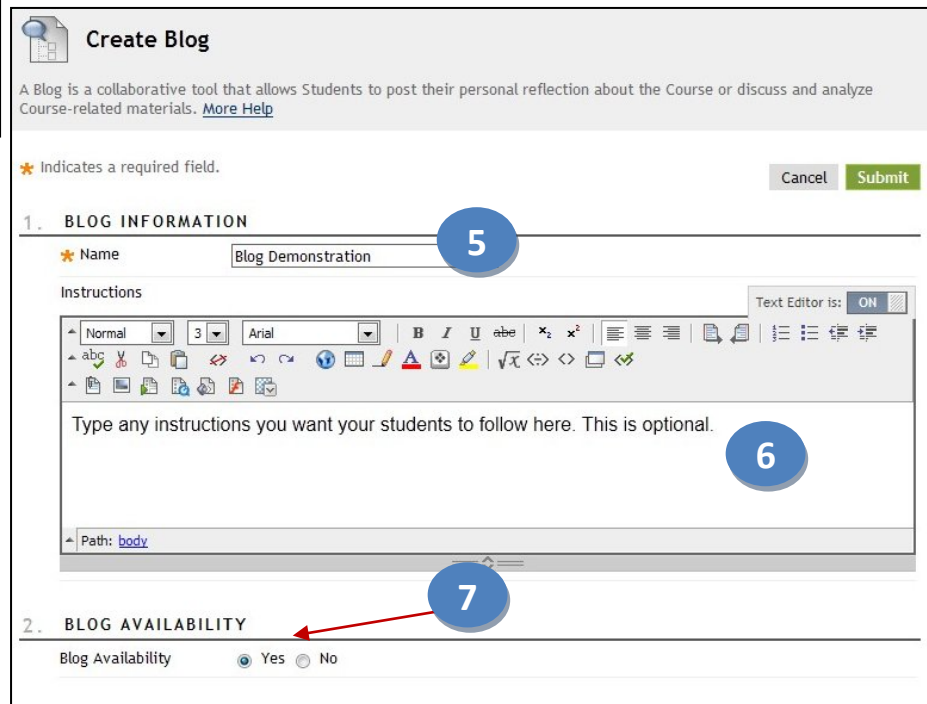
4. On the **Blogs** page, click **Create Blog**.



5. Under **Blog Information**, type a **Blog Name**. This is a required field. If blog is graded – a column will be created in the Grade. Center.

6. Enter any instructions you want your students to follow.

7. Under **Blog Availability**, select **Yes**.



Create Blog

A Blog is a collaborative tool that allows Students to post their personal reflection about the Course or discuss and analyze Course-related materials. [More Help](#)

* Indicates a required field. Cancel Submit

1. **BLOG INFORMATION**

* Name **5**

Instructions Text Editor is: ON

Type any instructions you want your students to follow here. This is optional. **6**

Path: [body](#)

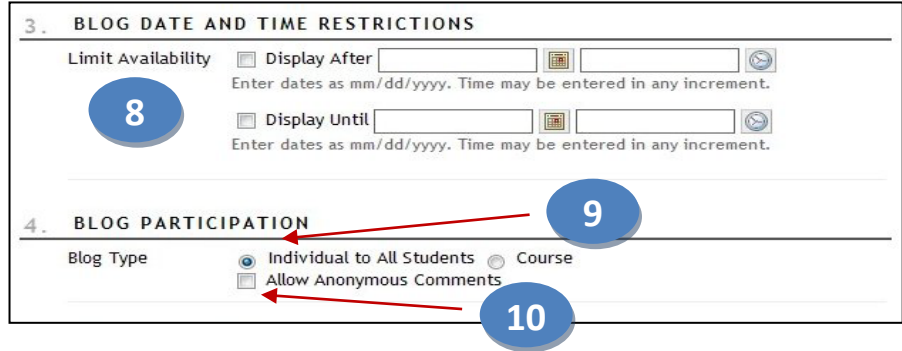
2. **BLOG AVAILABILITY**

Blog Availability Yes No **7**

8. Under **Blog Date and Time Restrictions**, you may select **Limit Availability** which puts a time restriction on the availability of the blog.

9. Under **Blog Participation** select Individual to All Students or Course.

10. Deselect **Allow Anonymous Comments**.



3. **BLOG DATE AND TIME RESTRICTIONS**

Limit Availability Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.


4. **BLOG PARTICIPATION**

Blog Type Individual to All Students Course
 Allow Anonymous Comments

11. Under **Blog Settings**, select **Monthly** or **Weekly** to organize entries as desired.

12. Select **Allow Users to Edit** and **Delete Entries**. This will allow students to edit or delete their own blog entries. This can be useful if new information comes to light or typos.

13. If you wish to have the Blog graded, select the **Grade Blog** option under **Grade Settings** and choose a point value to evaluate students. Select the “needs grading” interval. This means that the system will add a colored exclamation point indicator after the number of entries you indicate, e.g. after 3 or 4 or 5.



5. **BLOG SETTINGS**

Index Entries Monthly Weekly
Indexing will organize entries by the chosen time-frame.

Allow Users to Edit and Delete Entries
 Allow Users to Delete Comments

6. **GRADE SETTINGS**

If a Due Date is set, submissions are accepted after this date, but are marked late.

Grade Blog No grading Grade : Points possible :
 Show participants in "needs grading" status after every Entries

Due Date
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students

7. **SUBMIT**

Click Submit to finish. Click Cancel to quit without saving changes.

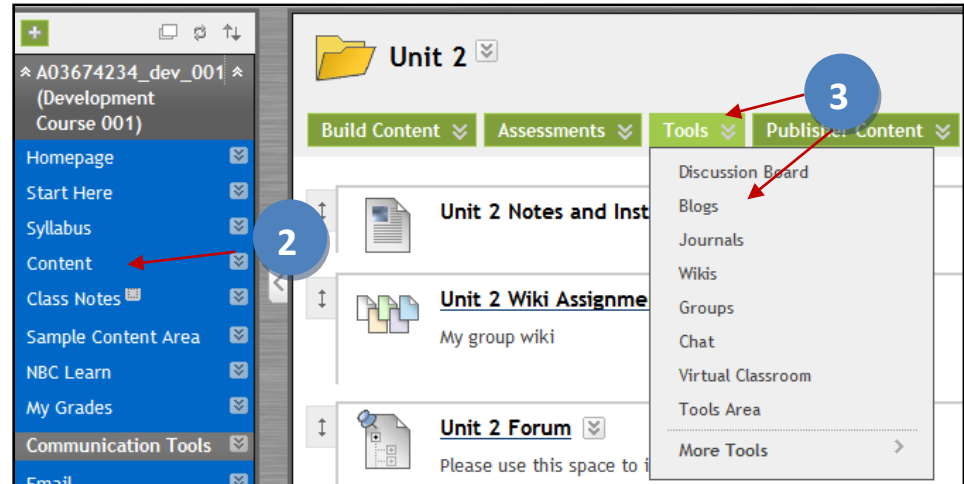
14. Provide a Due Date so that this item will show up on the class calendar.

15. Add Rubric if you wish to use one when grading.

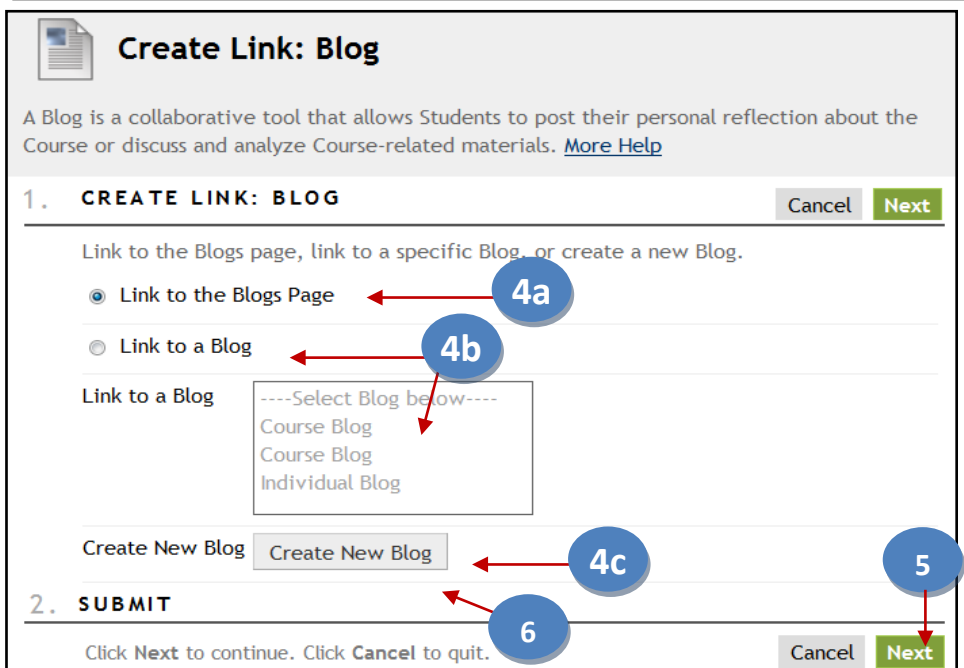
16. Click **Submit** when finished. This will return you to the **Blogs** window or if you created the forum in a content area you will see the link window as indicated in section II below.

II. Creating and Linking a Blog in a Content Area

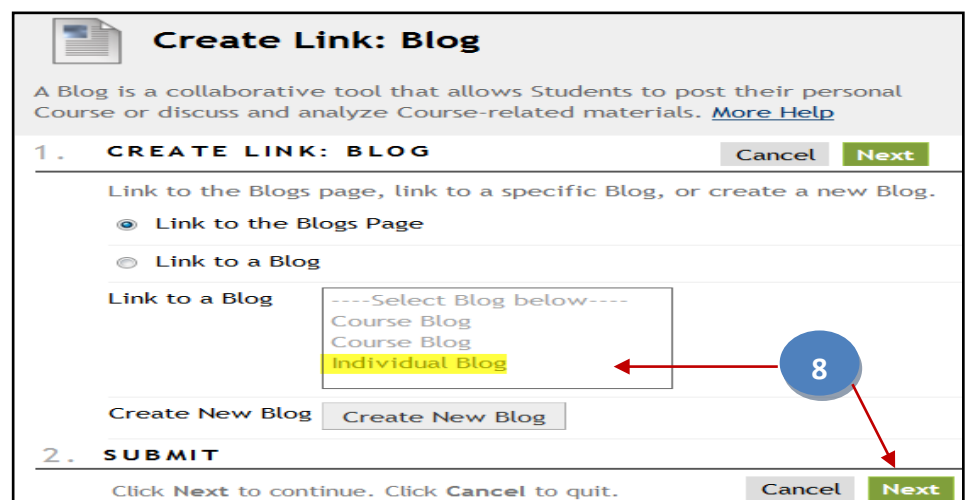
1. Access your developmental course or the course you wish to create the Blog.
2. Locate a content folder and area that you wish to provide a link to a Journal.
3. Hover over the green Tools menu and select Journals.



4. On the Create Link screen you have three choices:
 - a. Link to the Blog Page which lists all the Blog,
 - b. Link to a Blog that is already created,
 - c. Create New Blog.
5. Choose one of the first two options if you have already created a Blog, then click **Next** and skip to step 9.



6. If you need a new Blog, click the **Create New Blog** button.
7. Use the steps found above in section I steps 5-16 to create the new Journal. After clicking the submit button on step 16, you will be back at the Create Link screen.
8. Ensure the Blog you just created is highlighted and click the **Next** button.



9. On the next screen, it is best to leave the Link Name the same as you originally named and place the same description or instructions that you used when you created the Blog in step I.6 above.
10. Leave the default Options as is or change the display dates if you wish.
11. Click the **Submit** button.
12. Link to specific Blog inside content area is now complete.

★ Indicates a required field.

1. LINK INFORMATION

★ Link Name ← 9

Color of Name

Link Discussion Board: test

Text

Paragraph Arial 3 (12pt)

Path: Words:0

2. OPTIONS

Available Yes No

Track Number of Views Yes No 10

Date Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

3. SUBMIT

Click Submit to proceed. Click Cancel to quit.

Cancel Submit 11

III. Create a Blog Entry

1. There are a couple ways to access a Blog.
 - a. Click on the link to the Blog in a content area or
 - b. Click **Blog** on the left menu, then click on the name of the Blog.

Blogs

Blogs are an open communications tool for Students to share their thoughts.

Create Blog

Display Blogs All Blogs

Delete Availability

Name	Type	Last Modified Date	Entries
Course Blog	Course	8/1/13 3:52 PM	2
Individual Blog	Individual	1/10/13 12:46 PM	3
Unit 1 Questions	Course	12/13/12 1:42 PM	0

Delete Availability

Displaying 1 to 8 of 8 items Show All Edit Paging...

Homepage

Start Here

Syllabus

Content 1a

My Grades

Communication Tools

Email

Bb Messages

Collaboration Tools

Discussion Forum

Groups

Chat

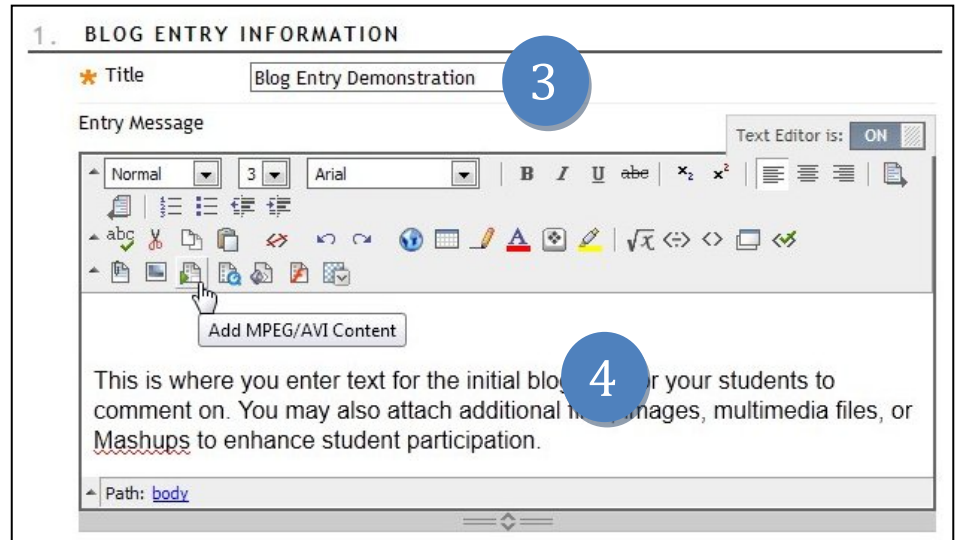
Blogs 1b

Journals

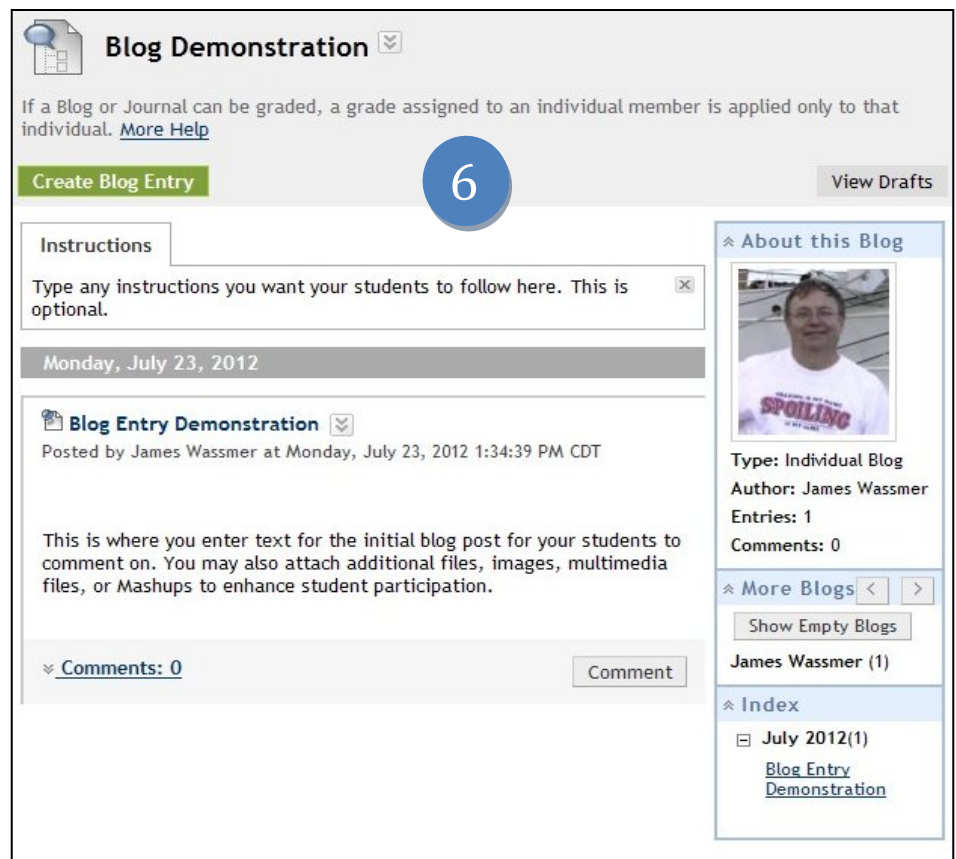
2. To add an entry click on the green **Create Blog Entry** button.



3. Under **Blog Entry Information**, type a **Title** for the blog entry.
4. Type the initial blog post in the **Entry Message** box if you want to lead the blog discussion. Students may also lead the blogging if desired. Add images, links, multimedia, Mashups, and attachments if desired using the functions in the Text Editor.
5. Click **Submit** when you are satisfied with your entries.

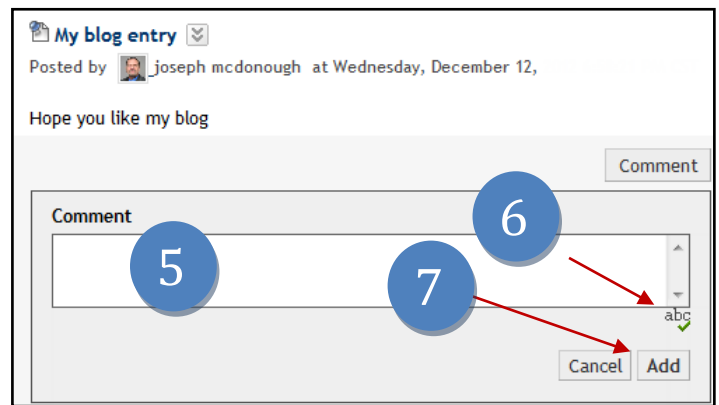
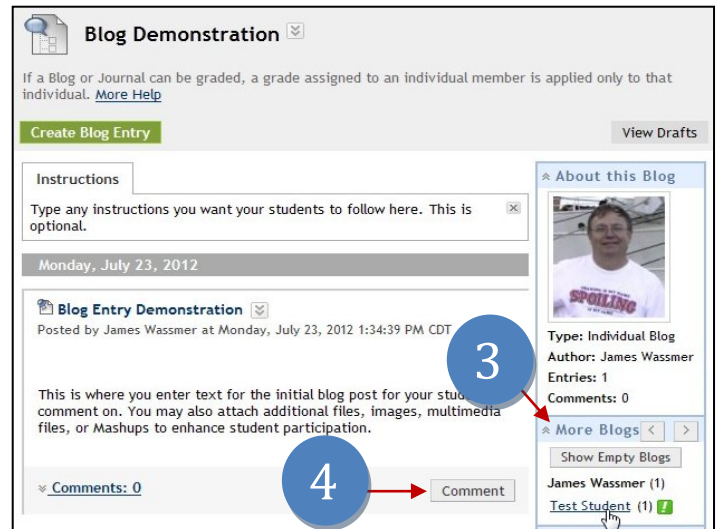


6. This is how the blog page will look after clicking **Submit**. Your blog entry is now ready for additional blog entries or comments.



IV. Add a Comment

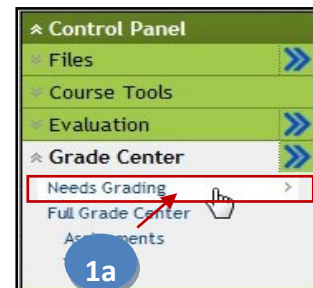
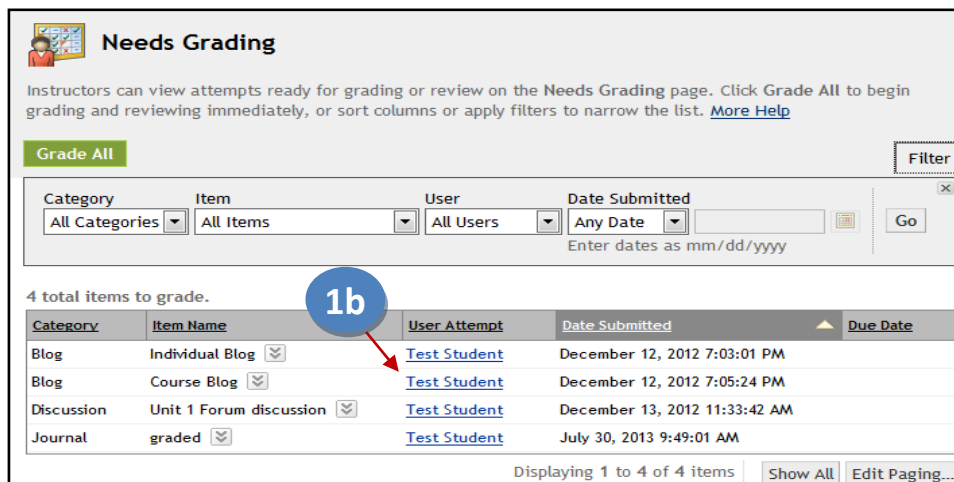
1. Comments can be made as either an instructor or student. The procedure is the same.
2. Locate the Blog you wish to comment about.
3. On the **More Blogs** column, click on the name of the person whose blog entry you wish to read.
4. Click **Comment** button.
5. Add your comment in the box that opens.
6. Click on the **Spell Check** icon to check spelling.
7. Click **Add** when finished. This will return you to the main blog window.
8. Click on **Comments** link in bottom left to view the comment you made to the blog post.



V. Grading a Blog Entry - There are a couple routes you can use to grade a Blog as described below. The first route uses the Needs Grading menu found in the Control Panel. A second route uses the Course Content or Blog menu to access the Blog for grading. Both routes end up at the same location.

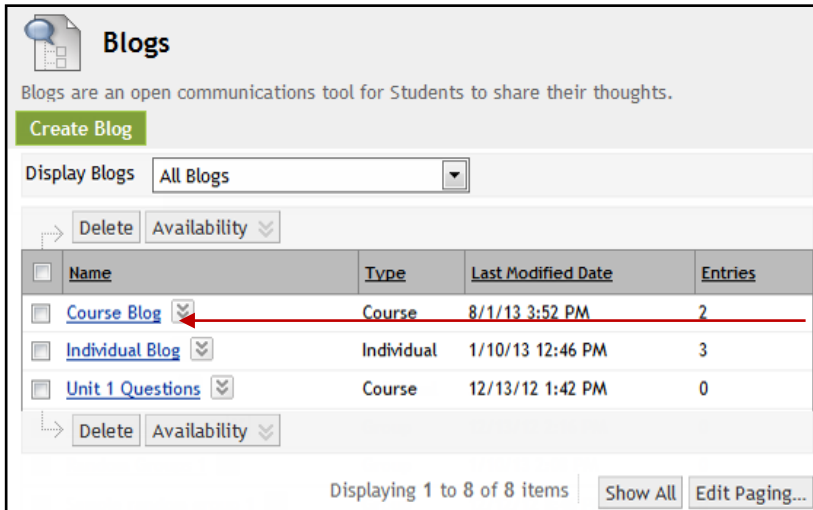
1. Needs Grading Route:

- a. Locate the **Course Management** panel, click on **Grade Center** and select **Needs Grading**.
- b. Next to the Blog you wish to grade click on the student's name.



2. Course Content or Blog Menu Route:

- Click on the link to the **Blog** in a content area.
- Or click the **Blog** menu on the left, then click on the Blog name.



Blogs

Blogs are an open communications tool for Students to share their thoughts.

[Create Blog](#)

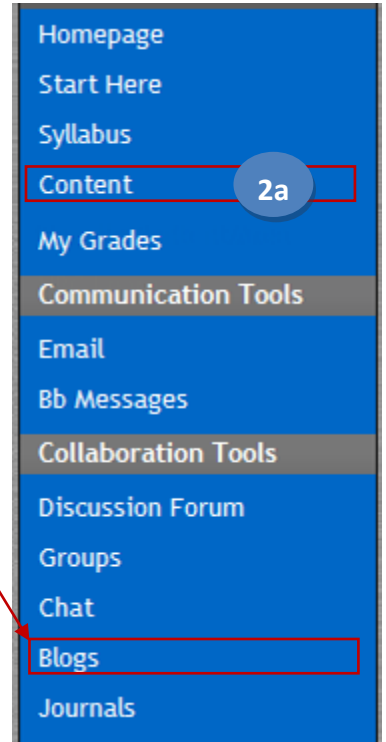
Display Blogs:

[Delete](#) [Availability](#)

<input type="checkbox"/>	Name	Type	Last Modified Date	Entries
<input type="checkbox"/>	Course Blog	Course	8/1/13 3:52 PM	2
<input type="checkbox"/>	Individual Blog	Individual	1/10/13 12:46 PM	3
<input type="checkbox"/>	Unit 1 Questions	Course	12/13/12 1:42 PM	0

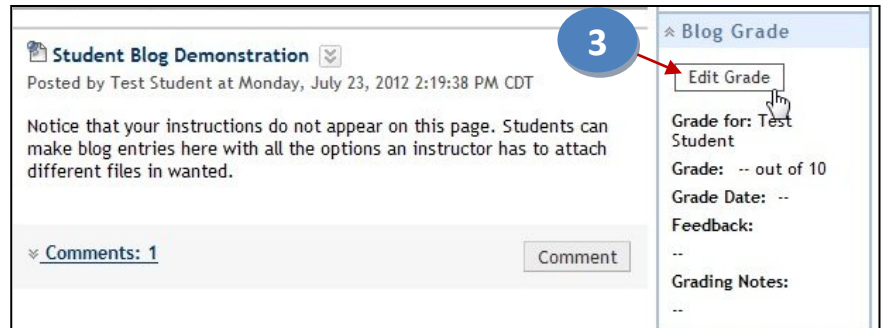
[Delete](#) [Availability](#)

Displaying 1 to 8 of 8 items [Show All](#) [Edit Paging...](#)



- Homepage
- Start Here
- Syllabus
- Content**
- My Grades
- Communication Tools
- Email
- Bb Messages
- Collaboration Tools
- Discussion Forum
- Groups
- Chat
- Blogs**
- Journals

- All of the student's Blogs will be displayed here. After you have read all of the information click on **Edit Grade** under the **Blog Grade** panel.



Student Blog Demonstration

Posted by Test Student at Monday, July 23, 2012 2:19:38 PM CDT

Notice that your instructions do not appear on this page. Students can make blog entries here with all the options an instructor has to attach different files in wanted.

[Comments: 1](#) [Comment](#)

Blog Grade

[Edit Grade](#)

Grade for: Test Student

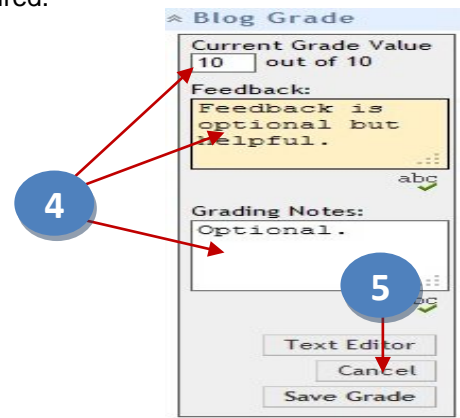
Grade: -- out of 10

Grade Date: --

Feedback: --

Grading Notes: --

- Enter the grade and any feedback or grading notes if desired.
- Click on **Save Grade** when finished.



Blog Grade

Current Grade Value: out of 10

Feedback:

Grading Notes:

[Text Editor](#)

[Cancel](#)

[Save Grade](#)