

Reading and Posting to Blogs in Blackboard

What is a blog?

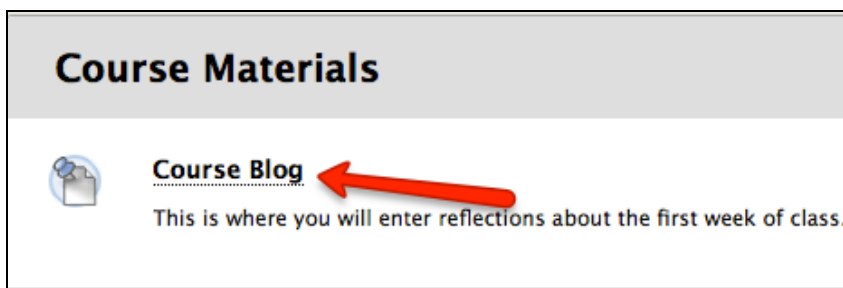
A blog is a web site consisting of journal-like entries that appear in reverse chronological order (i.e., the newest entries appear at the top of the blog). Blog entries usually contain text, images, and links to other web sites. Entries to a blog may be contributed by a single or group of authors. In many blogs, readers are able to comment on specific entries.

Blackboard blogs can only be made available by your instructor and can be configured in many ways. Instructors may create blogs that are public (readable by the entire class), semi-public (readable by you, your instructor, and a small group of other students), or private (readable only by you and your instructor).

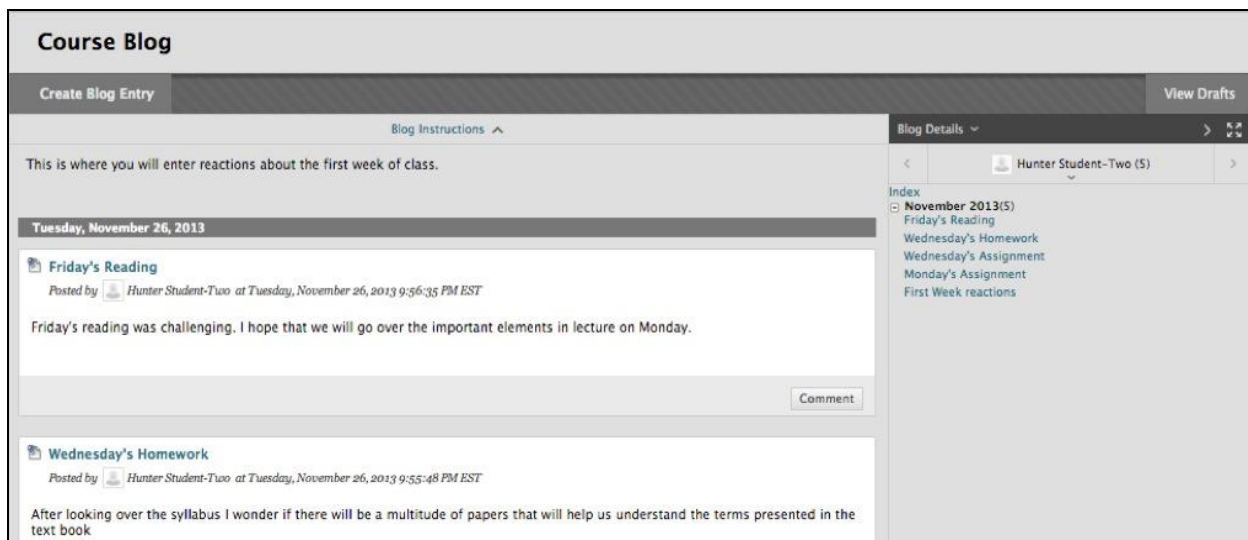
Reading Blog Entries

To read blog entries that have already been created, follow the instructions below.

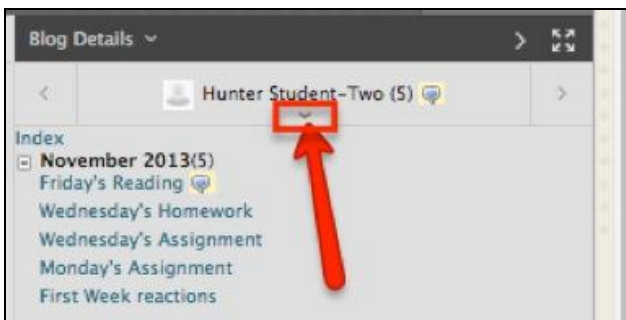
1. Navigate to the location in the Blackboard site where the blog is located. Blogs can be located anywhere in the Blackboard course site -- your instructor will tell you where to find them.
2. Click on the title of the blog.



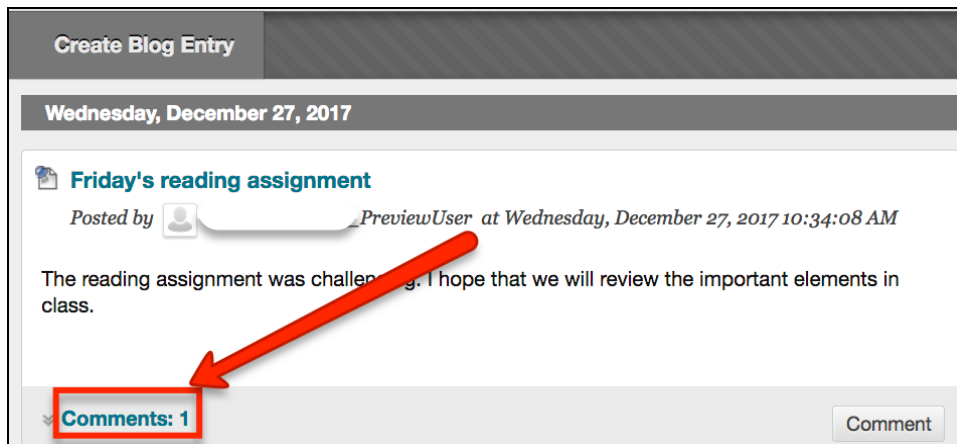
3. You will see your most recent blog entry at the top of the page. Scroll down to view earlier blog entries or click on a link under **Index** in the sidebar on the right side of the page.



4. To view the blog entries from other members in the class click the down arrow under your name in the sidebar. The menu will be collapsed by default.



5. If comments are enabled, the **Comments** link just below the entry will indicate how many comments have been made. Click on this link to view comments on the blog entry.



Commenting on Blog Entries

If your instructor has enabled commenting for the blog, you will be able to comment on blog entries.

1. Scroll to the bottom of the entry on which you would like to comment and click on the **Comments** link.
2. Click in the text box and type in your comment (careful, there is no spell-checker). You can add simple formatting, such as bold or underlined text.
3. Click on the **Add** button below the text box to post your comment. Your comment is now viewable by anyone who has access to the blog.

Creating New Blog Entries

You can access three types of blogs.

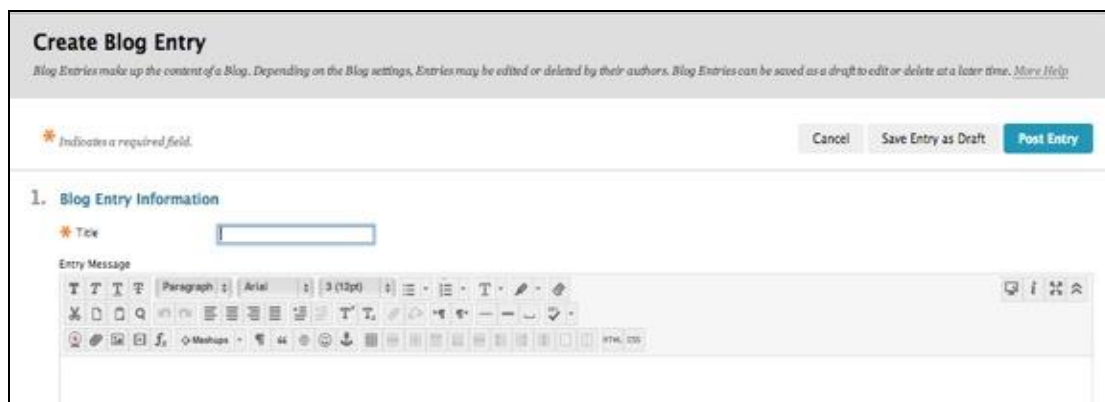
- **Course:** All enrolled users can create blog entries and add comments to blog entries.
- **Individual:** Only the owner of a blog can create blog entries. All other enrolled users can view and add comments.
- **Group:** If your instructor enables the blogs tool for a group, all group members can make blog entries and make comments. Any course member can view group blogs, but they only have the option to add comments. You can make entries only to your own group blog.

To add a new blog entry:

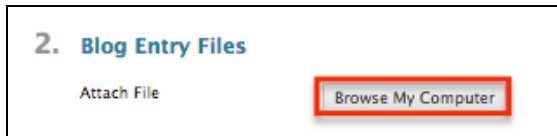
1. Click on **Create Blog Entry** link at the top of the page.



2. You will see a form in which you can create your blog entry

A screenshot of the 'Create Blog Entry' form. The form has a title 'Create Blog Entry' and a subtitle 'Blog Entries make up the content of a Blog. Depending on the Blog settings, Entries may be edited or deleted by their authors. Blog Entries can be saved as a draft to edit or delete at a later time. More Help'. There are three buttons: 'Cancel', 'Save Entry as Draft', and 'Post Entry'. A note says '* Indicates a required field.' The form is divided into sections. The first section is '1. Blog Entry Information' and contains a required 'Title' field. Below the title field is an 'Entry Message' field with a rich text editor toolbar. The toolbar includes options for text color, background color, bold, italic, underline, link, unlink, list, and image.

Enter a title for your post in the title box. Then enter the body of your blog post in the text box. In general, we recommend that you write and save your content using a word processor, such as Microsoft Word. You can copy the text from your word processor as you normally would or you can attach the file in the **Blog Entry Files** section. Click the **Browse My Computer** button to upload the file from your computer.



If you have further questions, faculty members can email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or studenthelpdesk@hunter.cuny.edu.