

Reading and Posting to Blogs in Blackboard

What is a blog?

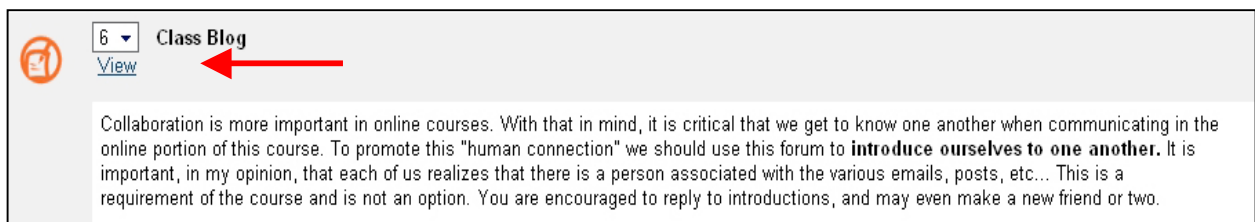
A blog is a web site consisting of journal-like entries that appear in reverse chronological order (i.e., the newest entries appear at the top of the blog). Blog entries usually contain text, images, and links to other web sites. Entries to a blog may be contributed by a single or group of authors. In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

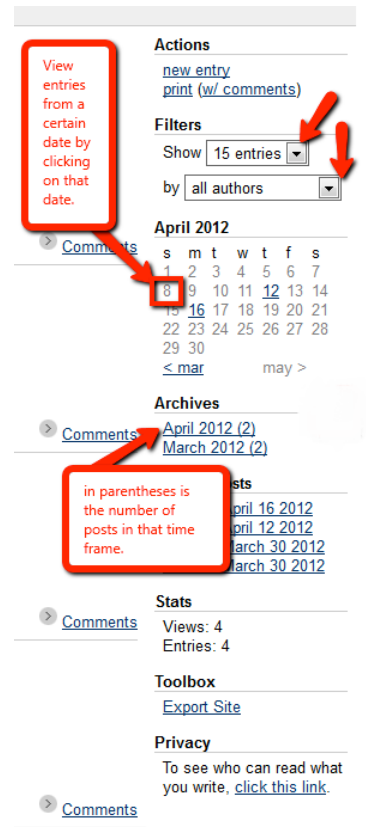
1. Navigate to the location in the Blackboard site where the blog is located. Blogs can be located anywhere in the Blackboard course site -- your instructor will tell you where to find them.
2. Click on the **View** link.



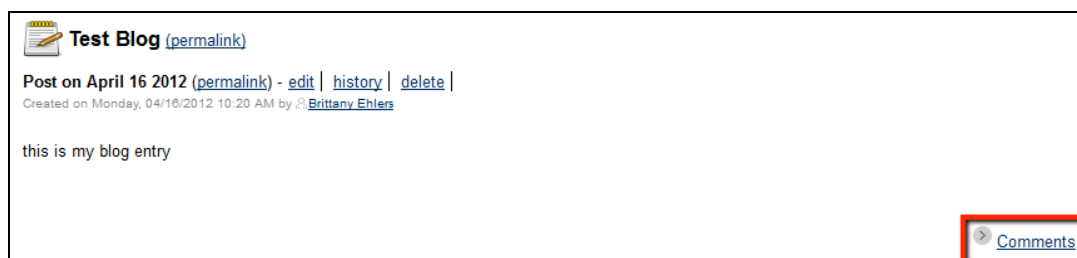
3. You will see the blog entries, with the most recent entry at the top of the page. Scroll down to view earlier blog entries or click on a link under **recent posts** in the sidebar on the right

side of the page. By default, the most recent 15 entries are displayed. If you wish to see earlier entries, you have several options:

- View more than 15 entries per page by choosing another option from the drop-down menu under **filters**.
- View entries from a particular date by clicking on that date in the **calendar**.
- View entries from a previous month by clicking on a link under **archives**.
- View the previous 15 entries by clicking on the **next** link at the bottom of the blog page if there are more than 15 entries.



4. 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

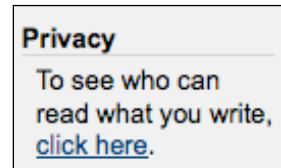
If your instructor has enabled commenting for the blog, you will be able to comment on blog entries.

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 Comment** button below the text box to post your comment. Your comment is now viewable by anyone who has access to the blog.

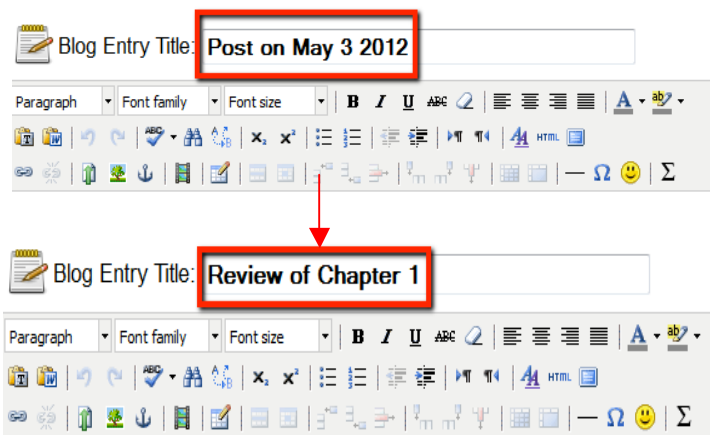
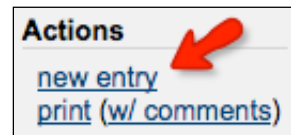
Creating New Blog Entries

Your instructor determines who is able to post entries to a blog and who is able to read blog entries. Before you post an entry, you may want to know whether other students will be able to read it. You can see who can view the blog by looking at the **privacy** section on the sidebar.




To add a new blog entry:


1. Click on **new entry** link at the right of the page under the **actions** section of the gray sidebar.
2. You will see a form in which you can create your blog entry. **Note:** By default, the **Blog Entry Title** will be the date. We suggest that you change the title to reflect the content of your blog entry.



Enter your text in the text box. In general, we recommend that you write and save your content using a word processor, such as Microsoft Word. Copy the text from your word

processor as you normally would, however, use the built-in clipboard tools  on the rich text editor to then paste the text into the box.

Where can I get more help with blogs?

Additional help can be accessed within the blog page by clicking the “question mark” logo  located on the upper right corner of the screen. Additional Blackboard documents are available at <http://www.hunter.cuny.edu/icit/help-docs/blackboard/student-docs>.

If you have further questions or need assistance, please email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) (Thomas Hunter 402) at 212-772-HELP (4357)