

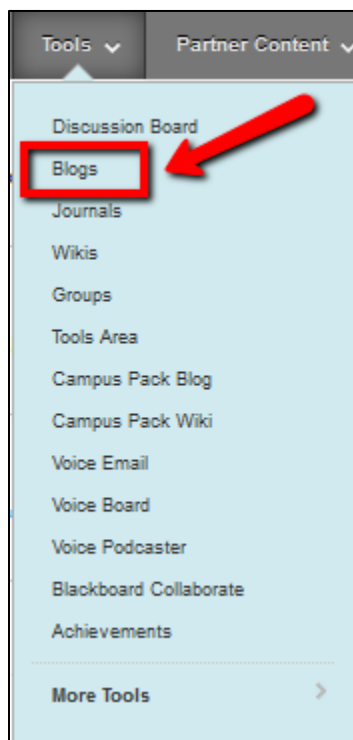
Creating and Using Content Area Blogs

What is a Blog?

A Blog is a collaborative space for sharing personal stories, ideas, or experiences that can have one author or many authors. Blogs are generally used for journaling and writing assignments and can be associated with columns in the **Grade Center** for entering grades. You can create as many blogs as you wish in a Blackboard course. You can even create separate blogs for different groups of students collaborating on a project or researching a topic. This document contains instructions for adding a blog to a content area. **Note: Actual blog entries cannot be copied to a different course.**

Creating a blog

1. Select the content area such as **Course Information** or **Course Materials** in which you wish to create the blog. Click on **Tools** and then click on **Blog**.



2. Click on the **Create New Blog** button.

Create Link: Blog

1. Create Link: Blog

Link to the Blogs Page

Link to a Blog

Link to a Blog

---Select Blog below---

Course Blog

Hunter College

test

Create New Blog

Create New Blog

3. Enter a **Name** for the blog. You have the option to add instructions if necessary.

Create Blog

* Indicates a required field.

Cancel Submit

1. Blog Information

Name

Instructions

Paragraph Arial 3 (12pt)

Path: p Words: 0

4. Blog Options

- a. You can adjust the **Blog Availability** and **Date and Time Restrictions** for your blog.
- b. You can also adjust the audience of the blog in the **Blog Participation** section. If you choose **Individual to All Students**, blog posts will be filtered by the individual student. If you choose **Course**, all posts will be filtered by date.
- c. If you enable **Allow Anonymous Comments**, you will not be able to see who commented on posts.
- d. You can also choose between **Monthly** and **Weekly** index entries in the **Blog Settings** area. This will organize how entries are viewed. Click the checkboxes to **Allow Users to Edit and Delete Entries** and **Allow Users to Delete Comments** if desired.
- e. If you would like to grade the blog, select the **Grade : Possible Points** : radio button and enter the points possible. You can then choose when the “needs grading” status symbol will appear in the **Grade Center**.
- f. After you adjust all of your settings click **Submit**.

The screenshot shows a form with seven sections, each with a red box highlighting a specific element:

- 2. Blog Availability:** The "Blog Availability" label is highlighted. Below it are radio buttons for "Yes" (selected) and "No".
- 3. Blog Date and Time Restrictions:** The "Limit Availability" label is highlighted. Below it are checkboxes for "Display After" and "Display Until", each followed by a date picker.
- 4. Blog Participation:** The "Blog Type" label is highlighted. Below it are radio buttons for "Individual to All Students" (selected) and "Course", and a checked checkbox for "Allow Anonymous Comments".
- 5. Blog Settings:** The "Index Entries" label is highlighted. Below it are radio buttons for "Monthly" (selected) and "Weekly", and two unchecked checkboxes: "Allow Users to Edit and Delete Entries" and "Allow Users to Delete Comments".
- 6. Grade Settings:** The "Grade Blog" label is highlighted. Below it are radio buttons for "No grading" (selected) and "Grade : Points possible :", followed by an empty text input field.
- 7. Submit:** The "Submit" button is highlighted.

At the bottom right of the form, there are "Cancel" and "Submit" buttons. The "Submit" button is highlighted with a red box.

5. You will see a list of all of the blogs in the course. Select the **Link to a Blog** radio button and select your blog in the box. (If you choose **Link to the Blog Page**, it will link to the list of all the blogs in the course.) Click the **Next** button.

Create Link: Blog

Cancel Next

1. **Create Link: Blog**

Link to the Blogs Page

Link to a Blog

Link to a Blog

---Select Blog below---

- Course Blog
- Hunter College
- New Blog
- test

Create New Blog Create New Blog

2. **Submit**

Cancel Next

6. If desired, enter text that will appear in the content area of your course. When you are finished, click **Submit**.

Edit Link: Blog

* Indicates a required field.

LINK INFORMATION

* Link Name: Oct 2017 blog 2

Color of Name: Black

Link: Blog; Oct 2017 blog 2

Text

Path: p

OPTIONS

Available: Yes No

Track Number of Views: Yes No

Date Restrictions

Display After:

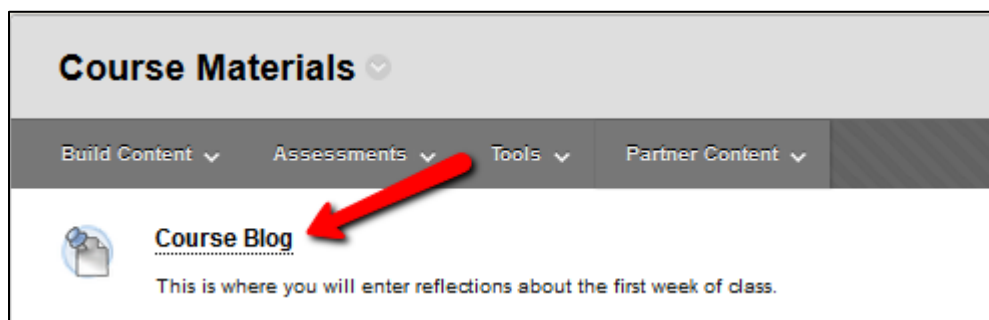
Display Until:

Click Submit to proceed. Click Cancel to go back.

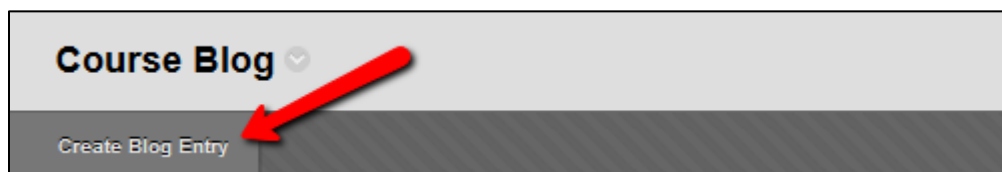
Cancel Submit

Creating Blog Posts

1. Click on the blog link in your content area (for example **Course Information**).



2. Click on the **Create Blog Entry** button.



3. Enter a **Title** and type your blog entry in the **Entry Message** text box. Click **Post Entry** to submit your blog entry. If you would like to save a draft version of the entry, click **Save Entry as Draft**. **Note: Drafts are not posted and therefore not visible to other members of the class.**

Create Blog Entry

* Indicates a required field.

Cancel Save Entry as Draft **Post Entry**

1. **Blog Entry Information**

Title My Reflection

Entry Message

I enjoyed this chapter

Path: p Words: 0

2. **Blog Entry Files**

Attach File Browse My Computer Browse Course

3. **Submit**

Cancel Save Entry as Draft **Post Entry**

Commenting on a Blog Post

1. Click on the name of the blog in the content area. Click the **Comment** button under the blog entry.

I enjoyed this chapter

Comment

2. Type your comment in the text box. Click the **Add** button.

Comment

I also enjoyed the chapter.

Comment on Entry as Anonymous

Cancel **Add**

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.