INSTRUCTIONAL COMPUTING & **INFORMATION TECHNOLOGY**

Engage the Students. Infuse the Curriculum.
*Empower the Faculty. Enhance the Administrative Process.*

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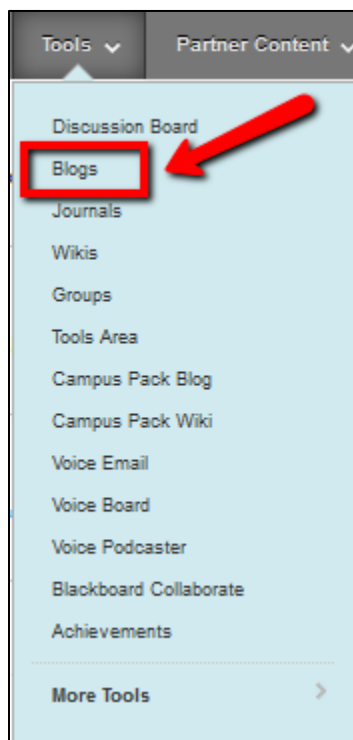
2. Click on the **Create New Blog** button.

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

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**.

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.

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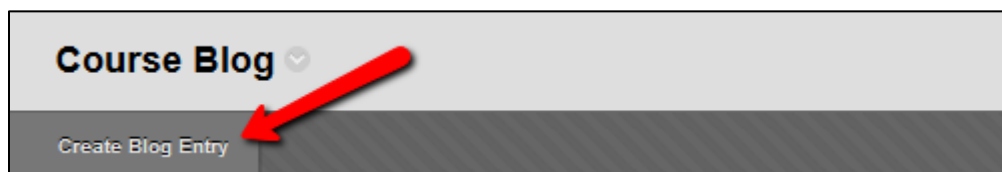
Creating Blog Posts

1. Click on the blog link in your content area (for example **Course Information**).
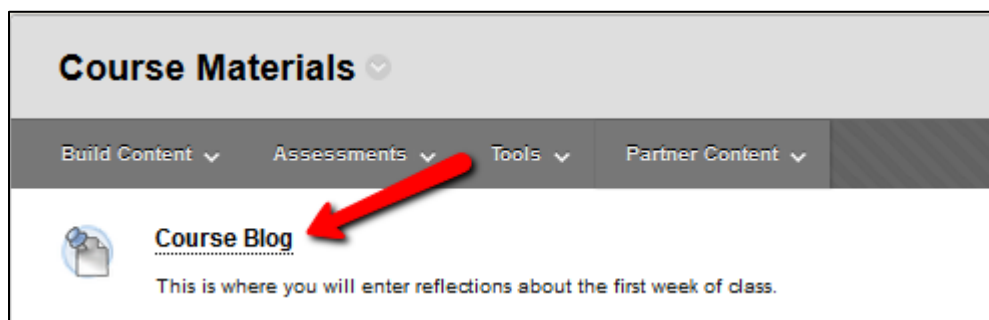
2. Click on the **Create Blog Entry** button.

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.**

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.

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

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.