

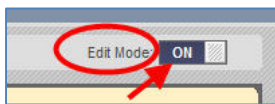
## University of St. Thomas – Blackboard 9 Training

### Creating a Blog

1. Log into Blackboard and select your course.



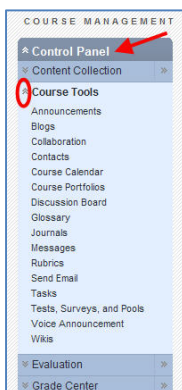
2. Click on the Edit Mode button on the right top area of your course. This will switch your view from preview to edit mode.



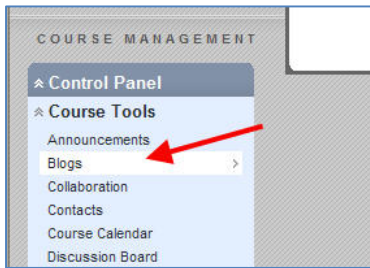
3. Navigate to the Course Management area on the left of your course.



4. Expand the Course Tools drop down menu in the Control Panel section.



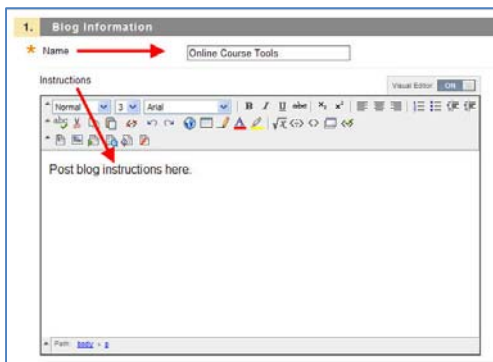
5. Click on the Blogs link.



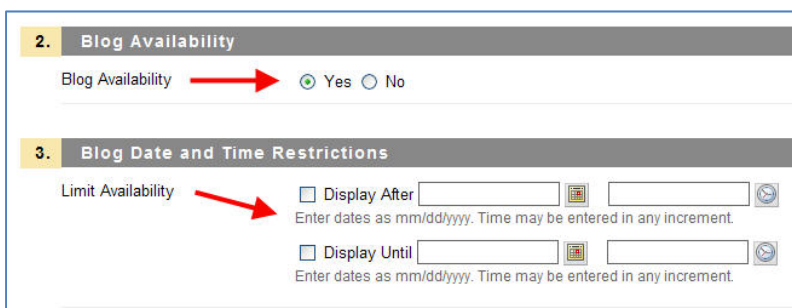
6. Click on Create Blog.



7. Enter a Name and Instructions for the Blog.



8. Click "Yes" you make the Blog available. Use the Display After and Display Until date and time fields to Limit Availability of the Blog. Click both the Display After and Display Until checkboxes in order to enable the date and time selections.



9. Under Blog Participation, select Individual to All Students or Course and click the checkbox next to Allow Anonymous Comments if you want users to have that permission.

4. Blog Participation

Blog Type  Individual to All Students  Course

Allow Anonymous Comments

10. Choose between Monthly or Weekly index entries. Click the checkbox to Allow Users to Edit and Delete Entries and Allow Users to Delete Comments. To grade the blog, select Grade and assign points possible.

5. Blog Settings

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

Weekly

Allow Users to Edit and Delete Entries

Allow Users to Delete Comments

Grade Blog  No grading

Grade: Points possible:

11. Click Submit.

Cancel Submit