

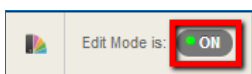
Creating a Blog

A blog (web log) is a communication tool similar to a journal, but more public in scope. Bloggers may present facts, analysis, opinions, embedded media, or any combination of those elements. The blog may have one or more authors contributing entries and provide space for comments from all readers with access to it.

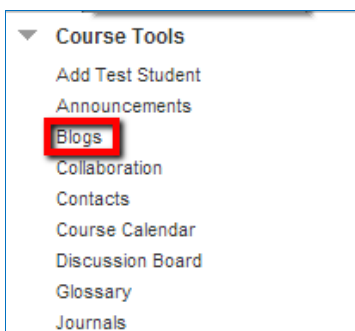
Unlike blogs typically found on the Worldwide Web, these postings do not appear in a continuous scroll on a page, but in a table listing all blog entries for the course. Users can sort the entries in the table by Name (title), Type, Last Modified Date, and number of Entries.

To create a Blog:

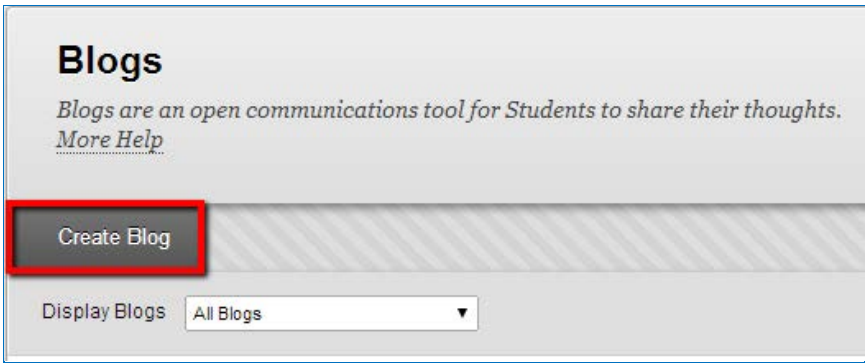
1. Log into Blackboard, and select your course.
2. Make sure that Edit Mode is ON.



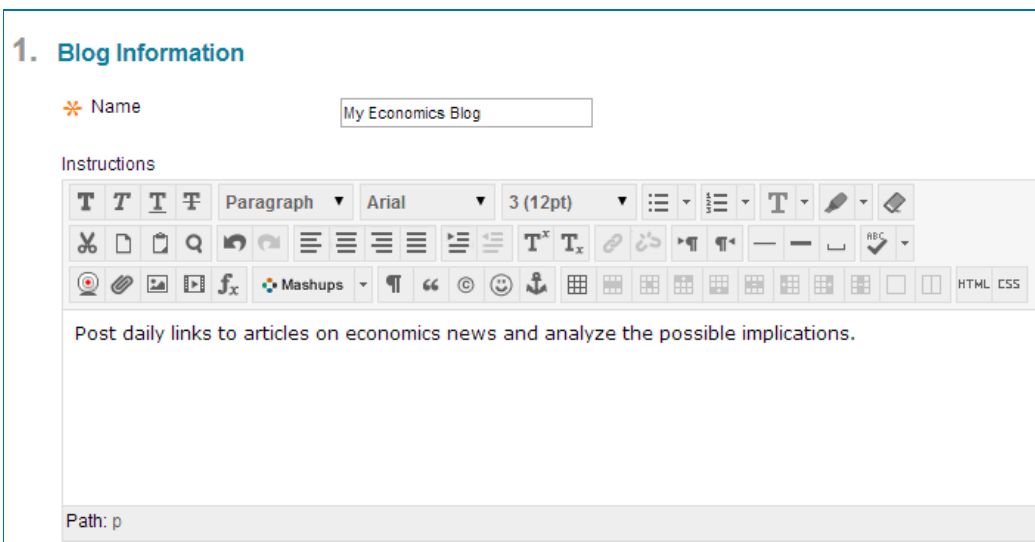
3. Click the **Blogs** link from the **Course Tools** section of the Control Panel.



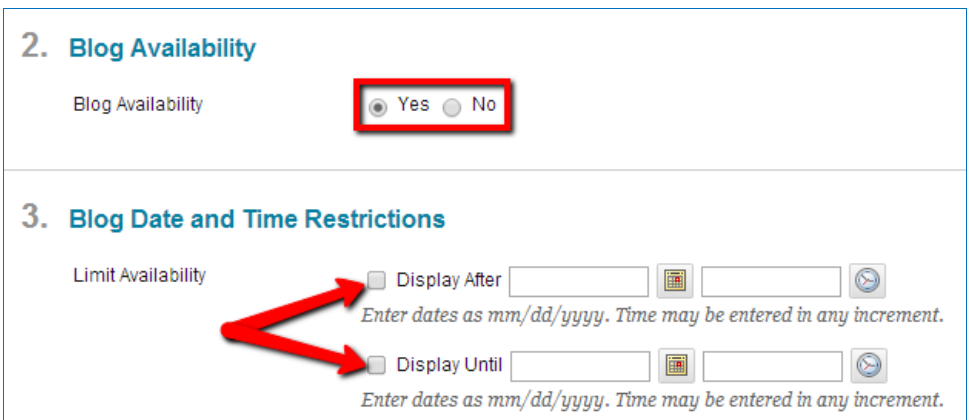
4. Click **Create Blog**.



5. Enter a Name and Instructions for the Blog.



6. Click **Yes** to 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.



7. 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

4. Blog Participation

Blog Type Individual to All Students Course

Allow Anonymous Entries and Comments

8. Choose between Monthly and Weekly index entries. The index appears on the right pane of the Journal window and provides links for easy navigation to a specified week or month of entries. Click the checkboxes to **Allow Users to Edit and Delete Entries** and **Allow Users to Delete Comments** as desired.

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



9. To grade the blog, select **Grade** and assign points possible. If grading is enabled, optionally select the Needs Grading criteria, Due Date, and Rubrics.

6. Grade Settings

If a Due Date is set, submissions are accepted after this date, but are marked late.

Grade Blog No grading Grade : Points possible : 25

Show participants in "needs grading" status  after every 1 Entries

Due Date  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------

10. Click **Submit**.

7. Submit

*Click **Submit** to finish. Click **Cancel** to quit without saving changes.*

Cancel **Submit**