Blackboard 9.1 Creating Blog Posts

The Blog tool in Blackboard has many of the same features and functions as blogs (short for *web logs*) on the Worldwide Web. Instructors can set up Blogs to provide structure for discussions on class topics and related issues. Users can then submit Blog Entries to post their observations on one or more topics. These posts may contain rich text, hyperlinks, graphics, Mashups, and other embedded features.
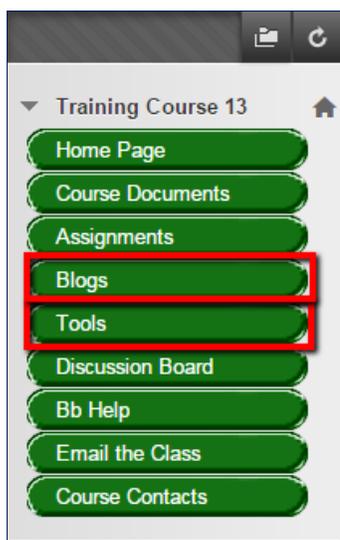
The rules that the instructor establishes for a particular Blog dictate whether students can edit or delete their own Entries. Generally, students may comment on each other's Entries, anonymously if the rules allow it; authors may delete any comments they find objectionable if the rules permit that.

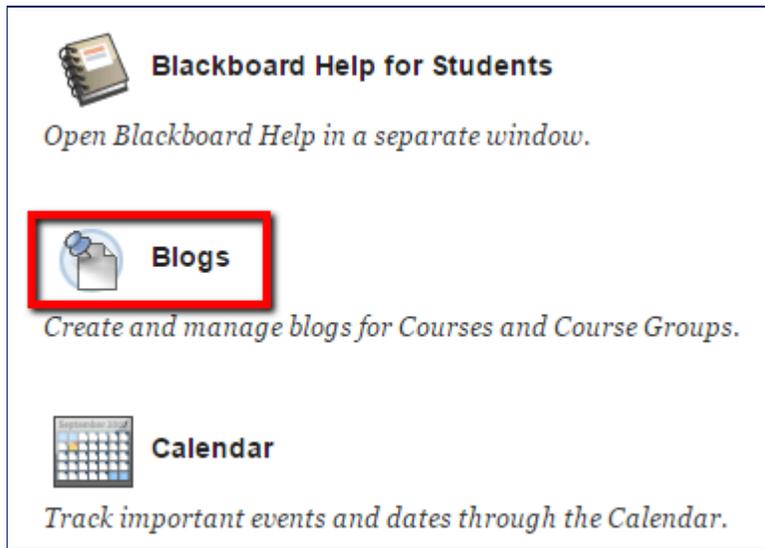Blackboard Blogs come in three varieties:

- **Course Blogs** are available for all users in a course to create and comment on Entries.
- **Group Blogs** are accessible only to members of a specified group and instructors.
- **Individual Blogs** create a separate blog for each student user to maintain; users may view and comment on each other's Entries.

Creating a Blog Post

1. Click **Tools**, or an equivalent link, on the Course Menu to navigate to the Tools Area. Your instructor may also have placed a **Blogs** link on the Course Menu.
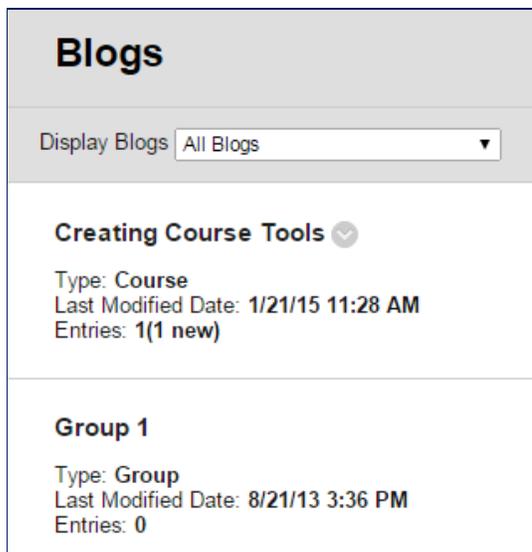
2. In the Tools Area, click **Blogs**.

3. Click the link to the appropriate Blog.

4. Click **Create Blog Entry**.
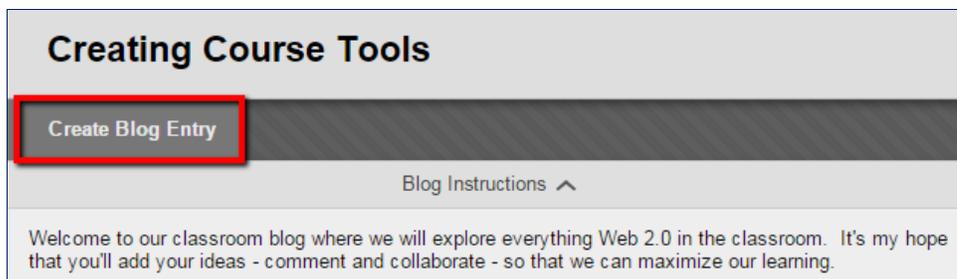
5. Type a descriptive **Title** for your Entry. Enter the text in the **Entry Message** text box; use the toolbars to embellish the text as desired, including graphics, media, Mashups, and hyperlinks.

6. To begin attaching files, click **Browse My Computer**.

7. Click **Post Entry** to publish your post, or **Save Entry as Draft** to save your work for later editing.

Viewing Drafts

If you have clicked **Save Entry as Draft** while composing a Blog Entry, a **View Drafts** button appears on the action bar of the main Blog page. Click that button to see any draft Entries you have in progress.

Commenting on Blog Entries

Instructors and student users may leave comments on Blog Entries. The Comment field allows only plain text, although it does have a spell-check button.

Instructors set up the ground rules for commenting on Blogs. They may allow users to comment anonymously, commenters to delete their own comments, and authors of Entries to delete comments from their Entries.
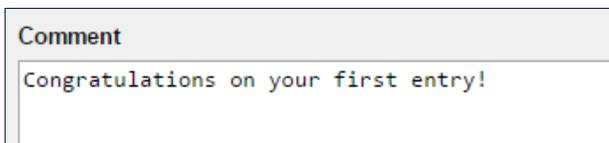
1. Open a Blog (see the section on *Creating a Blog Post* for instructions).

2. Navigate to an Entry using the index pane. The index may group Blog Entries by week or by month.
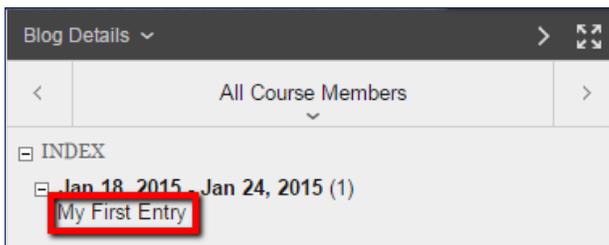
3. Click the **Comment** button to reveal the Comment field.
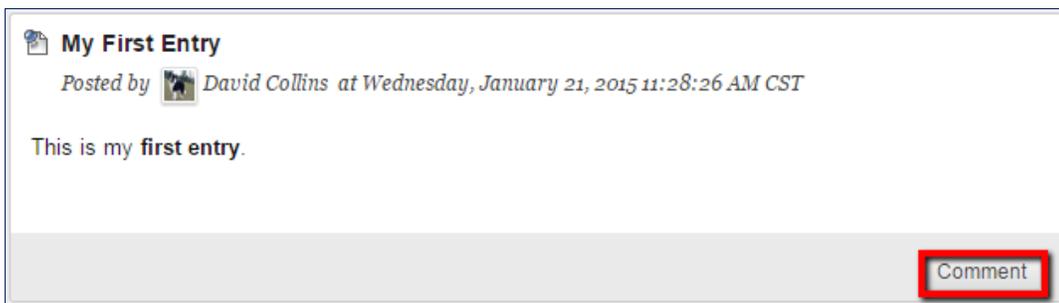
4. Enter a comment in the **Comment** field.

5. Below the Comment field, optionally check **Comment on Entry as Anonymous** if the checkbox appears and you wish to keep your name hidden. To check your spelling, click the spell-check icon below the field on the right side. Click **Add** to submit your comment.

Users may click the **Comments** link below an Entry to view all comments on that Entry.