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.

![Diagram of Course Management with Blogs highlighted]

6. Click on Create Blog.

![Diagram of Blogs with Create Blog highlighted]

7. Enter a Name and Instructions for the Blog.

![Diagram of Blog Information with Name and Instructions fields]

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.

![Diagram of Blog Availability with Yes option selected and Blog Date and Time Restrictions]

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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.

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.

11. Click Submit.