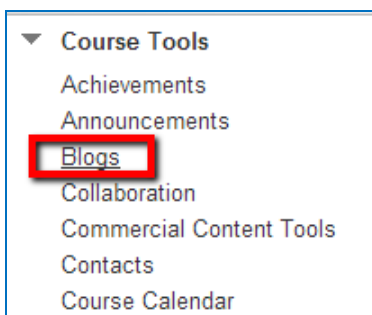


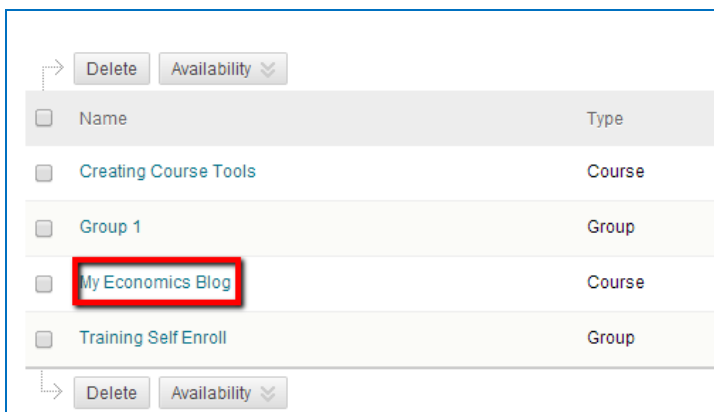
## Creating a Blog Entry

To post an entry to a Blog:

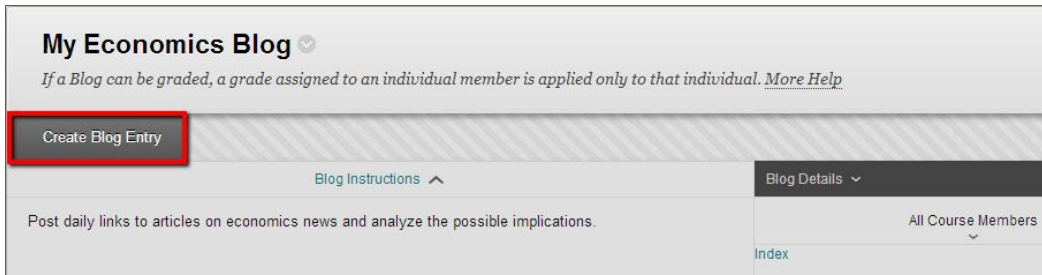
1. With Edit Mode ON, click **Blogs** on the Course Tools menu.



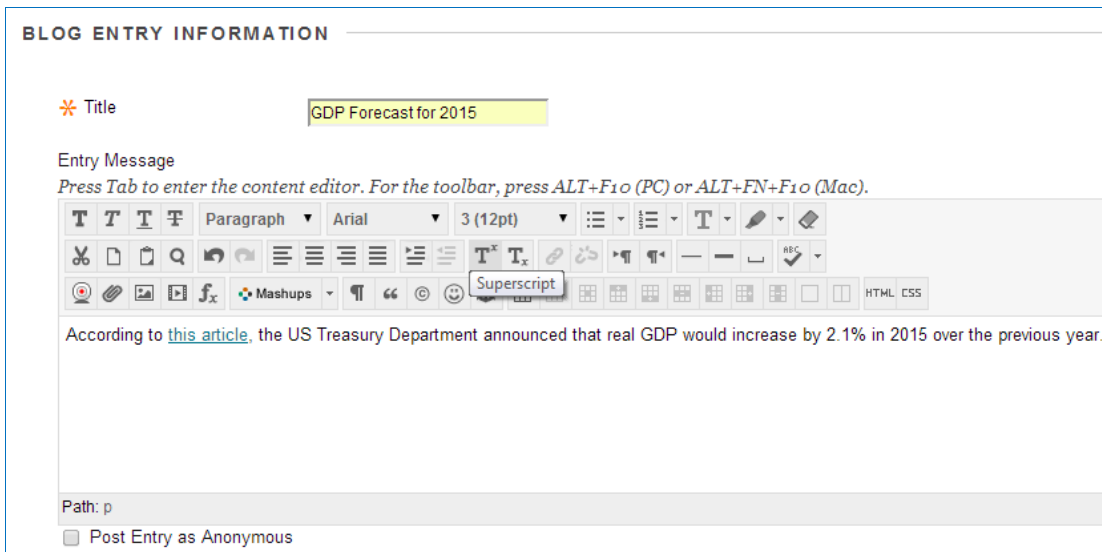
2. Click the link for the Blog.



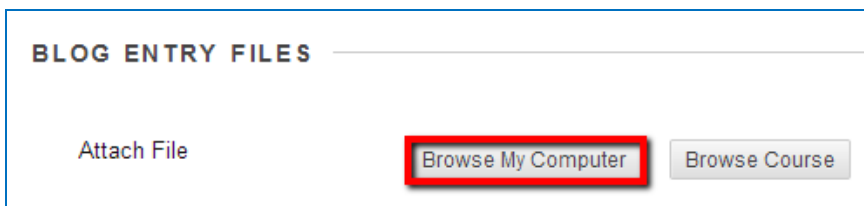
3. Click **Create Blog Entry**.



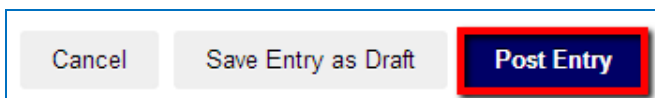
4. Enter an Entry Title and Message. The Entry Message may contain rich text, hyperlinks, media, and Mashups.



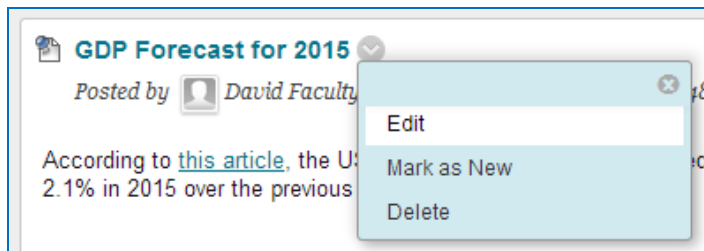
5. Click **Post Messages as Anonymous** if appropriate.
6. Click **Browse My Computer** or **Browse Course** to attach a file to the entry.



7. Click **Post Entry**, or click **Save Entry as Draft** to save the entry for later posting.



If the Blog is set up to allow it, users may edit their Blog posts by clicking the contextual arrow next to the post's title and selecting **Edit**. Similarly, they may delete their posts by clicking the arrow and selecting **Delete**. Authors may also mark a Blog entry as New to attract readers' attention.



Return to the Blogs page by clicking the breadcrumb above the Course Menu.



Blog entries can be saved for later posting by clicking **Save Entry as Draft**. These drafts can be viewed by clicking **View Drafts** from the main Blog page. To view entries grouped by week or month, navigate through the Index under Blog Details.

