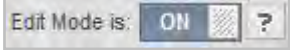
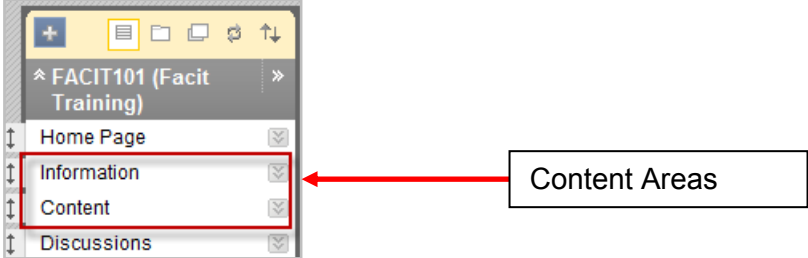
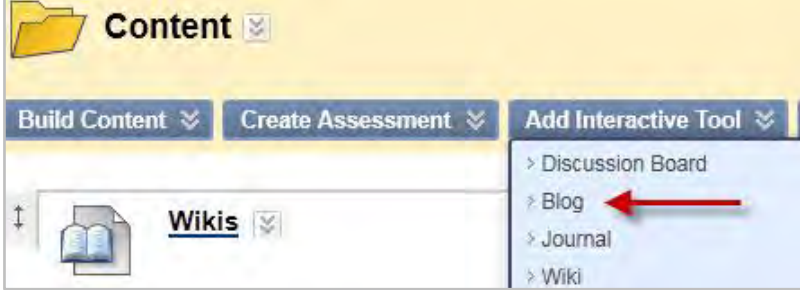





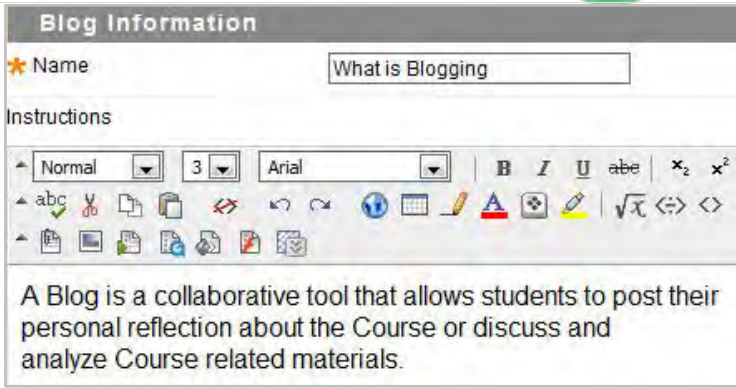
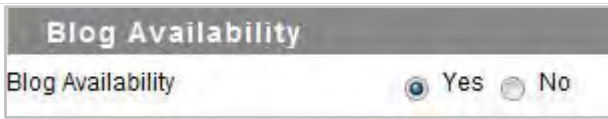

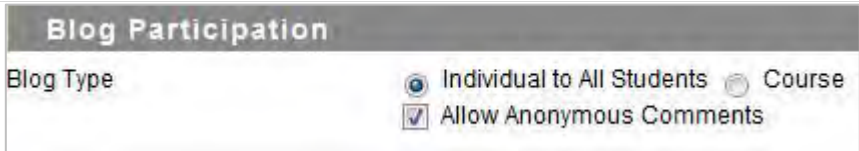

## How to create and edit blog's

 [View the video tutorial](#)

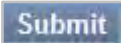

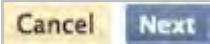
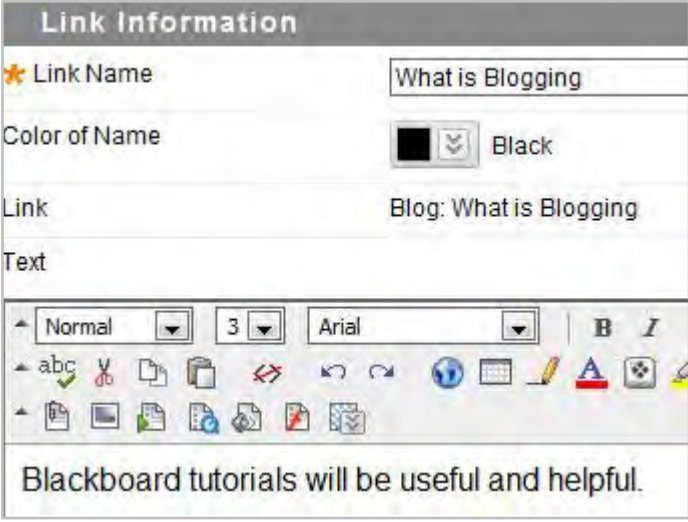
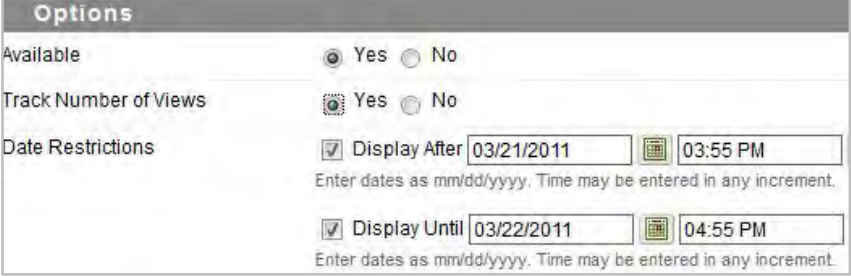
A Blog is a collaborative tool that allows students to post their personal reflection about the Course or discuss and analyze Course related materials.

Step 1	Make sure <b>Edit Mode</b> is <b>ON</b> .	
Step 2	Open a <b>content area</b> by clicking on it in the <b>course menu</b>	
Step 3	Hover your mouse over the <b>Add Interactive Tool</b> menu, and then click <b>Blog</b> from the menu.	
Step 5	<p><b>Create Blog</b></p> <ul style="list-style-type: none"> <li>Click <b>Create New Blog</b> to create a new Blog</li> </ul> <p>Note: You can either create a <b>new Blog</b> or <a href="#">add a link</a> to existing Blog.</p>	



<p>Step 6</p>	<p><b>Blog Information:</b></p> <ul style="list-style-type: none"> <li>• <b>Name:</b> Type the name of the Blog.</li> <li>• <b>Instructions:</b> Type instructions for the Blog.</li> </ul>	
<p>Step 7</p>	<p><b>Blog Availability:</b></p> <ul style="list-style-type: none"> <li>• Select the <b>Yes</b> or <b>No</b> option to make it available or unavailable to students.</li> </ul>	
<p>Step 8</p>	<p><b>Blog Date and Time Restrictions:</b></p> <p><b>Select Date and time Restrictions:</b> Click the checkboxes to enable and choose dates to <b>Display After</b> and <b>Display Until</b>.</p>	
<p>Step 9</p>	<p><b>Blog Participation:</b></p> <ul style="list-style-type: none"> <li>• <b>Blog Type:</b> Select <b>Individual to All Students</b> or <b>Course</b>.</li> <li>• Select <b>Allow Anonymous Comments</b> for Individual Blogs or Group Blogs, if needed.</li> </ul>	
<p>Step 10</p>	<p><b>Blog Settings:</b></p> <ul style="list-style-type: none"> <li>• <b>Index Entries:</b> Click <b>Monthly</b> or <b>Weekly</b> to choose the time frame of index entries.</li> <li>• Click the check box to <b>Allow users to Edit and Delete Entries</b>.</li> <li>• Click the check box to <b>Allow users to Delete Comments</b>.</li> </ul>	


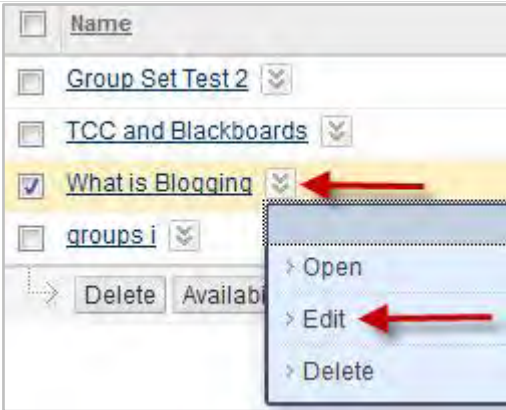


	<ul style="list-style-type: none"> <li>• <b>Grade Blog:</b> Select <b>No grading</b> or the <b>Grade option</b> and type the number of <b>Points possible</b>.</li> </ul>	
Step 11	Click <b>Submit</b> .	
Step 12	<p><b>Create Link</b> (if cross linking to another Blog).</p> <ul style="list-style-type: none"> <li>• Select <b>Link to the Blogs Page</b> or <b>Link to Blog</b>.</li> <li>• <b>Link to a Blog:</b> Select the Blog to link to.</li> </ul>	 <p>The screenshot shows the 'Create Link: Blog' dialog box. It has a title bar 'Create Link: Blog' and a subtitle 'Link to the Blogs page, link to a specific Blog, or create a new Blog.' There are two radio buttons: 'Link to the Blogs Page' (unselected) and 'Link to a Blog' (selected, with a red arrow pointing to it). Below the radio buttons is a text field 'Link to a Blog' and a dropdown menu with the text '—Select Blog below—'. The dropdown menu is open, showing 'TCC and Blackboards' and 'What is Blogging' (highlighted in blue).</p>
Step 13	Click <b>Next</b> .	
Step 14	<p><b>Link to existing Blog</b></p> <ul style="list-style-type: none"> <li>• <b>Link Name:</b> Type the <b>Link Name</b></li> <li>• <b>Color of Name:</b> Select a color for the Blog link.</li> <li>• <b>Text:</b> Type the specific description of the link</li> </ul>	 <p>The screenshot shows the 'Link Information' dialog box. It has a title bar 'Link Information'. There are three sections: 'Link Name' with a text field containing 'What is Blogging'; 'Color of Name' with a color selector set to 'Black'; and 'Link' with a text field containing 'Blog: What is Blogging'. Below these is a 'Text' section with a rich text editor toolbar and a text area containing the text 'Blackboard tutorials will be useful and helpful.'</p>
Step 15	<p><b>Options:</b></p> <ul style="list-style-type: none"> <li>• <b>Available:</b> Click <b>Yes</b> or <b>No</b> to make this link available to students enrolled in the course.</li> <li>• <b>Track Number of Views:</b> Click <b>Yes</b> or <b>No</b> to enable tracking for the Blog.</li> <li>• <b>Select Date and time Restrictions:</b> Click the checkboxes to enable</li> </ul>	 <p>The screenshot shows the 'Options' dialog box. It has a title bar 'Options'. There are three sections: 'Available' with radio buttons for 'Yes' (selected) and 'No'; 'Track Number of Views' with radio buttons for 'Yes' (selected) and 'No'; and 'Date Restrictions' with two checkboxes, both checked. The first checkbox is 'Display After' with a date field '03/21/2011' and a time field '03:55 PM'. The second checkbox is 'Display Until' with a date field '03/22/2011' and a time field '04:55 PM'. Below the date fields is the text 'Enter dates as mm/dd/yyyy. Time may be entered in any increment.'</p>

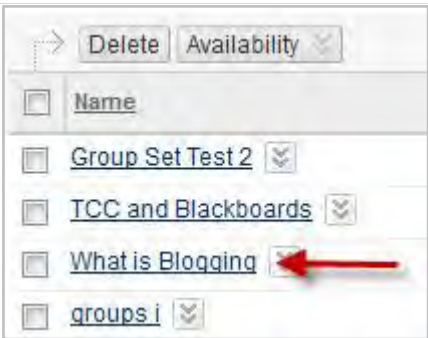


	and choose dates to <b>Display After</b> and <b>Display Until</b> .	
Step 16	Click to <b>Submit</b> .	<b>Submit</b>



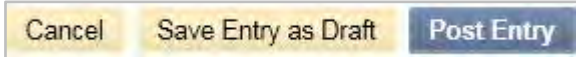
### Editing a Blog

Step 1	Click on the <b>content area</b> by clicking on it in the course menu  Click on <b>Blogs</b> .	
Step 2	Click on the <b>Action Menu</b> , next to the blog title link. '  Click <b>Edit</b> .  Make your edits.	
	Click <b>Submit</b> .	<b>Submit</b>

### Creating Blog Entries

Step 1	Click <b>the name of the Blog</b> .	
Step 2	Click <b>Create Blog Entry</b> .	<b>Create Blog Entry</b>



<p>Step 3</p>	<p><b>Blog Entry Information:</b></p> <ul style="list-style-type: none"> <li>• <b>Title:</b> Type Blog entry title.</li> <li>• <b>Entry Message:</b> Type a message.</li> </ul>	
<p>Step 4</p>	<p><b>Attach File:</b> Click the <b>Browse My Computer</b> button. Look for the file on your computer or other storage device. Select the <b>File</b> and <b>Open</b> to upload..</p>	
<p>Step 5</p>	<p>Select <b>Save Entry as Draft</b> or <b>Post Entry</b></p>	

### Edit a Blog Entry

<p>Step 1</p>	<p>Click on the <b>Action Menu</b>, next to the <b>blog entry</b> link. ‘</p> <p>Click <b>Edit</b>.</p> <p>Make your edits.</p>	
<p>Step 2</p>	<p>Click <b>Post Entry</b>.</p>	

### Commenting on a Blog Entry

<p>Step 1</p>	<p>Click <b>Comment</b>.</p>	
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Step 2 **Comment:** Type a comment.  
  
Click **Add**.

## Linking a Blog

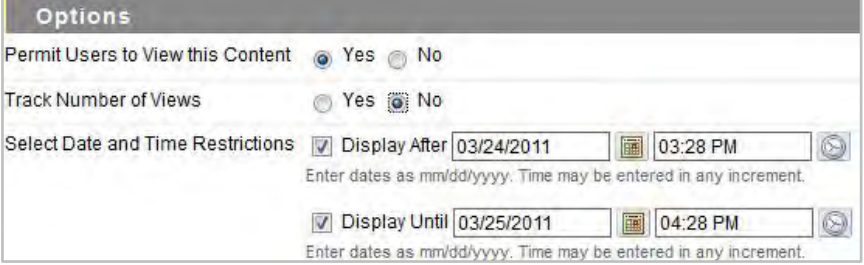
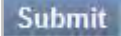


Step 1 **Create Link** (if cross linking to another Blog).  
  
Select **Link to the Blogs Page** or **Link to Blog**  
  
**Link to a Blog:** Select the Blog to linking to.

Step 2 **Click Next**

Step 3 **Link Information:**

- **Link Name:** Type **Link Name**
- **Color of Name:** Select a color for the blog link.
- **Text:** Type the specific description of the link.



<p>Step 4</p>	<p><b>Options:</b></p> <ul style="list-style-type: none"><li>• <b>Available:</b> Click <b>Yes</b> or <b>No</b> to make this link available to students enrolled in the course.</li><li>• <b>Track Number of Views:</b> Click <b>Yes</b> or <b>No</b> to enable tracking for the Journal.</li></ul> <p><b>Select Date and time Restrictions:</b> Click the checkboxes to enable and choose dates to <b>Display After</b> and <b>Display Until</b>.</p>	
<p>Step 5</p>	<p>Click to <b>Submit</b>.</p>	
	<p>Link Example. Links will show to students of the specific Blog.</p>	
	<p>Notes:</p>	