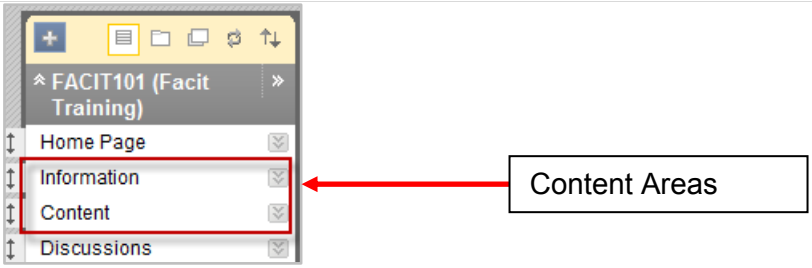
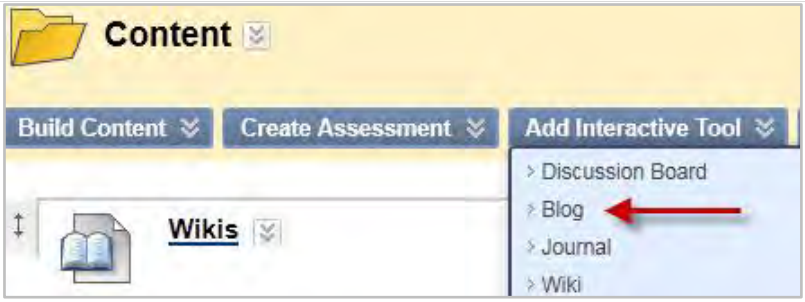
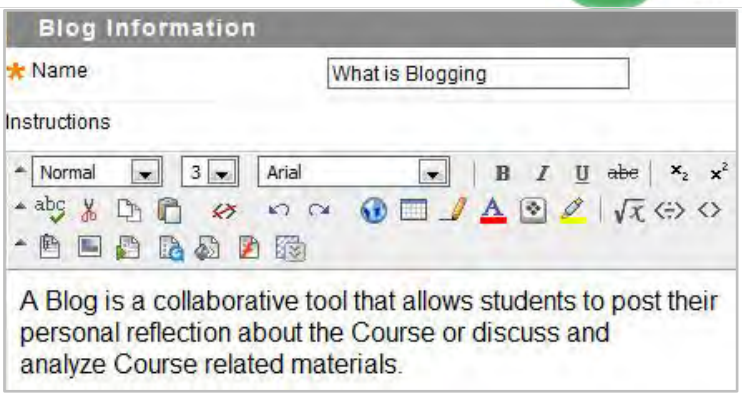
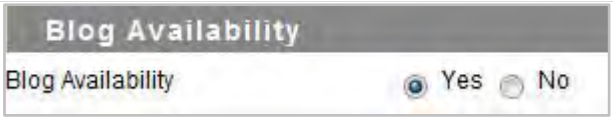
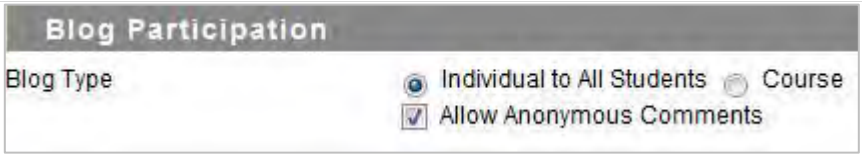
BLOG'S

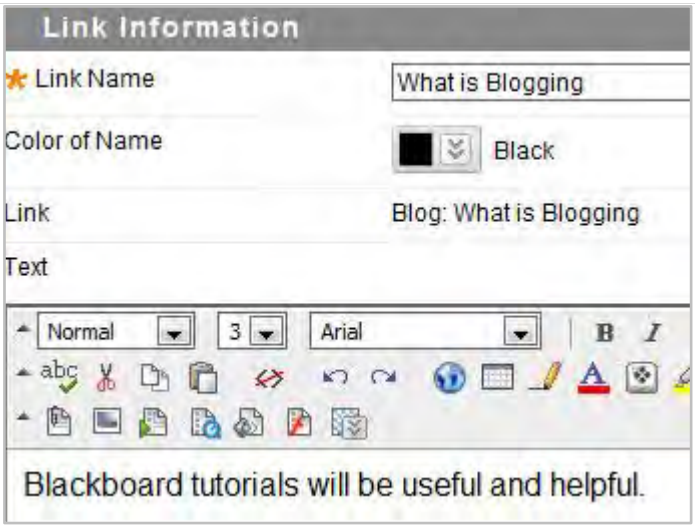
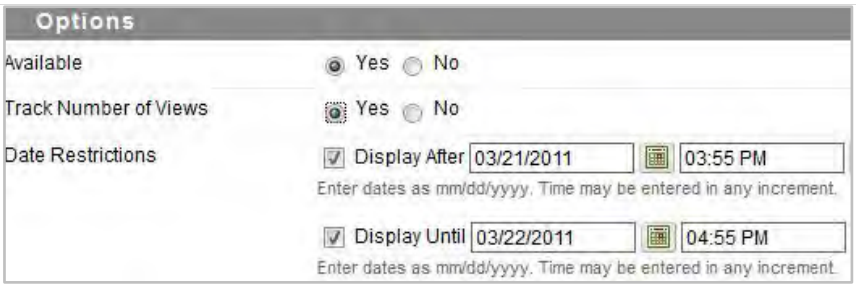
View the video tutorial

How to create and edit blog's

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

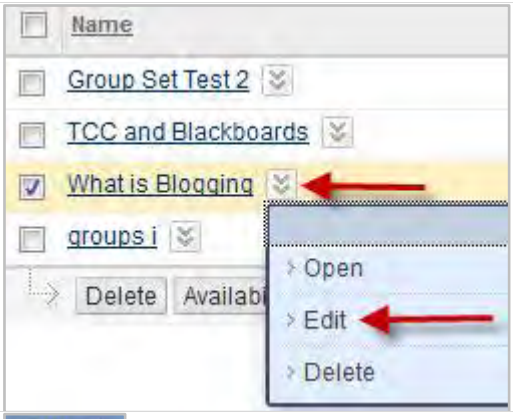
Step 1	Make sure **Edit Mode** is **ON.**	
Step 2	Open a **content area** by clicking on it in the **course menu**	
Step 3	Hover your mouse over the **Add Interactive Tool** menu, and then click **Blog** from the menu.	
Step 5	**Create Blog** • Click **Create New Blog** to create a new Blog Note: You can either create a **new Blog** or **add a link** to existing Blog.	

Step 6	**Blog Information:** • **Name**: Type the name of the Blog. • **Instructions**: Type instructions for the Blog.	
Step 7	**Blog Availability:** • Select the **Yes** or **No** option to make it available or unavailable to students.	
Step 8	**Blog Date and Time Restrictions:** **Select Date and time Restrictions**: Click the checkbox to enable and choose dates to **Display After** and **Display Until.**	
Step 9	**Blog Participation:** • **Blog Type:** Select **Individual to All Students or Course**. • Select **Allow Anonymous Comments** for Individual Blogs or Group Blogs, if needed.	
Step 10	**Blog Settings:** • **Index Entries:** Click **Monthly** or **Weekly** to choose the time frame of index entries. • Click the check box to **Allow users to Edit and Delete Entries.** • Click the check box to **Allow users to Delete Comments.**	

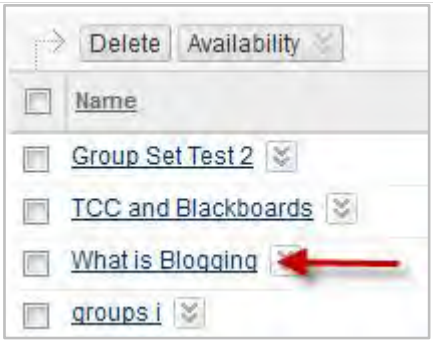
	• **Grade Blog**: **Select No grading** or the **Grade option** and type the number of **Points possible**.	
Step 11	Click **Submit.**	
Step 12	**Create Link** (if cross linking to another Blog). • Select **Link to the Blogs Page** or **Link to Blog**. • **Link to a Blog**: Select the Blog to link to.	
Step 13	Click **Next.**	
Step 14	**Link to existing Blog** • **Link Name**: Type the **Link Name** • **Color of Name**: Select a color for the Blog link. • **Text**: Type the specific description of the link	
Step 15	**Options:** • **Available:** Click **Yes** or **No** to make this link available to students enrolled in the course. • **Track Number of Views**: Click **Yes** or **No** to enable tracking for the Blog. . • **Select Date and time Restrictions**: Click the checkboxes to enable	

	and choose dates to **Display After** and **Display Until.**	
Step 16	Click to **Submit**.	

Editing a Blog

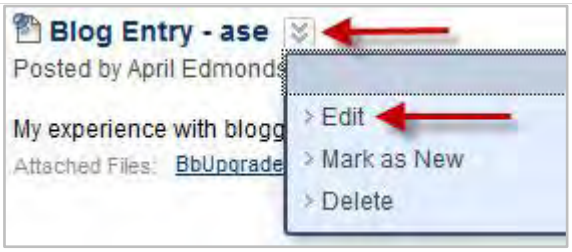
Step 1	Click on the **content area** by clicking on it in the course menu Click on **Blogs**.	
Step 2	Click on the **Action Menu**, next to the blog title link. ' Click **Edit**. Make your edits.	
	Click **Submit**.	

Creating Blog Entries

Step 1	Click **the name of the Blog**.	
Step 2	Click **Create Blog Entry.**	

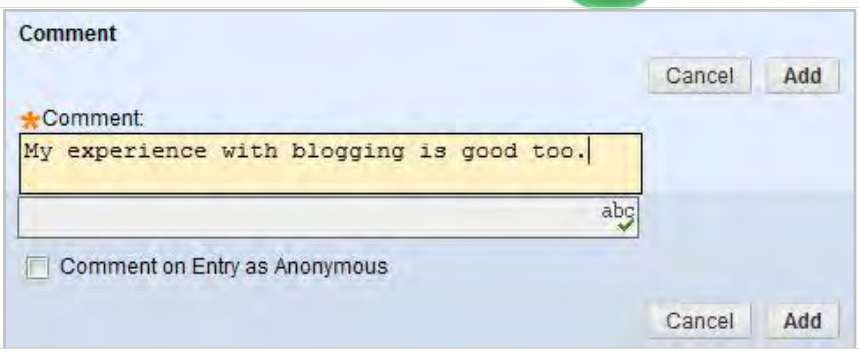
Step 3	**Blog Entry Information:** • **Title**: Type Blog entry title. • **Entry Message**: Type a message.	
Step 4	**Attach File:** Click the **Browse My Computer** button. Look for the file on your computer or other storage device. Select the **File** and **Open** to upload..	
Step 5	Select **Save Entry as Draft** or **Post Entry**	

Edit a Blog Entry

Step 1	Click on the **Action Menu**, next to the **blog entry** link. ' Click **Edit**. Make your edits.	
Step 2	Click **Post Entry**.	

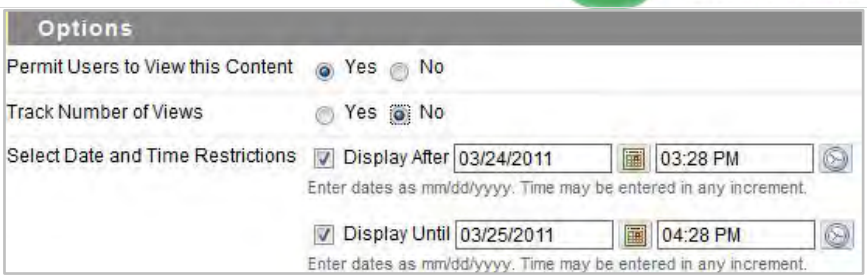
Commenting on a Blog Entry

Step 1	Click **Comment.**	

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.	

Step 4	**Options:** • **Available:** Click **Yes** or **No** to make this link available to students enrolled in the course. • **Track Number of Views**: Click **Yes** or **No** to enable tracking for the Journal. . **Select Date and time Restrictions**: Click the checkboxes to enable and choose dates to **Display After** and **Display Until.**	
Step 5	Click to **Submit.**	
	Link Example. Links will show to students of the specific Blog.	
	Notes:	