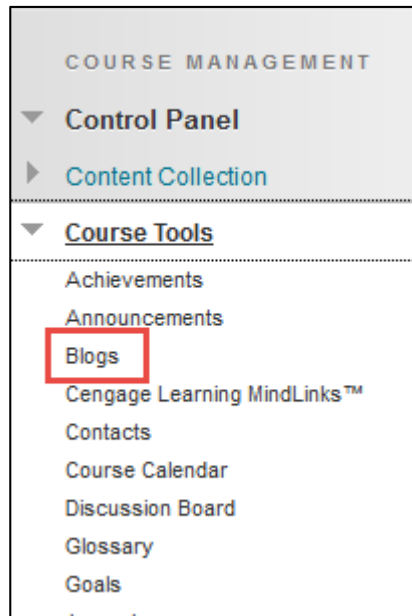


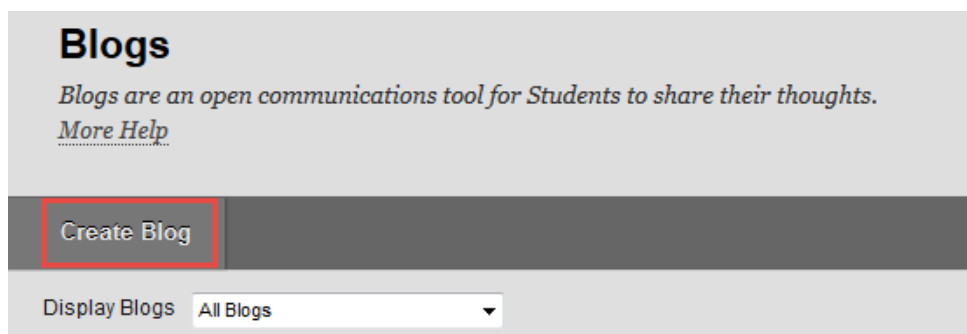
Creating a Blog

The blog tool is designed primarily for reflective writing, though posts can incorporate multimedia. With this type of assignment, students are expected to display their research, analytical, and communication skills through a series of commentaries meant for public consumption and comment. If you are interested in creating a private space for reflection, you may wish to explore the Journal tool.

1. Log into the Blackboard system and click to enter the course where you wish to create a Blog.
2. Once you are in the course, click on the **Course Tools** button in the Control Panel and select **Blogs** from the list of options.



3. A list of the blogs will be presented. Click on the **Create Blog** button to create a new blog area.



5. Enter a name and description for the blog.

Create Blog

A Blog is a collaborative tool that allows Students to post their personal reflection about the Course or discuss and analyze Course-related materials. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Blog Information

* Name

Instructions

Paragraph Arial 3 (12pt)

Rich text editor toolbar with icons for Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, Source, Preview, and others.

6. Customize the availability by setting date and time restrictions, if desired. Selecting a **Display After** setting will prevent users from seeing the blog before a certain date, while **Display Until** will set a final viewing date.

2. Blog Availability

Blog Availability Yes No

3. Blog Date and Time Restrictions

Limit Availability Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

7. In the Blog Participation section you have the option of an Individual blog or a Course blog. An individual blog gives each student a dedicated area to post, while a course blog allows students to post in a shared area. Your choice will depend on the type of dialogue you are trying to create.

4. Blog Participation

Blog Type Individual to All Students Course

Allow Anonymous Comments

8. Complete the remainder of the customized settings based on the needs for the particular activity you are developing. Under **Index Entries**, you will most likely want to index entries weekly. Press the **Submit** button when done to finish making the blog.

9. Students now have access to the blog from the **Course Tools** button in the course menu > **Blogs**.

Note: You now may also add a direct link to the blog in a content area or a folder. Click to enter the content area / folder and hover over Tools > Blogs. Check off the “Select a Blog” option and select the blog from the “Select a Blog” box. Click Next and to complete the process.