

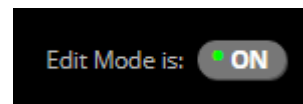
Blackboard "How To's"

Creating Blogs

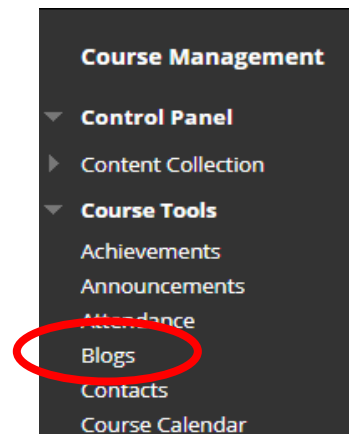
Blog is a personal online journal that is frequently updated. Blogs encourage students to clearly express their ideas and addresses the need to expand various aspects of social learning. Blogs are an effective means of gaining insight into students' activities and provide a way to share the knowledge and materials collected.

To create a blog:

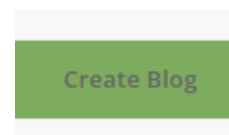
Log into Blackboard and go to your class or school Blackboard course. Make sure **Edit Mode** is turned on. Edit mode is on if you see a green dot.



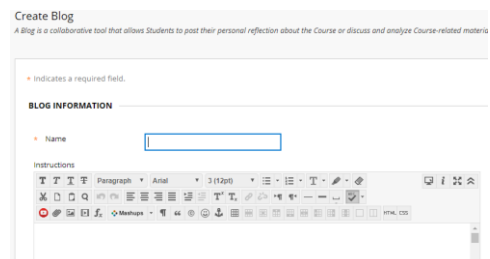
Under **Course Management**, click on **Course Tools** and select **Blogs**.



Click **Create Blog**.



Under **Blog Information**, enter a name for your blog and you may add instructions.





Under **Blog Availability**, select the **Yes** option to make it available to users.



BLOG AVAILABILITY

Blog Availability Yes No

Under Blog **Date and Time Restrictions**, you may limit the availability of the Blog.

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.

Under Blog **Participation**, select **Individual to All Students** or **Course**. Select **Allow Anonymous Comments** for Individual Blogs or **Allow Anonymous Entries and Comments for Course and Group Blogs**, as needed.

BLOG PARTICIPATION

Blog Type Individual to All Students Course
 Allow Anonymous Comments

Under Blog Settings, select Monthly or Weekly. You may select **Allow Users to Edit and Delete Entries** and/or **Allow Users to Delete Comments**.

BLOG SETTINGS

Index Entries Monthly
Indexing will organize entries by the chosen time-frame.

Weekly

Allow Users to Edit and Delete Entries

Allow Users to Delete Comments

Under Grade Setting, select **No grading** or the **Grade** option and type the number of **Points possible**. Points possible will apply to one or more entries made by the user to the Blog topic. Once a Blog is set to be graded, a column is created for it in the Grade Center. It is permanently gradable and cannot be set to No grading.

GRADE SETTINGS

If a Due Date is set, submissions are accepted after this date, but are marked late.

Grade Blog No grading
 Grade : Points possible :

Click **Submit**.

Cancel

Submit