Creating and Managing Blogs

Blogs are a great way for students to reflect on their experiences and share their thoughts with other users in the course. Student and course blogs are visible to all users in the course. There are two types of blogs that an instructor can create in their course. Blogs that are individual to each student or a course blog that all students can add content to.

*Note: Blogs can also be made available at the group level.*

To Create a Blog for All Students:
1) Click Edit Mode ON
2) Click Course Tools from the Tools area
3) Click Blogs
4) Click Create Blog
5) Enter a name for the blog
6) Enter instructions in the text box
7) Click Yes to make the blog available to users
8) If necessary, set the Display After and Display Until date and time fields to limit availability of the blog
9) Select blog to be Individual to All Students
10) Choose between Monthly or Weekly index entries
11) Click the checkbox to Allow Users to Edit and Delete Entries
12) Click the checkbox to Allow Users to Delete Comments
13) Click Submit

To Create a Course Blog:
1) Click Edit Mode ON
2) Click Course Tools from the Tools area
3) Click Blogs
4) Click Create Blog
5) Enter a Name for the blog
6) Enter Instructions in the text box
7) Click Yes to make the blog available to users
8) If necessary, set the Display After and Display Until date and time fields to Limit Availability of the Blog
9) Select Blog to be Course Blog
10) Choose between Monthly or Weekly index entries
11) Click the checkbox to Allow Users to Edit and Delete Entries
12) Click the checkbox to Allow Users to Delete Comments
13) Click Submit
Creating Blog Posts
Instructors and users can create blog posts that can be commented upon. Instructors can use blog posts to provide structure for discussions on class topics and other issues.

To Create a Blog Post:
1) Click Blogs on the Course Tools menu
2) Click the appropriate blog
3) Click Create Blog Entry
4) Enter an Entry Title
5) Enter the text in the Entry Message text box
6) Click Post Entry
Viewing Students Blogs

To View a Student’s Blog:
1) Click Blogs from the Course Tools menu in the Control Panel
2) Click on the blog

To select a specific students blog by clicking on the students name in the Blog Navigation Pane on the right.

Creating Blog Comments
Instructors and users can enter comments on blog posts if comments are allowed.

To Create a Comment on a Blog Post
1) Open a blog
2) Click Comment for the appropriate post
3) Enter a comment in the Comment field
4) Click Add

Editing and Managing Blogs
Instructors can edit basic properties of the blog, including the name, instructions, availability, participation, and user permissions. Instructors can also delete their own blogs.

How to Edit a Blog
1) Click Blogs from the Course Tools menu
2) Click Edit Mode ON
3) Select Edit from the drop down arrow to the right of the blog name
4) Make necessary changes
5) Click Submit

To Delete a Blog
1) Click Blogs from the Course Tools menu
2) Click Edit Mode ON
3) Select Delete from the drop down arrow to the right of the blog name
4) Click OK in the confirmation window