

Blackboard 9: 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) Select if you wish to grade the blog; enter points if necessary
- 14) 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 log
- 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) Select if you wish to grade the blog; enter points if necessary
- 14) Click **Submit**

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) Access the blog by clicking on it if necessary
- 2) Click **Comment** for the appropriate post
- 3) Enter a comment in the Comment field
- 4) Click **Add**

To Grade a Blog:

- 1) Access the blog by clicking on it
- 2) Select the user to grade by clicking on their name on the right
- 3) Click **Edit Grade**
- 4) Click **Save Grade**

Type: Individual Blog
Author: student student
Entries: 1
Comments: 0

Blog Grade

Current Grade Value
4 out of 5.0

Feedback:
Good Work

Grading Notes:
Looking for more detail

Cancel Save Grade

Note: This feature is only available if Grade Blog was selected as an option when the Blog was created. The grade is now visible by the student and has also been entered automatically in the Grade Center.

Editing and Managing Blogs

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

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