

How to Set Up a Blog in Your Blackboard Learn Course

Step 1 - Choose or create a content area

A. Adding a Blog link to your course menu

1. Click the "+" sign in the upper left of the course menu
2. Select "Create Tool Link"
3. In the Name field, name the link "Blog"
4. Under the Type: field, select "blogs" from the drop down menu
5. Check the box to make the item available to users
6. Click "Submit"
7. Click the link you've just created for your Blog at the bottom of the course menu
8. On the Blogs page, click the blue "Create Blog" button
9. Proceed to Step 2

OR

B. Adding a Blog link to your folder or learning module

1. From within the desired folder or learning module:
2. Hover your mouse cursor over the blue "Add Interactive Tool" button to view the menu
3. Select "Blog"
4. On the "Create Link: Blog Page" click "Create New Blog"
5. Proceed to Step 2

Step 2 - Choose your options

1. Give the Blog a name at the top, such as "Journal", "Blog", or "Homework".
2. Make the blog available by clicking the radio button to the left of Yes
3. If desired, update blog date and time restrictions
4. Under Blog Participation, choose a Blog type:
 - a. Individual to All Students (where one student posts and all the others in the class can read it), or
 - b. Course blog (where all the students can post to the blog)
5. Under Blog settings click the radio button to the left of Monthly or Weekly indexing options (this refers to how you would like to navigate past posts)
6. Check the check box to allow users to edit and delete entries and/ or to allow users to delete comments
7. Click "Submit" when finished