Creating a Blog Entry in Blackboard

About Blogs

A Blog—a shorthand term that means web log—is a personal online journal that is frequently updated and intended for general public consumption. Blogs encourage students to clearly express their ideas and addresses the need to expand various aspects of social learning. In addition, blogs are an effective means of gaining insight into Students' activities and provide a way to share the knowledge and materials collected. Blogs are created and managed by instructors and only enrolled users can view and create entries and comments in them.

Blackboard Blogs consist of two elements:

- **Blog entries**: Text, images, links, multimedia, Mashups, and attachments added by Course members open for comments.

- **Comments**: Remarks or responses to Blog entries made by other Course members, including the Instructor.

How to Create a Blog Entry

1. Click on the course menu item where the blog is located. (Note: this can vary among your courses. Some courses may have a menu item called "Blogs" or they may be placed within your course content).

2. On the *Blogs* listing page, click the name of the blog you want to access.

3. On the *Blog's* topic page, click *Create Blog Entry* on the action bar.

4. Complete the *Blog Entry* Information:

a. Type a "Title" for the Blog entry

b. Type text in the *Entry Message* text box. Format the text and add images, links, multimedia, mashups, and attachments using the functions in the *Text Editor*, if needed. Attachments added using the *Text Editor* can be launched in a new window and have alternate text added to describe the attachment.

5. If enabled, select the check box for *Post Entry as Anonymous*, if appropriate.

6. Alternatively, under Blog Entry Files, browse for a file to attach to the Blog entry.

7. Click "Post Entry" to submit the Blog entry or click "Save Entry as Draft" to add the entry later.

How to View Drafts

To view or add saved drafts, click "View Drafts" on the Action Bar on the Blogs listing page.
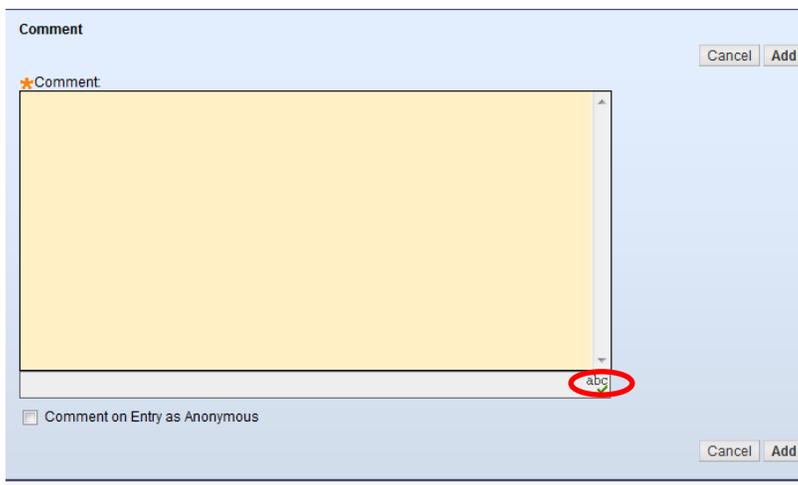
How to Comment on a Blog Entry

1. On the *Blogs* listing page, select a Blog title.

2. On the *Blogs* topic page, select a Blog to view by selecting the user's name in the side panel under *View Entries by*. The user's Blog entries open in the content frame.

3. Click *Comment* following the user's entry. The *Comment Text Box* appears.
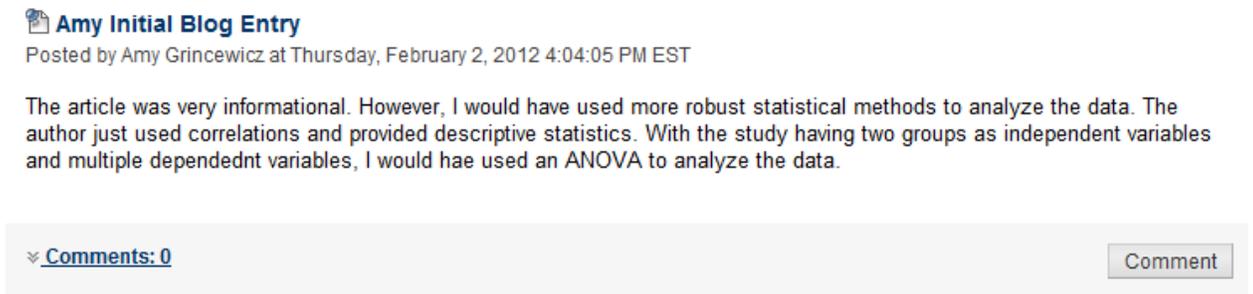
4. Type a comment in the Comment text box.

5. Click the "Spell Check" symbol at the bottom of the *Comment Text Box* to check the spelling of the content before continuing.

6. If enabled, select the check box for Comment on Entry as Anonymous, if appropriate.

7. Click "Add".

8. Click the "Comments" link below the entry to view the comment.