

Creating a Blog

Quick Reference

Introduction

A **Blog** is a shared on-line space where learners can post entries to a topic. Blogs can be used for interaction between an entire class or groups of students. Students and/or the instructor can comment on entries.

Creating a New Blog

1. Click on **Course Tools** and choose **Blogs**.
2. Click on **Create Blog**.
3. Enter the name for the blog.
4. Type instructions for blog use (or a description) for the students. This information appears **INSIDE** the blog at the top of the page.
5. Choose **Availability** OR choose dates to make the blog/journal available.
6. Indicate the Blog type. (Course or Individual).

- Individual to All Students
 Course
 Allow Anonymous Comments

Note: In a **Course Blog** everyone can post and it is possible to see all posts as a sequential stream. In an **Individual Blog**, everyone can see all posts and can post, but student posts are separated into individual pages for each student.

7. Choose time period for the index. (Monthly or Weekly)

Note: If students need to enter a posting each week, then weekly would be a good choice. For a longer discussion, choose monthly.

8. Choose editing and deleting rights.

- Allow Users to Edit and Delete Entries
 Allow Users to Delete Comments

Note: Users may only edit or delete their own entries!

9. Choose **Grade** and enter **Points** if you want to use the grading feature. This adds a column to the Grade Center.
10. Click **Submit**.

Adding a Blog to a Page

1. Move to the page in the course where you would like to insert the link to the blog/journal.
2. Use the **Add Interactive Tool** menu and choose **Blog**.
3. At this point you have three choices:
 - a. Link to blog page (this would list all blogs in the course and students could choose one).
 - b. Link to a Blog (specific existing blog).
 - c. Create New Blog – if you haven't created any blogs or journals yet in the course. If you choose this, you will be at step 3 in the Creating a New Blog instructions.
4. Assuming you previously created a blog and wanted to add it to the page, choose **b.** above and select the blog from the list.
5. Choose **Next**.
6. Type a new name for the link to the blog (if desired).
7. Type instructions or other text for the description of the blog. This text appears **OUTSIDE** the blog with the blog link.
8. Indicate if the blog is to be available, or indicate the dates for the blog to be displayed.
9. Click **Submit**.

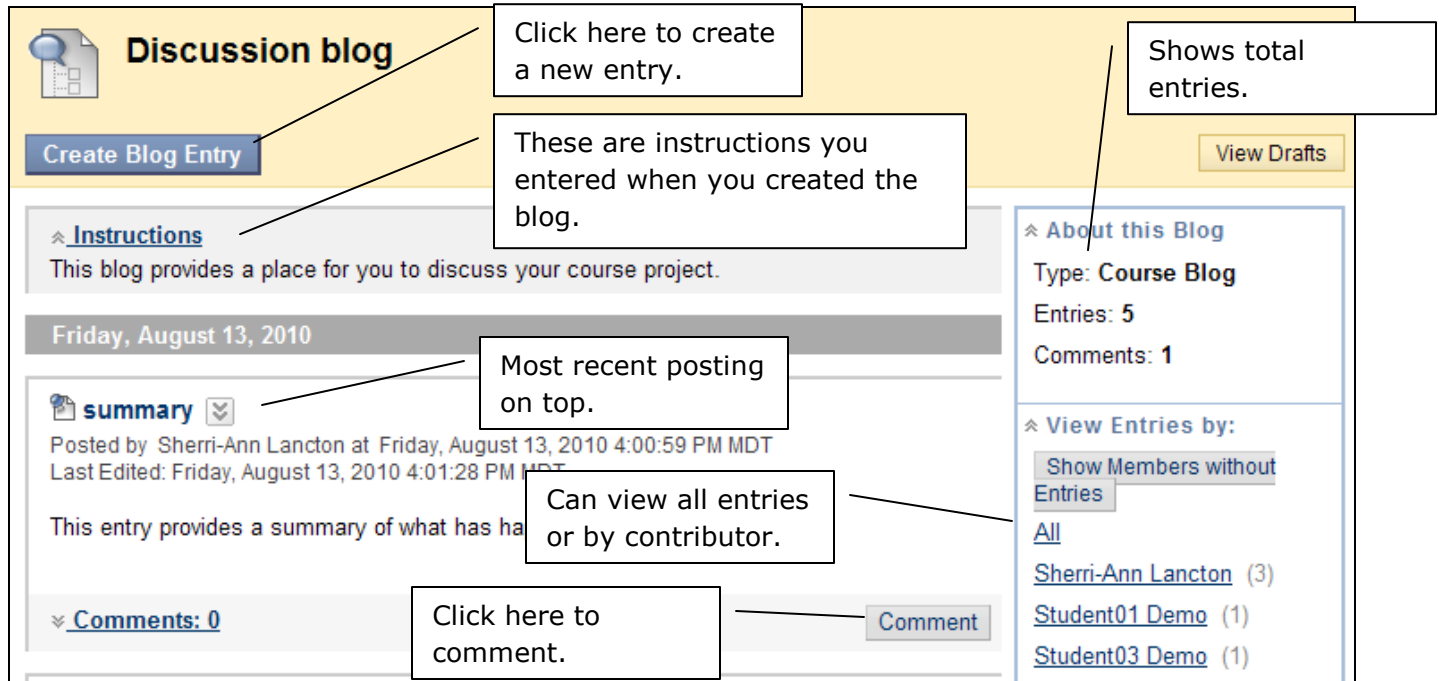
Assessing Student Participation

1. The panel at the right of the screen enables you to move to various blog entries and view all entries by a student.
2. Each student who has posted shows in this list and you can click on the student name to see all his/her postings.

- ↗ View Entries by:
[All](#)
[Sherri Lancton \(1\)](#)
[Sherri-Ann Lancton \(3\)](#)

Overview

Using the blog works the same for instructor and students. You will be able to create blog entries and comment on student entries.



Posting an Entry


1. Click on the link to the journal.
2. Use **Create Blog Entry** to add a posting.
3. Use the tools in the text box to format the entry and add files, graphics, audio, etc.




The icons in the visual editor allow you to:

- Attach a file
- Insert an image
- Insert a movie
- Insert Quicktime
- Add audio content
- Add flash content

Each of these icons opens a window to find a file on your computer to insert.

The last icon  is **Paste from Word**. This will paste text from Word and adjust for formatting.

Use the world icon  to insert a link to a web page.

4. Click **Post Entry**.

Commenting on an Entry

Click on the **Comment** button.

1. Type your comment (note there is no formatting available in comments).
2. Click **Add**.

Viewing Comments

The comments indicator shows if there are comments. Click on it to view the comments.

Viewing Entries

There are two types of indexes along the right side – one by student and one by date. If the blog spans more than a month, you will need to use both to see all entries.

1. Click on a name to see entries by that person.
2. Click on a month to see entries for the selected person for the month.
3. Use the + to expand and see the entries for that month.