

## Using the Blog Tool

Quick reference



### Introduction

#### Blog

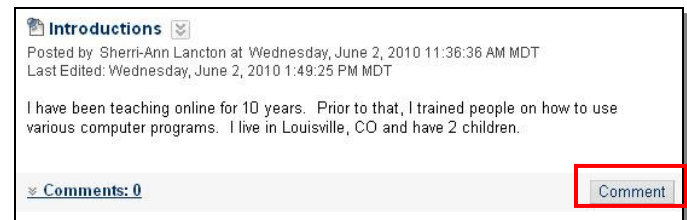
You may already be familiar with the concept of a Blog, or “web log” since many of these are available on the web. Facebook is one example.

In addition to writing in a Blog, instructors and students can upload pictures or media files.

### Posting an Entry

1. Click on the link to the blog.
2. Use the **Create Blog Entry** to add a posting.
3. The editor is similar to the text editor in other BB areas. You can use the tools at the top to format the entry and add files, graphics, audio, movies, etc.
4. When you have completed the entry, click **Submit**.



### Commenting on an Entry



1. Click on the **Comment** button.
2. Type your comment (note there is no formatting available in comments).
3. Click **Add**.



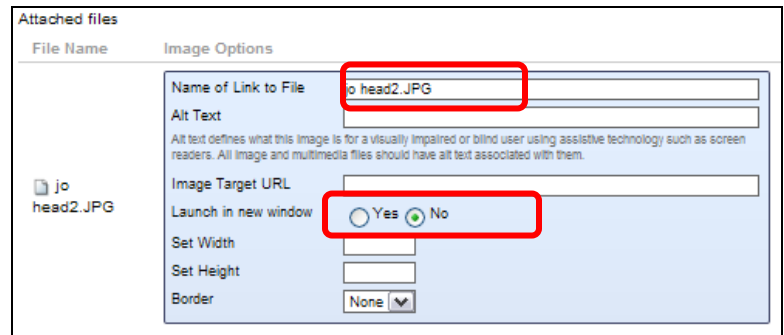
4. The comments indicator shows if there are comments on an entry. Click on it to expand the comments.

The tool bar in the text editor enables you to insert a variety of items into your blog entry. The instructions below concentrate on two – inserting a picture  and inserting a link. 

## Adding a Graphic to an Entry

In the text area, at the cursor location where you would like to insert the graphic, click the **Insert Image** tool.

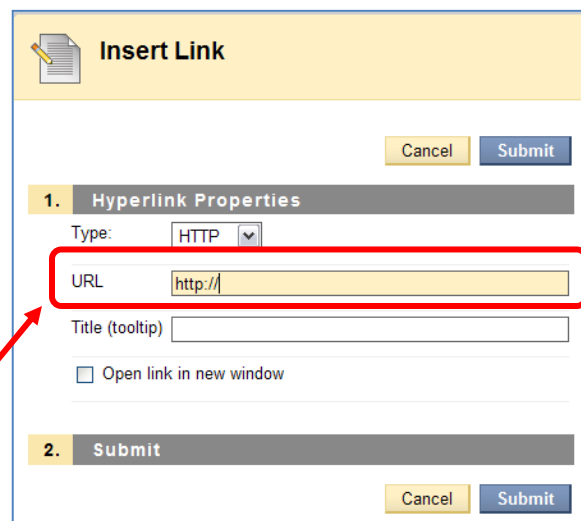
1. Choose **Browse My Computer** to find the image on your computer.
2. Select **No** for **Launch in new window** to display the graphic right in your page.
3. Leave the **Set Height, Set Width** blank since you can size the graphic after you add it to your entry.
4. Use the drop down menu to select a border size (frame around the image).
5. Click **Submit**.
6. The **Add Image** dialog box displays.
7. Click **Submit** to add the graphic to your blog entry.



## Adding a Link to an Entry

The easiest way to do this is to copy and paste a URL from a browser window over to the Blackboard Insert Link window.

1. Open a new browser window and navigate to the first website to be inserted.
2. Click in the URL box to select the URL and use **CTRL + C** to copy the URL.
3. Switch back to the Blackboard course to your blog entry.
4. In the text area, type a description for the website and a name for the site.
5. Highlight the site name and click the **Hyperlink** tool.
6. In the dialog box, click in the URL area and use **Ctrl+V** to paste the first link.
7. Click the checkbox next to **Open link in new window**, if desired.
8. Click **Submit**.



Don't forget to click **Post Entry** when you are done with your entire blog entry.