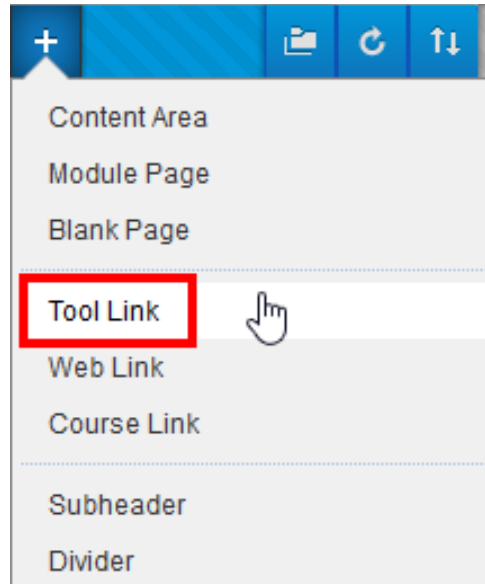


Blogs

Log into the course you would like to create a blog for and find the “+” symbol at the top of the left hand menu. Click **Tool Link**.



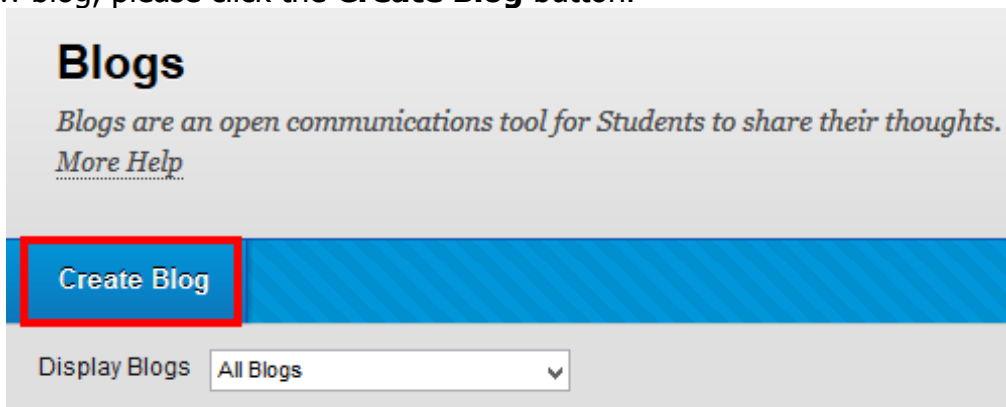
Type an appropriate title of the tool link, make sure Blogs is selected from the dropdown menu, and check **Available to Users**. Once you have filled out all the appropriate fields, click **Submit**.

A screenshot of the 'Add Tool Link' form in Blackboard. The form has a title 'Add Tool Link' and two input fields: 'Name:' with the value 'Blogs' and 'Type:' with a dropdown menu showing 'Blogs'. Below these fields, there is a checkbox labeled 'Available to Users' which is checked. At the bottom right of the form, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red rectangular box.

The new tool link is created. Click on this link to take to the blogs home page.



To create a new blog, please click the **Create Blog** button.



Enter a **Name** and **Instructions** for this blog.

Create Blog

A Blog is a collaborative tool that allows Students to post their personal reflection about the Course or discuss and analyze Course-related materials. [More Help](#)

* Indicates a required field.

Cancel

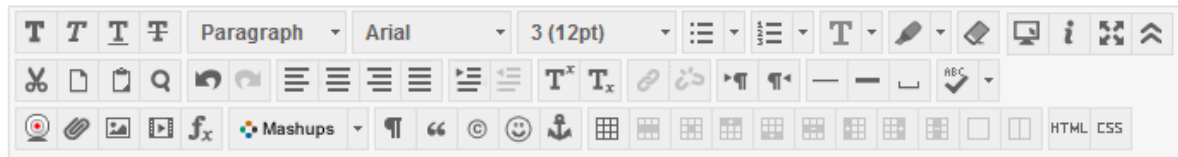
Submit

1. Blog Information

* Name

Course Blogs

Instructions



This is the course blog. Please enter comments here.

Select **Yes** next to **Blog Availability**. Students will then be able to view and interact with the blog. Enter dates you would like the students to view the blog, otherwise you may leave it blank for students to access the entire semester. Make sure to uncheck the **Allow Anonymous Comments** box, so you will be able to view which student posted each blog.

2. Blog Availability

Blog Availability



☒ Yes ☐ No

3. Blog Date and Time Restrictions

Limit Availability

☐ Display After  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

4. Blog Participation

Blog Type

☒ Individual to All Students ☐ Course

☐ Allow Anonymous Comments

Blackboard Questions? Contact the *Center for Online Teaching and Learning*

Email: blackboard@govst.edu Phone: (708) 534-4115

You may organize the entries by monthly or weekly. If you would like the students to edit and delete their entries or delete comments, check the appropriate boxes. If you would like to grade this blog, add a numeric value next to **Points Possible**. This will automatically create a column in the Grade Center. When you are finished, please click **Submit**.

5. Blog Settings

- Index Entries ☒ Monthly
Indexing will organize entries by the chosen time-frame.
- ☐ Weekly
- ☐ Allow Users to Edit and Delete Entries
- ☐ Allow Users to Delete Comments

6. Grade Settings

If a Due Date is set, submissions are accepted after this date, but are marked late.

- Grade Blog ☒ No grading
- ☐ Grade : Points possible :

7. Submit

*Click **Submit** to finish. Click **Cancel** to quit without saving changes.*



Once the student submits a blog entry, you will be able to access the blog entry by proceeding to the blogs homepage (from the left navigation menu), selecting the title of the blog (in this example, Course Blogs), then select the name drop down menu.

With the name drop down menu open, check **Show Empty Blogs** to show all the students who have not submitted yet. The students with the yellow exclamation mark (needs grading) next to their name have successfully submitted a blog entry. Click on their name to open their blog entry. *Note: the needs grading icon will stay next to the student's name until the blog entry is graded.*

A screenshot of the Blackboard 'Course Blogs' page. The page has a dark header with 'Course Blogs' and a sub-header with a help link. Below the header are two tabs: 'Create Blog Entry' and 'View Drafts'. The main content area is divided into two panels. The left panel, titled 'Blog Instructions', contains a section for 'Monday, March 10, 2014' with a 'Testing' entry. The right panel, titled 'Blog Details', shows a dropdown menu for selecting a student. The dropdown is open, showing a list of students: 'Daniel Farnsworth (1)' with a yellow exclamation mark icon, 'Demo (0)', 'Miles Runnings (0)', and 'Van Claymaker (0)'. A red box highlights the 'Daniel Farnsworth (1)' entry, and a red arrow points to it from the 'Show Empty Blogs' checkbox, which is also checked. The 'Show Empty Blogs' checkbox is also highlighted with a red box.

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You now have the blog entry open to read.


Course Blogs ▼
If a Blog or Journal can be graded, a grade assigned to an individual


Blog Instructions ^

Instructions | [Alignments](#)

This is the course blog. Please enter comments here.

Wednesday, June 1, 2016

 **Blog Entry** ▼ **New**

Posted by  Daniel Farnsworth at Wednesday, June 1, 2016 9:26:20 AM

This is the students blog entry.

Comment