WHY WOULD YOU USE THIS FEATURE:
The blogs tool allows you to create a shared online diary for use in class. Blog Entries make up the content of a Blog. Depending on the Blog settings, entries may be edited or deleted by their authors. Blog Entries can be saved as a draft to edit or delete at a later time. This tutorial will go over how to access a blog and create a blog entry.

HOW TO CREATE A BLOG ENTRY:
1. Access your course within Blackboard.
2. Access the blog from your Course menu, or access the Blog from the Content Area or from the Control Panel-Course Tools.
3. Click Create Blog Entry at the top.
4. Type a title for the Blog entry and type the text in the text box.
5. You may attach files to the blog by clicking Browse My Computer.
6. Click **Post Entry** if you are ready to post the blog entry. If you wish to save the blog entry and edit/post it at a later time, click **Save Entry as Draft**.

7. If Save Entry as Draft was selected, it will be saved in the Drafts page. Click **OK**.

8. To access your saved drafts, access the particular blog that has the drafts saved then click **View Drafts**.

9. A list of all saved drafts for that blog will appear. Click the draft you wish to edit.

10. Make any edits to the subject, text, and/or attachments and click **Post Entry** when ready to post.