WHY WOULD YOU USE THIS FEATURE:
Blogs are another type of communication tool provided through Blackboard that serves a variety of functions. A blog can be used as a user’s personal diary, collaborative tool, a place to share an interesting link, or even as a memo to the outside world. Within Blackboard, blogs can be used as a group tool as well. Entries are organized in reverse-chronological order from most recent to least recent. Typically, blogs are entered in a stream-of-consciousness format, meaning that there is not necessarily a rhyme or reason as to how entries are posted. Your instructor may however, provide structure to your class blog to help them access your conceptual understanding. The following will demonstrate how to access a blog and create/post a blog entry.

HOW TO CREATE A BLOG POST:
1. Access your course within Blackboard.
2. If your instructor has activated Blogs within the course it will be located in the Blogs or the Tools area in the course menu.
3. To create an entry, open the appropriate Blog and click Create Blog Entry.
4. Provide each title for your entry and enter your message in the text box. You may also add Mashups, hyperlinks, and other files to your entry in the text editor as well (for more on how to do this see the “Using the Text Editor” tutorial).

5. Another way to add a file to your post is by clicking the Browse My Computer option under the Blog Entry Files section.

6. Locate the file in your computer and click Open to attach it to your entry.

7. When you have finished creating your entry click Save Entry as Draft or Post Entry.

8. If you Save Entry as Draft you may access the draft for further editing by clicking Blogs followed by the blog containing your (Draft Entry). Then click View Drafts in the upper right corner of your screen. Select the draft you wish you edit. After you edit the draft you may either Post Entry or continue to Save Entry as Draft until all revisions have been made.
9. A message will appear indicating the successful submission of your entry and it will then appear underneath the blog heading.