

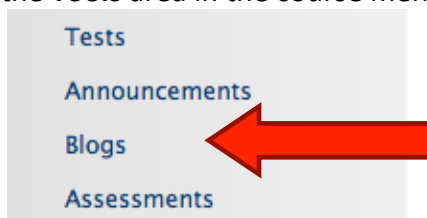
STUDENT TUTORIAL: ACCESSING AND CREATING BLOG ENTRY

WHY WOULD YOU USE THIS FEATURE:

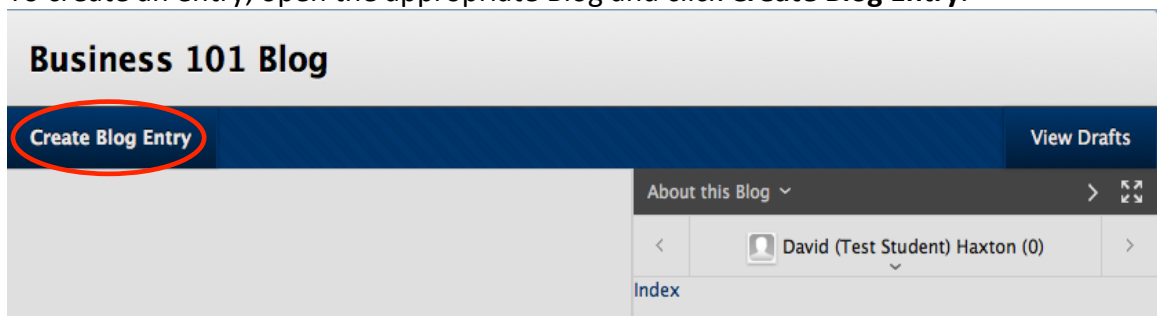
Blogs are another type of communication tool provided through Blackboard that serves a variety of functions. A blog can be used as a user's personal diary, collaborative tool, a place to share an interesting link, or even as a memo to the outside world. Within Blackboard, blogs can be used as a group 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.

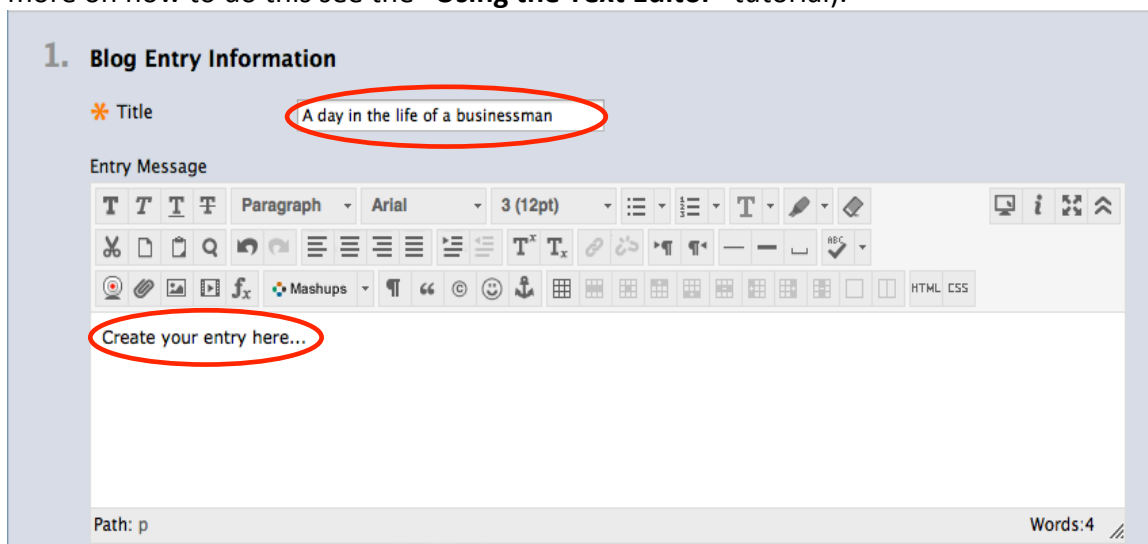


3. To create an entry, open the appropriate Blog and click **Create Blog Entry**.



STUDENT TUTORIAL: ACCESSING AND CREATING 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).



1. Blog Entry Information

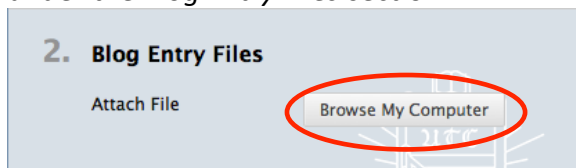
* Title

Entry Message

Path: p Words: 4

The screenshot shows a web form for creating a blog entry. The title field contains "A day in the life of a businessman". Below it is a rich text editor with a toolbar containing various icons for text formatting, alignment, and inserting elements. The main text area contains the placeholder text "Create your entry here...". At the bottom, there is a "Path" field with the value "p" and a word count of "Words: 4".

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

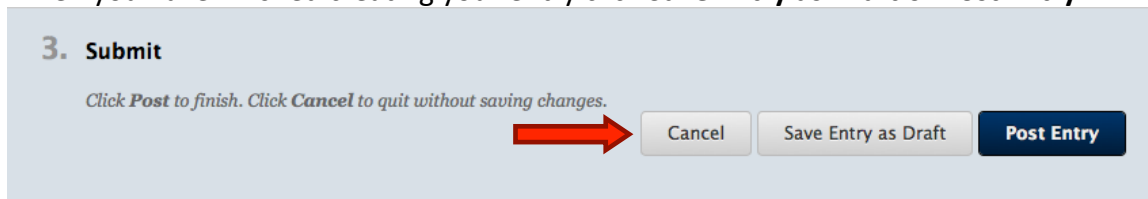


2. Blog Entry Files

Attach File

The screenshot shows the "Blog Entry Files" section of the form. It has a label "Attach File" and a button labeled "Browse My Computer".

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**.



3. Submit

Click Post to finish. Click Cancel to quit without saving changes.

The screenshot shows the "Submit" section of the form. It contains a red arrow pointing to the "Post Entry" button. There are also "Cancel" and "Save Entry as Draft" buttons.

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.

[View Drafts](#)

STUDENT TUTORIAL: ACCESSING AND CREATING BLOG ENTRY

9. A message will appear indicating the successful submission of your entry and it will then appear underneath the blog heading.



The screenshot displays a web interface for a blog. At the top, a blue banner contains the text "Success: A day in the life of a businessman Blog Entry Created" with a red arrow pointing to the right. Below this is the blog title "Business 101 Blog". A dark blue navigation bar includes "Create Blog Entry" and "View". The main content area is dated "Friday, November 15, 2013" and features a new entry titled "A day in the life of a businessman" by "David (Test Student) Haxton" at "11:24:02 AM EST". The entry text begins with "Create your entry here....". On the right, a sidebar shows "About this Blog" for "David (Test Student) Haxton (1)" and an "Index" section with a link for "November 2013(1) A day in the life of a businessman".