

Blogs

How to Create a Blog

1. Open a course.
2. Click Edit Mode ON.
3. Click Course Tools from the Tools area.
4. Click Blogs.
5. Click Create Blog.
6. Enter a Name for the blog.
7. Enter any specific Instructions in the text box.
8. Click Yes to make the blog available to users.
9. Use the Display After and Display Until date and time fields to Limit Availability of the Blog.
Click both the Display After and Display Until checkboxes in order to enable the date and time selections.
10. Determine the Blog Participation by clicking Individual to All Students or Course .
11. Choose between Monthly or Weekly index entries.
12. Click the checkbox to Allow Users to Edit and Delete Entries.
13. Click the checkbox to Allow Users to Delete Comments.
14. Click Submit.

How to Create a Blog Post

1. Click Blogs on the Course Tools menu.
2. Click the appropriate blog.
3. Click Create Blog Entry.
4. Enter an Entry Title.
5. Enter the text in the Entry Message text box.
6. Click Post Message as Anonymous if appropriate.
7. Click Browse for Local File to attach a file to the entry.
8. Click Post Entry.

OR

Click Save Entry as Draft to save the entry for later posting.

How to Comment on a Blog Post

1. Open a blog.
2. Click Comment for the appropriate post.
3. Enter a comment in the Comment field.
4. Click Comment on Entry as Anonymous if appropriate.

How to Edit a Blog

1. Open a course.
2. Click Blogs from the Course Tools menu.
3. Click Edit Mode ON.

4. Select Edit from the contextual menu for the blog.
5. Make changes.
6. Click Submit.

How to Delete a Blog

1. Open a course.
2. Click Blogs from the Course Tools menu.
3. Click Edit Mode ON.
4. Select Delete from the contextual menu for the blog.
5. Click OK in the confirmation window.

How to Change the Availability of a Blog

1. Open a course.
2. Click Blogs from the Course Tools menu.
3. Click Edit Mode ON.
4. Click the checkbox next to the appropriate blog.
5. Select Make Available or Make Unavailable from the Availability drop-down list.

Troubleshooting Blog Management

If...	Then...
a blog is deleted while users are posting	the blog and all comments are deleted
a blog is made unavailable while users are posting	the blog remains visible to the Instructor in Edit Mode but is not displayed to users
the Allow Users to Edit and Remove Entries setting is changed	entries remain but users cannot edit them
the Allow Users to Remove Comments setting is changed	comments remain but users cannot edit them