Blackboard Blogs are an open communication tool for students to share their thoughts with others in the course. Blogs can be graded or ungraded and consist of: Blog entries and Comments. Blog Entries may include text, images, links, multimedia, Mashups, and attachments added by course members. Comments are remarks or responses to blog entries made by other course members, including the instructor(s).

How to Create a Blog

*Edit Mode Switch must be On to create a Blog.*

To access the *Blogs* tool, expand the *Course Tools* menu in the *Control Panel* within a course, select *Blogs*. On the *Blogs* page, click the *Create Blog* button. On the *Create Blog* page:

1. **Blog Information**
   - Give the blog a **Name**
   - Use the **Content Editor** to add Instructions for the blog.

2. **Blog Availability**
   - Select Yes to Make *Blog* Available

3. **Blog Date and Time Restrictions**
   - Optionally select **Display After** and **Display Until** check boxes to enable the date and time selections.

4. **Blog Participation**
   - Select **Individual to All Students** which create a blog for each student that everyone can read and comment on) OR **Course** which create a single blog that everyone can contribute to, read and comment on) and whether to Allow Anonymous Comments.
5. Blog Settings
   - Select how the entries will be indexed, Monthly or Weekly.
   - Optionally select Allow Users to Edit and Delete Entries if students will be able to edit or delete their blog entries.
   - Optionally select Allow Users to Delete Comments if students will be able to delete comments they added to blog entries.

6. Grade Settings
   - Select No Grading OR Grade: Points Possible option and type the number of points possible. Once a blog is set to be graded, a column is created for it in the Grade Center. It is now permanently gradable and cannot be set to No grading.
   - Select the number of entries required to show participants in Needs Grading status (optional). Applying this setting will show the Needs Grading icon in the Grade Center and place the entries in the queue on the Needs Grading page after the specified number of entries have been made. Optionally associate a Rubric by selecting a Rubric form the Add Rubric menu.

7. Submit
   - Click Submit to finish. Click Cancel to quit without saving changes.

The Blogs appear in alphabetical order on the Blogs listing page. Columns may be sorted by clicking the column title or caret to the right of the title.

How to Create a Blog Entry
Navigate to the Blogs page, select the Blog Name to open a blog. Click the Create Blog Entry button. On the Create Blog Entry page:
1. Blog Information
   - Give the blog entry a Title
   - Use the Content Editor to enter the Blog entry message.
2. Blog Entry Files
   - One or more files may be attached to a Blog entry.
3. Submit
   - Click Post Entry to finish. Click Save Entry as Draft to complete the entry later. Click Cancel to quit without saving changes.

How to Comment on a Blog Entry
Navigate to the Blogs page, select the Blog Name to open a blog. View a blog entry by selecting a user’s name in the side panel under View Entries by. Once on the Blog Entry page:
Click the Comment button below the blog entry. A text box will appear. Enter your comment in the text box. Click Add to save the comment or cancel to quit without saving. To view all comments, click Comments below the entry.

How to Grade Blog Entries
Edit Mode switch must be On to grade blog entries.
Navigate to the Blogs page, select the Blog Name to open a blog. View a blog entry by selecting a user’s name in the side panel under View Entries by. A green exclamation mark beside a name means that student’s blog entry(ies) are ready for grading. Once on the Blog Entry page:
   - Click Edit Grade in the side panel under Blog Grade.
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- Enter points earned in the **Current Grade Value** box, or if a rubric has been created for this graded blog, click View Rubric.
- Enter **Feedback** for the student and **Grading Notes**, which appear to the Instructor. Optionally click Content Editor for formatting Feedback and Grading Notes.
- Click **Save Grade** to add the Grade, Feedback, and Grading Notes to the Blog Grade section and to the Grade Center.

The Grade, Feedback, or Grading Notes can be edited by clicking **Edit Grade** again at any time. The changes appear in the Blog Grade section and in the Grade Center. The changes are documented in the Grade Center in the Grade History tab on the user's Grade Details page.

*Note: If a rubric will be used to grade blog entries, it must be created and added in advance.*

### Adding Blogs to a Content Area

*Edit Mode* switch must be **On** to add content.

Hover your mouse pointer over the Tool on the action bar; select **Blogs** from the menu. On the Create Link page:

Select the radio button beside **Link to the Blog Page** (the Blogs page lists all blogs in that course) OR **Link to a Blog** (link to the specific blog selected from the Link to a Blog list). Or create a new blog by clicking on the **Create New Blog** button. Click **Next**. On the Create Link: Blog page:

1. **Link Information**
   - Enter a **Link Name** and use the Content Editor to enter optional **Text** that to appear under the link.

2. **Options**
   - Make the link **Available** (Yes) or **Unavailable** (No) to students.
   - Optionally select **Display After** and **Display Until** check boxes to enable the date and time selections.

3. **Submit**
   - Click **Submit** when finished. Click Cancel to quit.

The new link will appear last in the Content Area. Use the double arrow icon ‼️ to the left of the Blog Link to drag it to the correct location in the Content Area.

### Adding Blogs to the Course Menu

*Edit Mode* switch must be **On** to edit the course menu.

Hover your mouse pointer over the plus ‼️ at the top of the **Course Menu** to reveal the Contextual Menu; select **Tool Link**. In the Add Tool Link window:

- Give the tool link a **Name**.
- Select **Blogs** in the Type dropdown menu.
- Check the box next to **Available to Users** so that students can see the link.
- Click **Submit** to add tool to the menu.

The new link will appear last in the Course Menu. Use the double arrow icon ‼️ to the left of the Tool Link to drag it to the correct location on the Course Menu.