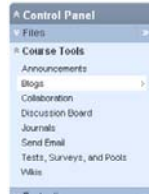


Blackboard 9.1 Blog Guide

How to Find It:

1. Expand the **Course Tools** topic on the Control Panel
2. Select "Blogs"

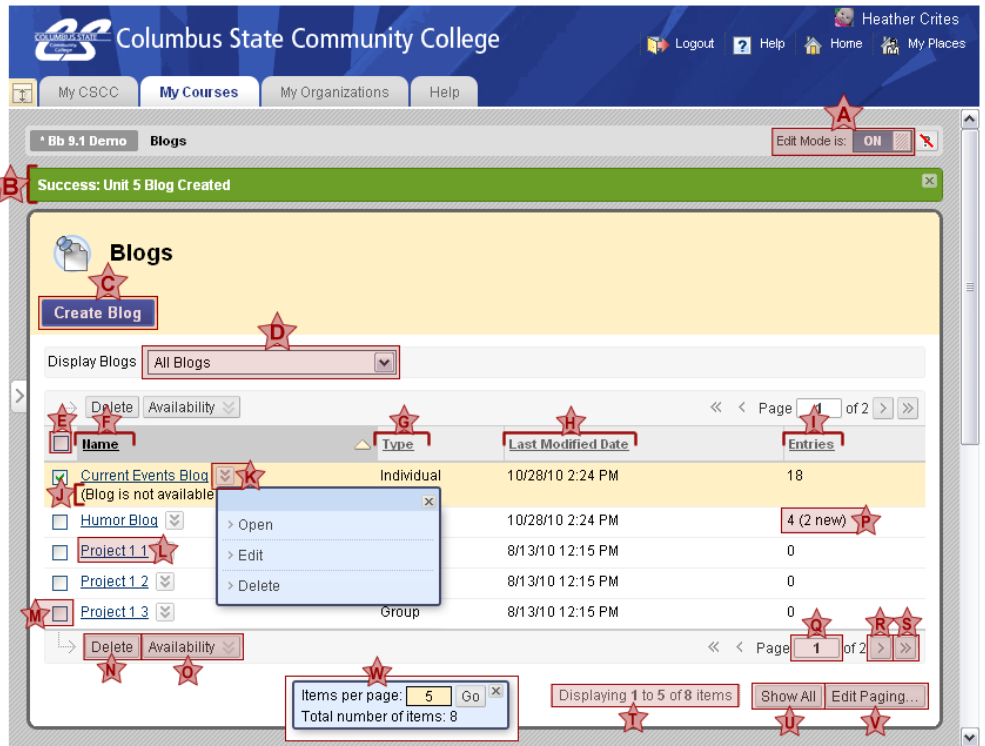


Types of Blogs

1. **Course:** all users in a course can create and comment on entries.
2. **Group:** only members of the group can create entries, but all users in a course can read and comment on entries.
3. **Individual:** only an individual can create entries. All users in a course can read and comment on entries.

Blogs



A	Edit Mode must be set to ON in order to edit and manage the blogs.
B	Confirmation messages. Indicates the success or failure of Blogs created, edited, or deleted.
C	Click Create Blog to create a new Blog. See reverse for details.
D	Filter the blogs by access permissions: <ul style="list-style-type: none"> • All Blogs: all blogs • My Blogs: blogs that you can create entries in (for instructors this is all blogs) • Course Blogs: only those that are course blogs • Blogs Permitting Comments Only: blogs that only allow comments (no new entries from students)




E	Check <input type="checkbox"/> to select all Blogs on the current page for deletion or availability changes.	N	Click Delete to delete the selected Blogs. <i>Note: this is permanent and cannot be undone. All entries and comments will be deleted.</i>
F	The Name of the Blog. Click to sort all Blogs by name.	O	Hover over Availability and select either Make Available or Make Unavailable to set the availability of the Blog
G	The Type of the Blog. Click to sort all Blogs by type.	P	Indicator showing the number of new Entries in a Blog.
H	The Last Modified Date of the Blog which indicates new entries and comments. Click to sort all Blogs by Last Modified Date.	Q	Indicator showing the current page number. Enter specific page number and hit Enter to jump to that page.
I	The Entries list of the Blog which indicates the total number of Entries. Click to sort all Blogs by number of Entries.	R	Click > to move to the next page of Blogs.
J	Indicator showing that this Blog is not available to students.	S	Click >> to move to the last page of Blogs.
K	Click <input checked="" type="checkbox"/> to show the Blog contextual menu. The open contextual menu for a Blog: <ul style="list-style-type: none"> • Open: open the Blog to view Entries • Edit: make changes to the settings and availability • Delete: Delete the Blog. Note: this is permanent and cannot be undone. All entries and comments will be deleted. 	T	Information on the items being displayed, including the total number of Blogs
L	The Name of the Blog. Click to view the Blog's entries.	U	Click Show All to view all Blogs on one page
M	Check <input type="checkbox"/> to select an individual Blog for deletion or availability changes.	V	Click Edit Paging... to open W and customize the number of Forums viewed per page
		W	Enter the number of Blogs to be viewed per page and click Go

Create and Edit Blogs

1. Blog Information

Name Text entered here will appear under the  heading under *Blogs* on reverse and under  under *Blogs > Individual Blog* on the next page. This field is required.

Instructions (optional) Text entered here will appear as  under *Blogs > Individual Blog* on the next page. Visual Editor (VTBE) may be turned ON or OFF. When copying and pasting from Microsoft Word or Groupwise, make sure you turn the editor OFF.

2. Blog Availability

Blog Availability Indicate the type of availability for this Blog:

- **Yes:** Students can see this Blog.
- **No:** Students cannot see this Blog.

3. Blog Date and Time Restrictions

Limit Availability (optional)

- **Display After:** check to display the Forum to students after a specific date and time
- **Display Until:** check to stop displaying the Forum after a specific date and time

*Note: if Date Restricted is indicated, but neither Display After nor Display Until is checked, Blackboard will automatically check **Display After** and insert the current date and time.*

4. Blog Participation

Blog Type Indicate the type of Blog (**Individual to All Students** or **Course**). *Note: Group blogs are set up when managing Groups.* See top of front for descriptions

Allow Anonymous Comments *Not recommended.* Students can leave comments to Entries anonymously.

5. Blog Settings

Index Entries Indicate the type of index:

- **Monthly:** Organize Entries by Month.
- **Weekly:** Organize Entries by Week.

Allow Users to Edit and Delete Entries Students can edit and delete their own individual Blog entries.

Allow Users to Delete Comments *Not recommended.* Students can delete comments made to their individual Blog entries.

Grade Blog Allows grading to be attached to the Blog. Enter a point value for the Blog. A column is automatically created in Grade Center for each Blog that is graded.


6. Submit


Cancel Click Cancel to disregard the new Blog or edits.

Submit Click Submit to create a new Blog or save edits.

Create and Edit Blog Entries

1. Blog Information

Name Text entered here will appear as  under *Blogs > Individual Blog* on the next page. This field is required.

Entry Message (optional) Text entered here will appear as  under *Blogs > Individual Blog* on the next page. Visual Editor (VTBE) may be turned ON or OFF. When copying and pasting from Microsoft Word or Groupwise, make sure you turn the editor OFF.


2. Blog Availability

Attach File (optional)

- **Browse My Computer:** attach a file from your computer
- **Browse Course:** attach a file from Course Files




3. Submit











Cancel Click Cancel to disregard the new Blog or edits.

Save Entry as Draft Save changes as a draft. Drafts may be viewed under  on *Blogs > Individual Blog* on the next page.


Post Entry Click Submit to create a new Blog or save any edits.



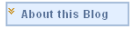









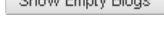










Blogs > Course Blog


A	Click  to show the Blog contextual menu.
B	Click Create Blog Entry to create a new blog Entry.
C	Click View Drafts to view a list of drafts you have created.
D	The instructions for the Blog.
E	Click  to hide the instructions.
F	A date header appears for each date
G	The title of the Blog Entry.
H	Click  to show the Blog Entry contextual menu. The open contextual menu for a Blog Entry: <ul style="list-style-type: none"> Edit: make changes to the title and content Mark as New: change the status of the Entry. Delete: Delete the Blog Entry.
I	Indicates that this Blog Entry is new to you.
J	A list of files attached to the Blog Entry.
K	Indicates how many comments exist for a Blog Entry. Click to expand and view all Comments.


L	Click Comment to add a new comment to a Blog Entry. See reverse for details.	W	Indicates Blog type, total number of Entries, and total number of Comments
M	Indicates author and date/time created of the Blog Entry.	X	Click  to move to the next student alphabetically by first name.
N	If the Blog Entry has been edited, indicates the last edited date and time.	Y	Click  to move to the previous student alphabetically by first name.
O	The Blog Entry Message.	Z	Click Show Members without Entries to view all students, even those without any Entries or Comments.
P	In this example, the comments are expanded. Click Comments again to close the Comments.	1	A list of students and the number of Entries they have created. Click on a student name to view and Grade their specific Entries. Icons indicate: <ul style="list-style-type: none"> : student has created a new Comment : student has created a new Entry : student still need to be graded
Q	Indicates author of the Comment.	2	Click  to collapse the list of Blog Entries in the index
R	Indicates that this Comment is new to you.	3	Click  to expand the list of Blog Entries in the index
S	Click  to delete the Comment. This is permanent and cannot be reversed.	4	Indicates the number of entries in the Index
T	Indicates date and time created for the Comment.	5	Indicates the scope of the Index. This example is a weekly index. See W on reverse to view a monthly index.
U	The body of the Comment.		
V	Click  to collapse the informational boxes. A collapsed box looks like  . Click it again to expand the box again		

Blogs > Individual Blog


- Only the individual may create Entries in an individual Blog
- Instructor and other students may comment on all entries
- This view is similar to clicking on the student name in  on reverse

	Click  to collapse the informational boxes. A collapsed box looks like  . Click it again to expand the box again
	Indicates Blog type, total number of Entries, and total number of Comments. If a student has a custom avatar, it displays it here. Entries for a specific student in a Course Blog will include the name of the student:
	If the Blog is graded, the grade information for the student. Feedback is viewable by students under My Grades. Grading Notes are only visible to the instructor. See below for instructions on grading.
	Click  to edit the Grade, Feedback, and Grading Notes.
	Click  to move to the next student alphabetically by first name.
	Click  to move to the previous student alphabetically by first name.
	Click  to view all students' individual Blogs, even those without any Entries.
	 Indicates that a student needs to be graded.
	Click on an individual student to view their individual Blog.
	Click  to collapse the list of Blog Entries in the index
	Click  to expand the list of Blog Entries in the index
	Indicates the number of entries in the Index
	Indicates the scope of the Index. This example is a monthly index. See  on reverse to view a weekly index.



 **About this Blog**





Type: Individual Blog
Author: Rita Skeeter
Entries: 3
Comments: 2


 **Blog Grade**


Grade for: Rita Skeeter
Grade: 1 out of 1.0
Grade Date: 10/29/10 1:01 PM
Feedback: Nice job. I enjoyed the "offbeat" headlines.
Grading Notes: Shows initiative and improvement.



 

 **More Blogs**



 



[Andromeda Tonks \(2\)](#) 


[Cedric Diogary \(1\)](#) 

[Gellert Grindelwald \(1\)](#)  



[Heather Crites \(2\)](#)

 [Olympe Maxime \(1\)](#) 

 [Rita Skeeter \(3\)](#) 



[Viktor Krum \(1\)](#) 

 **Index**



  [January 2011 \(2\)](#)

[How to Use an iPad and Velcro to Do Almost Anything](#)


[Why I love my Nook](#)


  [December 2010 \(1\)](#)

To Create a Comment



1. Click  (see  on reverse)
2. Type a **Comment**
3. Click **Add** to submit; click **Cancel** to disregard

Comment





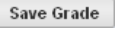


 


 **Comment:**

abc 


 

To Grade a Blog


1. Click student's name (see  above or  on reverse)
2. Click  (see  above)
3. Enter Grade and optional Feedback (visible to students in My Grades) and Grading Notes (only visible to instructors)
4. Click 
5. Use  and  to move to next or previous student or click on individual student name



Current Grade Value
 out of 10.0 

Feedback:




abc 


Grading Notes:


abc 


To Edit or Delete a Draft

1. Click  (see  on reverse)
 - **To Edit:** Click on title of Draft (i.e. "Saw this last night on Conan") or open contextual menu and select *Open*.
 - **To Delete:** Open contextual menu and select *Delete*
2. Click  or use Breadcrumb Trail to return to the Blog

 **View Drafts**

[Saw this last night on Conan](#) 

Last Modified Date: 1/3/11 2:40 PM

[On YouTube...](#) 

Last Modified Date: > Open
> Delete 