

## Creating a Blog

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Users can create blog posts that can be commented upon. Blogs may be used to provide structure for discussions on class topics and other issues.

1. Select **Edit Mode ON** > select **Tools** on the **Course Menu** > click **Blogs** > click the **Create Blog** button.
2. Enter a **Name** for the blog and any specific **Instructions** in the text box.
3. Click **Yes** to make the blog available to users.
4. Use the **Display After** and **Display Until** date and time fields to Limit Availability of the Blog.
5. Determine the Blog Participation by clicking **Individual** to All Students or **Course** and choose between **Monthly** or **Weekly** index entries.
6. Click the checkboxes to Allow Users to Edit and Delete Entries and Allow Users to Delete Comments if desired.
7. Determine the grading option by clicking **No grading** or **Grade**. Enter the **Points Possible** if you choose the Grade option. When the Blog assignment is gradable, it will automatically add a column to the Grade center.
8. Click **Submit**.

### Creating Blog Posts

1. Select **Tools** on the **Course Menu** > click **Blogs** > select the appropriate Blog > click the **Create Blog Entry** button.
2. Enter a **Title** and text in the **Entry Message** text box.
3. Attach a file if desired and enter a descriptive **Link Title**.
4. Click **Post Entry** or **Save Entry as Draft** for later posting. Drafts may be viewed by clicking View Drafts from the main Blog page.

### How to Comment on a Blog Post

1. Select **Tools** on the **Course Menu** > click **Blogs** > open the desired Blog.
2. Click **Comment** for the appropriate post and enter a comment in the comment field > click **Add**.