

Creating a Blog

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. Click **Edit Mode ON**.
2. Click **Course Tools** from the **Tools** area.
3. Click **Blogs** and **Create Blog**.
4. Enter a **Name** for the blog and any specific **Instructions** in the text box.
5. Click **Yes** to make the blog available to users.
6. Use the **Display After** and **Display Until** date and time fields to Limit Availability of the Blog.
7. Determine the Blog Participation by clicking **Individual** to All Students or **Course** and choose between **Monthly** or **Weekly** index entries.
8. Click the checkboxes to **Allow Users to Edit** or **Delete Entries** and **Allow Users to Delete Comments** if desired.
9. Click **Submit**.

Creating Blog Posts

1. Click **Blogs** on the **Course Tools** menu.
2. Select the appropriate Blog and click **Create Blog Entry**.
3. Enter an **Entry Title** and text in the **Entry Message** text box.
4. Attach a file if desired.
5. 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. Click **Blogs** on the **Course Tools** menu and open the desired Blog.
2. Click **Comment** for the appropriate post and enter a comment in the comment field.
3. Click **Add**.