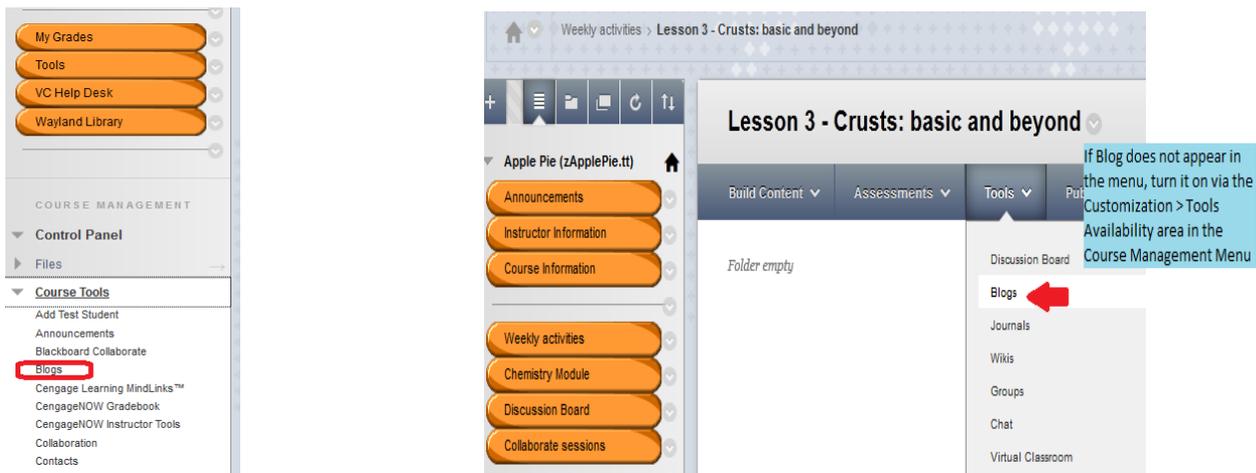Wayland Baptist University   Faculty Support
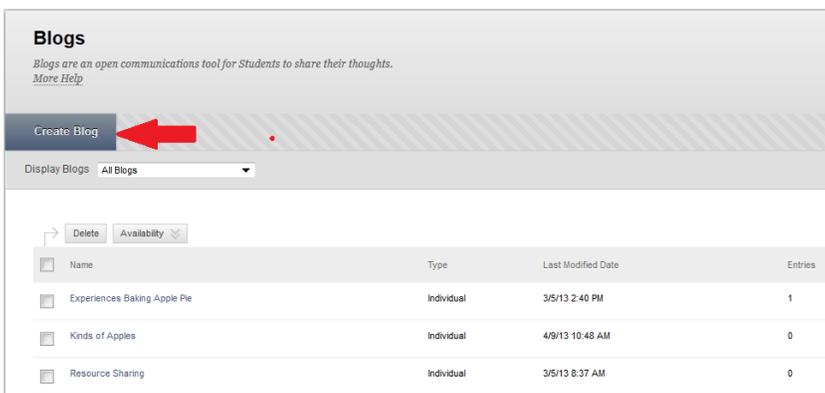
Creating a Blog

A **blog** is an online communication space within the course where all students can share, comment, and write content. **Blogs** in Blackboard are best used as "public journals" for students to share and reflect to the entire group. The interesting thing about **blogs** is that they can be created for the entire course, or individually for each student.

Follow these step-by-step instructions to access and create **Blogs** in your course:

1. Blogs can be created from the Tools area, or from the tool link in the content areas. Use the menu to mouse over " Tools" and click on "Blog".
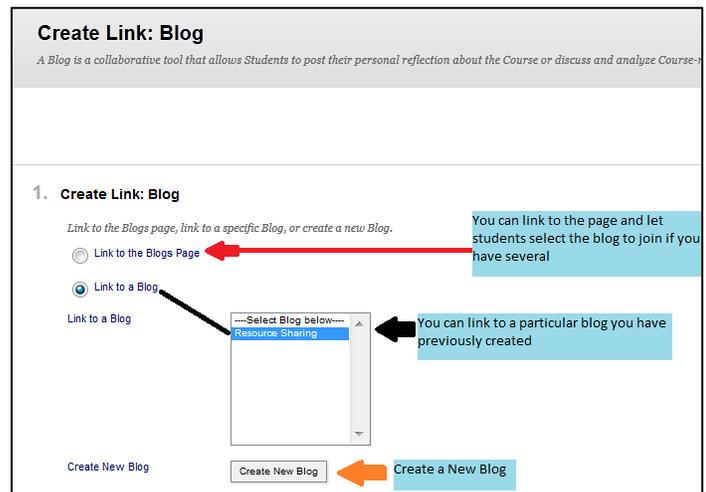

2. Clicking in the Course Tools area will take you to the blog repository; the place where all blogs are stored and where blogs can be created.

Click on create Blog.

3. IF you click on blog in the content area you have three options available to you when the page generates:

- link to the Blogs Page (repository) where several blogs have been created and are ready for use
- Link to a particular blog previously created
- Create a new blog

Create Link: Blog

A Blog is a collaborative tool that allows Students to post their personal reflection about the Course or discuss and analyze Course-

1. **Create Link: Blog**

   Link to the Blogs page, link to a specific Blog, or create a new Blog.

   ○ Link to the Blogs Page   You can link to the page and let students select the blog to join if you have several

   ● Link to a Blog

   Link to a Blog   ----Select Blog below----   Resource Sharing   You can link to a particular blog you have previously created

   Create New Blog   [Create New Blog]   Create a New Blog

Create Blog

A Blog is a collaborative tool that allows Students to post their personal reflection about the Course or discuss and an

2. **Blog Availability**

   Blog Availability   ● Yes   ○ No

3. **Blog Date and Time Restrictions**

   Limit Availability   ☑ Display After [ ] 📅 [ ] 🕐

   Enter dates as mm/dd/yyyy. Time may be entered in any increment.

   ☑ Display Until [ ] 📅 [ ] 🕐

   Enter dates as mm/dd/yyyy. Time may be entered in any increment.

4. **Blog Participation**

   Blog Type   ● Individual to All Students   ○ Course

   ☑ Allow Anonymous Comments

5. **Blog Settings**

   Index Entries   ● Monthly

   Indexing will organize entries by the chosen time-frame.

   ○ Weekly

   ☑ Allow Users to Edit and Delete Entries

   ☐ Allow Users to Delete Comments

6. **Grade Settings**

   Grade Blog   ○ No grading

   ● Grade : Points possible : [ ]

   ☑ Show participants in "needs grading" status ⚠ after every [1 ▼] Entries

   Associated Rubrics   [Add Rubric ☰]

➢ Select "create new blog"

➢ Enter a Name for the blog in the Name Field

➢ Enter Instructions in the textbox

3. There are several options under the textbox area that you need to select:

➢ The blog is defaulted to "available". If you mark it 'unavailable' it will not be seen by students.

➢ You can set restrictions on availability. Be sure to checkmark the box and put the date (use calendar icon) and time (icon)

➢ The blog is defaulted to be accessed individually by students in the course. Beware of anonymous comments!

➢ When posts are made, Bb lists them by month or week (date). Checkbox if you want students to edit their posts (they could delete them too). You can allow them to delete comments.

➢ It is defaulted to "no grading". If you want to grade the blog, select that options and place the number of points assigned. Rubrics can be added.

➢ Click Submit

4. If you choose to link to a previously created blog be sure to add instructions for the blog in the instruction box. These will show up in the content area and give the students specific details for blogging.