Create a Blog

Overview

This tutorial will explain how to create a Blog. Blogs are an interactive tool that gives students the ability to write about their views of course material, and they also provide them the ability to share those views and comment upon the views of others.

Quick Steps

Control Panel > Course Tools > Blogs > Create Blog > Set Options > Submit

Step 1

To create a Blog, you must first access the Blogs tool. The Blogs tool can be found in the Course Management navigation pane beneath the Control Panel section. Click on Course Tools [1], and then click on the “Blogs” option [2].

Step 2

From the Blogs page, click the Create Blog button [3] on the Action Bar.
Step 3

On the Create Blog page, in the Blog Information section, type the name for your blog in the Name box [4]. You can also type instructions or a description in the Instructions editor [5].

![Create Blog Form]

Step 4

In the Blog Availability section, select “Yes” using the first radio button to make the Blog available to students.

![Blog Availability]

You can create Blogs ahead of time and set the availability to “No” until you are ready to deploy them.
Step 5

In the Blog Date and Time Restrictions section, check the Display After and Display Until checkboxes to enable date and time restrictions. Display restrictions do not affect the Blog’s availability, only when it appears.

<table>
<thead>
<tr>
<th>BLOG DATE AND TIME RESTRICTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limit Availability</td>
</tr>
<tr>
<td>□ Display After</td>
</tr>
<tr>
<td>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</td>
</tr>
<tr>
<td>□ Display Until</td>
</tr>
<tr>
<td>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</td>
</tr>
</tbody>
</table>

Step 6

In the Blog Participation section, decide whether the blog is for individuals or the course using the radio buttons in the Blog Type row. You may also allow Anonymous posting via a checkbox.

<table>
<thead>
<tr>
<th>BLOG PARTICIPATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blog Type</td>
</tr>
<tr>
<td>□ Individual to All Students</td>
</tr>
<tr>
<td>□ Organization</td>
</tr>
<tr>
<td>□ Allow Anonymous Comments</td>
</tr>
</tbody>
</table>

Step 7

In the Blog Settings section, select “Monthly” or “Weekly” Index Entries using the radio buttons. Optionally, check the checkboxes to allow users to Edit and Delete Entries or to Delete Comments.
Step 8

In the Grade Settings section, select either “No grading” or the “Grade” option using the radio buttons in the Grade Blog row. If you choose the “Grade” option, specify the number of Points possible. Points possible will apply to one or more entries made by a user on the blog topic.

After you enable grading, a column is created automatically in the Grade Center. It is permanently gradable, and you cannot change the setting to “No grading” afterward.

Step 9

Optionally, select the check box for “Show participants in ‘needs grading’ status.” You can then use the drop-down list to select the number of entries required for a student to qualify for a Needs Grading status in the Grade Center.

In the Due Date row, select a Due Date and Time. Graded posts made after a due date are marked LATE on the Grade Details page in the Grade Center and the Needs Grading page.

In the Associate Rubrics row, you can also Associate a Rubric with the Blog.
Step 10

When you have finished completing the settings, click the Submit button.

Note

The blog topics appear in alphabetical order on the Blogs page. You can sort the Blogs in a few ways by clicking on a column’s title. Options include Name (title), Type, Last Modified Date, and Entries.