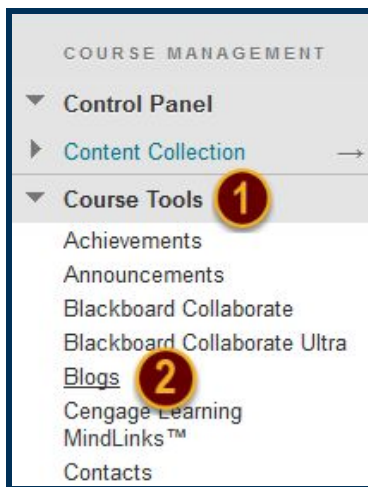# Create a Blog

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].
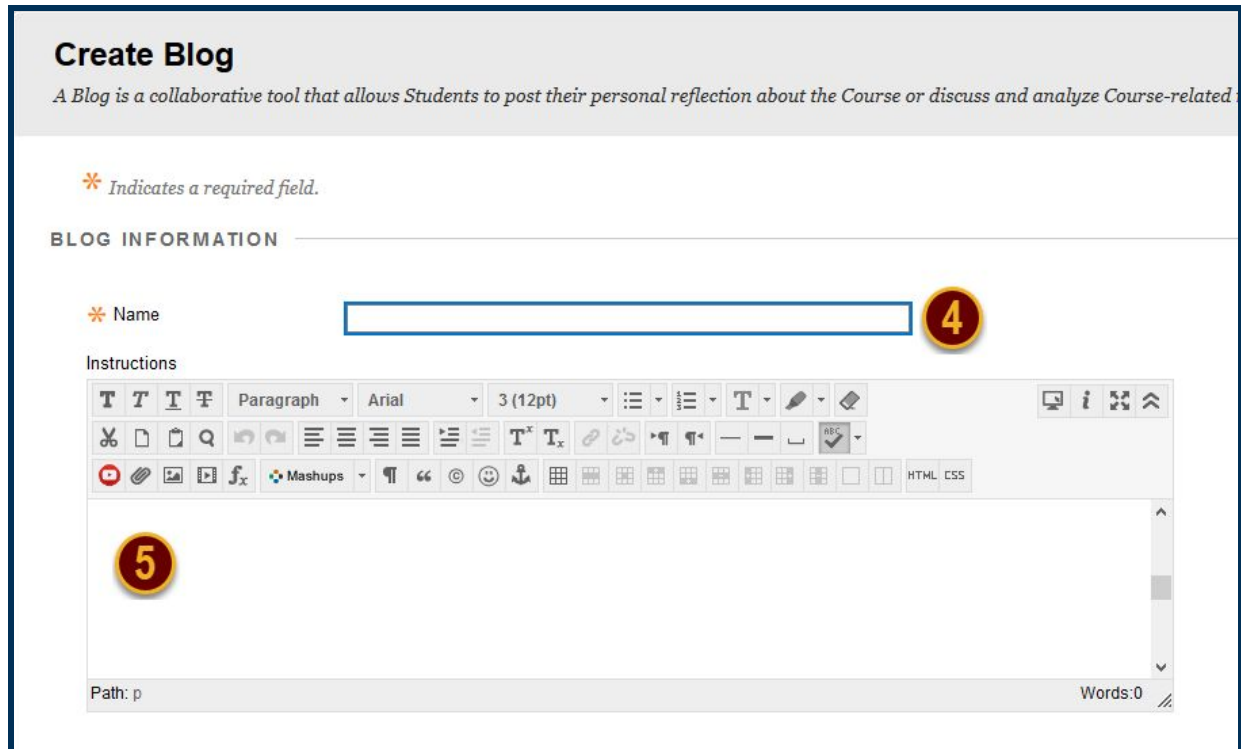
COURSE MANAGEMENT

▼ **Control Panel**

▶ Content Collection →

▼ Course Tools (1)
Achievements
Announcements
Blackboard Collaborate
Blackboard Collaborate Ultra
Blogs (2)
Cengage Learning
MindLinks™
Contacts

Step 2

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

Blogs

Blogs are an open communications tool for students

Create Blog (3)

Display Blogs All Blogs ⌄

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].
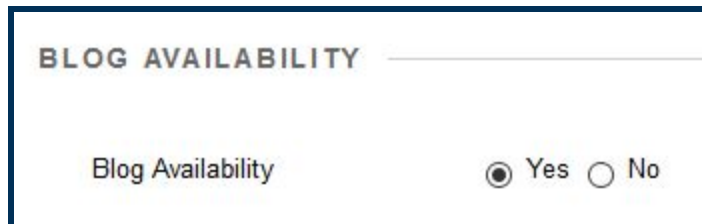

Step 4

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

! *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.

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.

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.

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

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.

GRADE SETTINGS

If a Due Date is set, submissions are accepted after this date, but are marked late.

Grade Blog   ○ No grading
                                 ⦿ Grade : Points possible : [   ]

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.
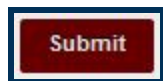
Note

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.