

Create a Blog Entry

Overview

This tutorial will explain how to create a **Blog Entry**. For a graphic representation of a Blog Page, including annotations explaining the user interface, see the [Blog Page Graphic](#). For a list of Frequently Asked Questions, consult the [Blog Entry FAQs](#).

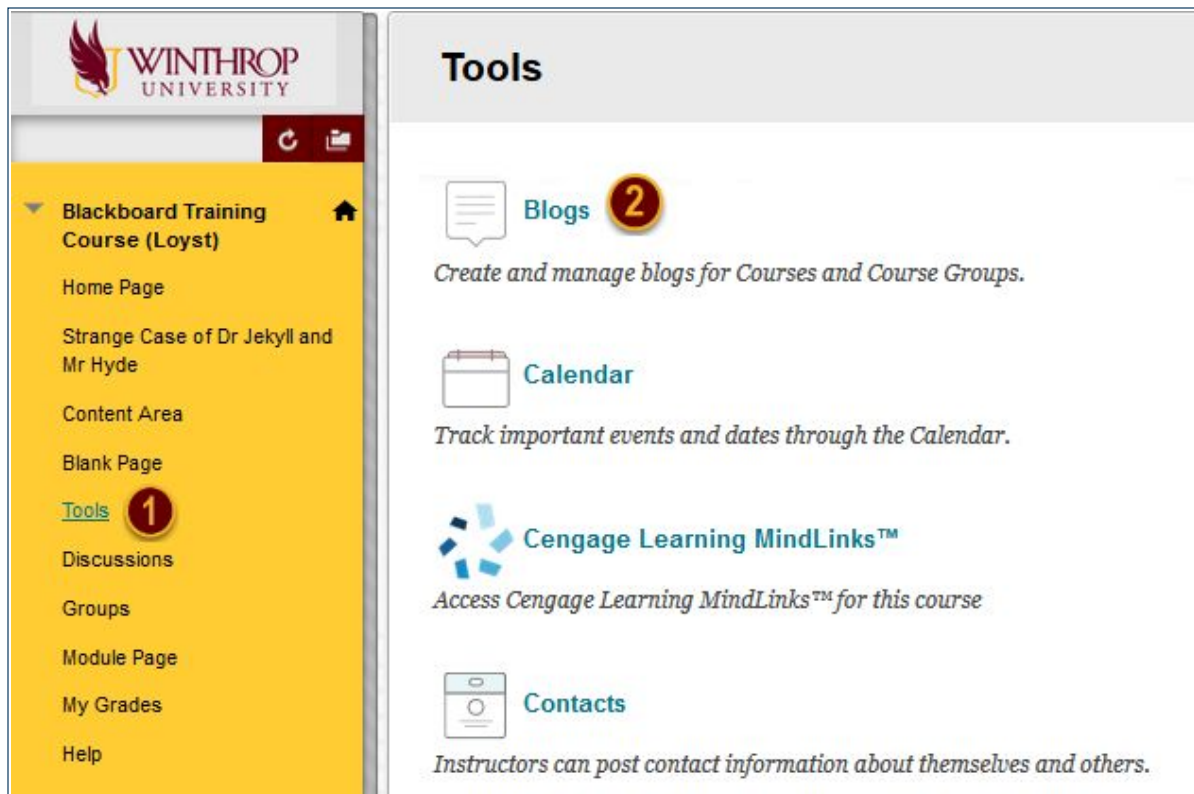
Quick Steps

Course Menu > Tools > Blogs > Select Topic > Create Blog Entry > Rubric > Write

Step 1

You can access Blogs from the Course Menu or within a Learning Module using the Click to Launch link, depending on how your instructor has created the course.

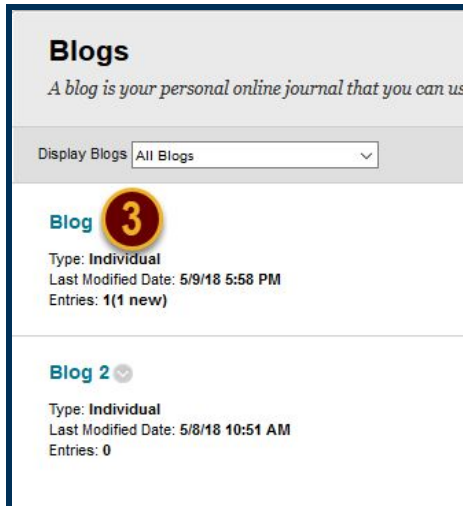
If you cannot find the Blog in either of those locations, you can find it by clicking *Tools* on the Course Menu [1], and then selecting “Blogs” from the list of modules [2].



The screenshot displays the Blackboard interface. On the left is a yellow sidebar menu with the Winthrop University logo at the top. The menu items include: Blackboard Training Course (Loyst), Home Page, Strange Case of Dr Jekyll and Mr Hyde, Content Area, Blank Page, Tools (marked with a red circle and the number 1), Discussions, Groups, Module Page, My Grades, and Help. The main content area is titled "Tools" and lists several options: Blogs (marked with a red circle and the number 2), Calendar, Cengage Learning MindLinks™, and Contacts. Each tool has a brief description: "Create and manage blogs for Courses and Course Groups.", "Track important events and dates through the Calendar.", "Access Cengage Learning MindLinks™ for this course", and "Instructors can post contact information about themselves and others."

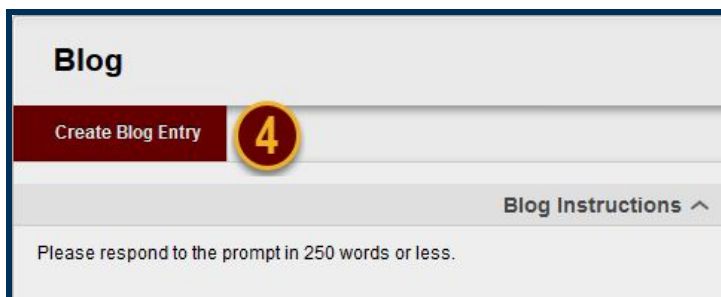
Step 2

On the Blogs page, click the name of the Blog topic you want to access [3]. By default, topics appear in alphabetical order.

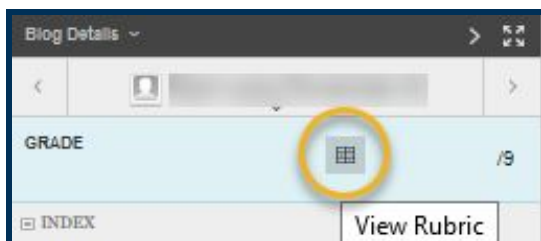


Step 3

On the Blog Topic page, click the *Create Blog Entry* button [4] on the Action Bar.



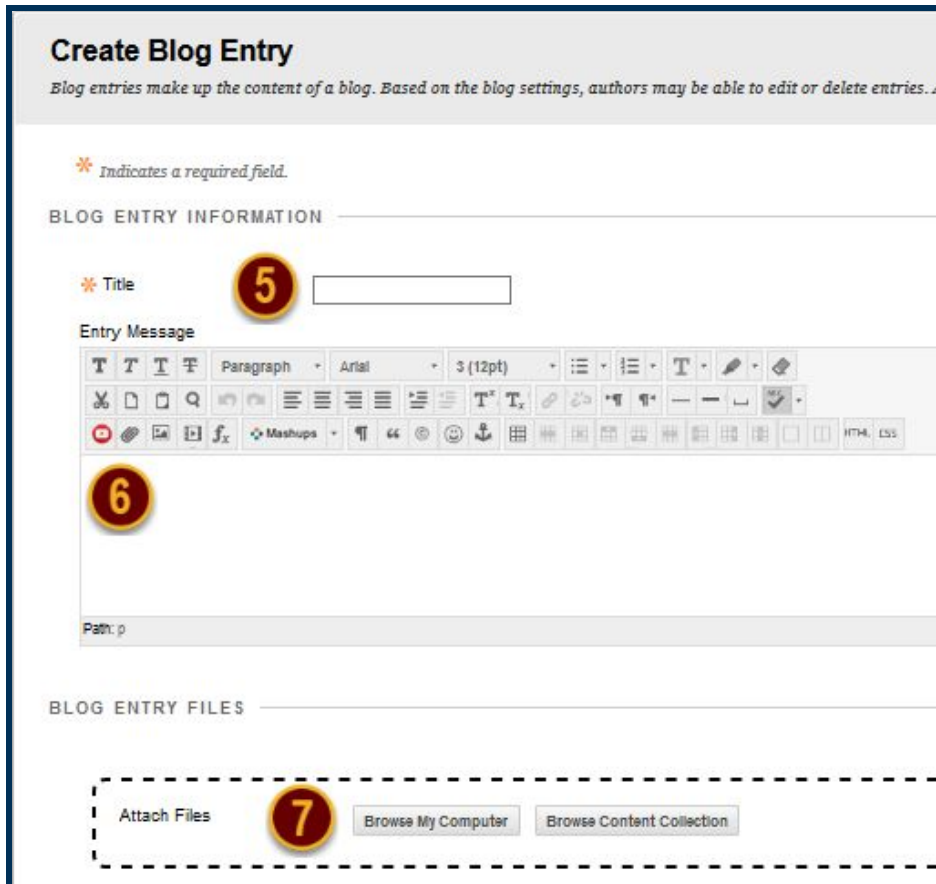
If your instructor has provided a Rubric for the Blog, you can click the View Rubric button in the Grade section. You should always consult the Rubric prior to creating a Blog Entry, if one is available.



Step 4

On the Create Blog Entry page, name the Blog Entry using the Title field [5] and type your Blog Entry using the Entry Message editor [6].

If necessary, click the *Browse My Computer* button [7] in the Blog Entry Files section to upload a file from your computer.



Create Blog Entry
Blog entries make up the content of a blog. Based on the blog settings, authors may be able to edit or delete entries. A

* Indicates a required field.

BLOG ENTRY INFORMATION

* Title **5**

Entry Message

6

Path: p

BLOG ENTRY FILES

Attach Files **7**

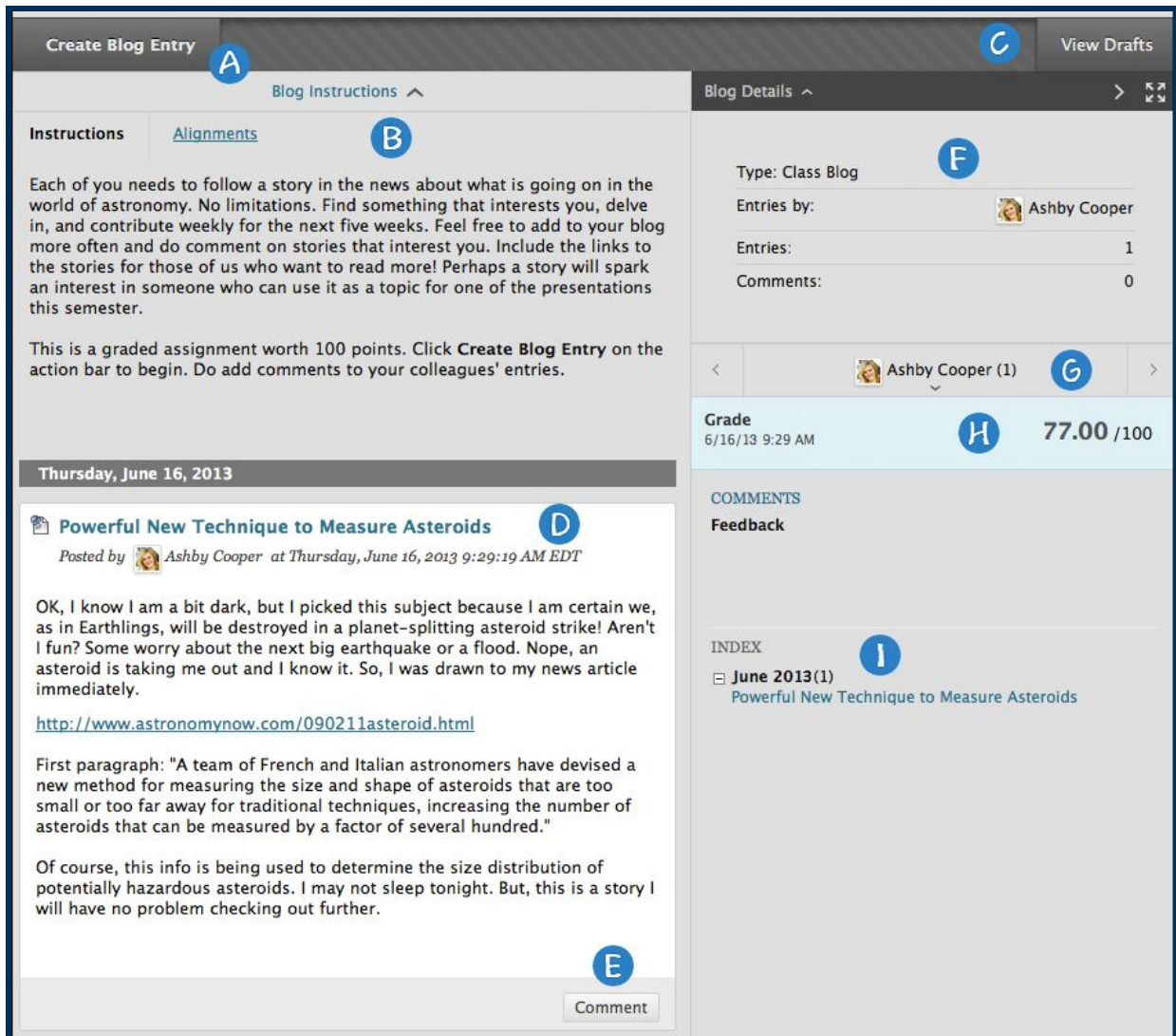
Step 5

Click the *Post Entry* button.

Alternatively, you can click the *Save Entry as Draft* button to save the entry for later posting.



Blog Page Graphic



The screenshot shows a Blackboard Blog page titled "Create Blog Entry". The page is divided into several sections:

- Annotations:**
 - A:** "Create Blog Entry" button at the top left.
 - B:** "Blog Instructions" tab in the top navigation bar.
 - C:** "View Drafts" button at the top right.
 - D:** "Powerful New Technique to Measure Asteroids" entry title.
 - E:** "Comment" button at the bottom of the entry.
 - F:** "Blog Details" sidebar section.
 - G:** User name "Ashby Cooper (1)" in the sidebar.
 - H:** "Grade" section showing "6/16/13 9:29 AM" and "77.00 /100".
 - I:** "INDEX" section showing "June 2013 (1)" and the entry title.
- Content:**
 - Instructions:** A paragraph explaining the assignment: "Each of you needs to follow a story in the news about what is going on in the world of astronomy. No limitations. Find something that interests you, delve in, and contribute weekly for the next five weeks. Feel free to add to your blog more often and do comment on stories that interest you. Include the links to the stories for those of us who want to read more! Perhaps a story will spark an interest in someone who can use it as a topic for one of the presentations this semester." Below this is a note: "This is a graded assignment worth 100 points. Click **Create Blog Entry** on the action bar to begin. Do add comments to your colleagues' entries."
 - Entry:** "Powerful New Technique to Measure Asteroids" by Ashby Cooper, posted on Thursday, June 16, 2013 9:29:19 AM EDT. The entry text includes: "OK, I know I am a bit dark, but I picked this subject because I am certain we, as in Earthlings, will be destroyed in a planet-splitting asteroid strike! Aren't I fun? Some worry about the next big earthquake or a flood. Nope, an asteroid is taking me out and I know it. So, I was drawn to my news article immediately." followed by a link: <http://www.astronomynow.com/090211asteroid.html>. The first paragraph of the article is quoted: "A team of French and Italian astronomers have devised a new method for measuring the size and shape of asteroids that are too small or too far away for traditional techniques, increasing the number of asteroids that can be measured by a factor of several hundred." The entry concludes with: "Of course, this info is being used to determine the size distribution of potentially hazardous asteroids. I may not sleep tonight. But, this is a story I will have no problem checking out further."
 - Comments:** A "Feedback" section for comments.
 - Grade:** A section showing the grade "77.00 /100" and the date "6/16/13 9:29 AM".
 - Index:** A section showing the entry title "Powerful New Technique to Measure Asteroids" under the date "June 2013 (1)".

- A. Create Blog Entry: You can create as many Blog entries as you want. For example, your instructor may add a comment requesting clarification before a grade is assigned or suggest a topic for another entry.
- B. Blog Instructions: Expand the section to review the Blog instructions and any goals your instructor may have aligned with the Blog.
- C. View Drafts: Access any entries saved as drafts.
- D. Blog Entry: Blog entries appear in the content frame following the Blog Instructions.
- E. Comment: Click to add your thoughts.
- F. Blog Details: In the sidebar, expand to view the information, including if other users made comments.
- G. Click to expand the section: View a list of who else has made Blog entries. Click a name to view the entries.
- H. Grade: This section appears if your instructor enabled grading for the Blog. You can see if your Blog entries have been graded.
- I. Index: View the titles of your selected entries for either the week or the month, determined by the settings your instructor makes during Blog creation. The most recent entry title appears first.

FAQs

How Do I View Blog Entry Drafts

If you saved a Blog Entry to edit later, click the *View Drafts* button on the Blog Topic page. Then, click the title of the entry you wish to edit and post.

How Do I Comment on a Blog Entry

You can comment on one another's Blog entries, whether they belong to an individual, the course, or a group. Your instructor determines if you can make anonymous comments and if you may delete Blog comments.

On the Blog Topic page, view a Blog by clicking a user's name in the sidebar. The user's Blog entries open in the content frame. Click Comment to add your thoughts.

How Do I Edit or Delete a Blog Entry

Your instructor determines if you are allowed to edit or delete your Blog entries. On the Blog Topic page, access the entry's Item Options menu and click Edit or Delete. Deleting a Blog Entry is final and irreversible.

How Do I View Blog Entry Grades

After your instructor grades your Blog entries, you can view your grade in two places: the grading information appears in the Grade section on the Blog Topic page, and it will also be available in the My Grades tool. You can also view your instructor's feedback and the date the grade was assigned.

To learn more, see [My Grades](#).

How Do I View Blog Entry Rubrics

If your instructor associated a rubric with the Blog and made it available, click the *View Rubric* button in the Grade section to display grading criteria.