

## Blogs

Blogs provide a space for sharing thoughts and information, working collectively, and giving and receiving feedback. Blogs can be created for all members of the course to use (course blog), or for individuals (individual blog). Course blogs allow all members of the course to contribute entries and post comments to the blog. Individual blogs allow only the individual who 'owns' the blog to contribute entries, but everyone can post comments.

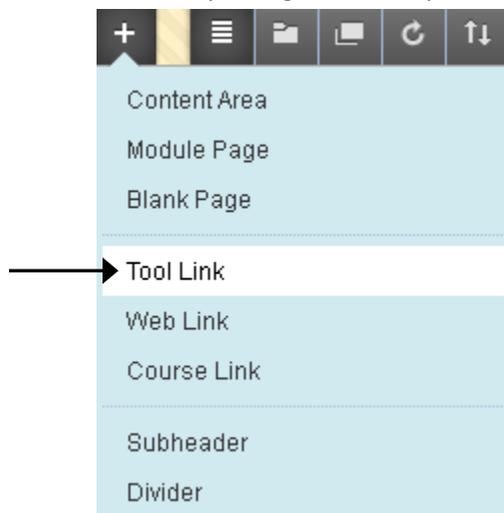
For more ideas about how to use blogs in a course, please see the [Blogs – Helpful Hints](#) document.

### Adding a Blog to a course:

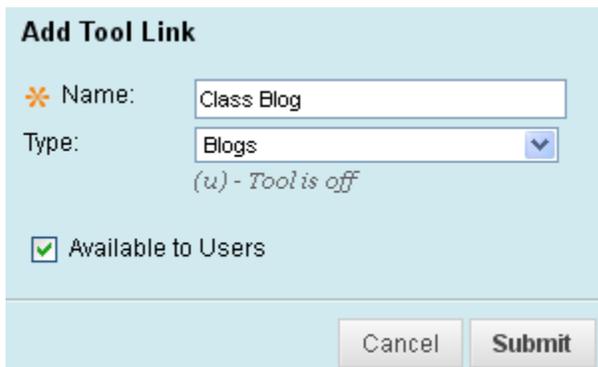
1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'



2. Click the 'plus sign' at the top of the course menu and select 'Tool Link.'



3. Give the blog a name and choose 'Blogs' for the tool type. Check the box to make it available to users and click Submit.



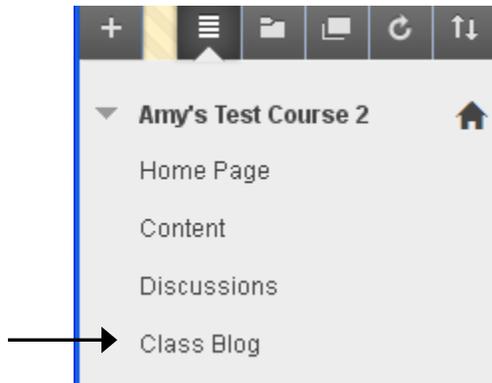
**Add Tool Link**

✳ Name:

Type:  ▼  
*(u) - Tool is off*

Available to Users

4. Once added to the course menu, click on the link to set up the blog.



5. Click the 'Create Blog' button at the top of the screen.



6. Give the blog a name and provide instructions for students.

### 1. Blog Information

**Name**

**Instructions**

Text Editor is: **ON**

Normal 3 Arial **B** *I* U abc  $x_2$   $x^2$  [List icons]

abc [Clipboard icons] [Link icon] [Calendar icon] [Color icon] [Background color icon] [Text color icon] [Link icon] [Code icon] [Checkmark icon]

Please use this blog to post anything interesting that you would like to share with the class.

7. Make the blog available for students and set availability restrictions if desired.

### 2. Blog Availability

Blog Availability  Yes  No

### 3. Blog Date and Time Restrictions

Limit Availability  Display After  [Calendar icon]  [Clock icon]  
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until  [Calendar icon]  [Clock icon]  
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

8. Select the type of blog participation.

**Note:** 'Individual to All Students' will enable each student to have their own blog page. 'Course' will create one blog for the entire course to share.

## 4. Blog Participation

Blog Type  Individual to All Students  Course  
 Allow Anonymous Entries and Comments

9. Choose how to index blog entries and whether to allow users to edit and delete entries and 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

If selected, students are only ever allowed to edit/delete **their own** entries or comments.

10. Select whether or not to grade the blog and enter a point value if needed.

Optional: Adjust the 'needs grading' status, and add an associated rubric if desired. The 'needs grading' status will cause the 'needs grading' symbol [  ] to appear in the grade center after a student posts a set number of entries. For example, if you want to grade the blog after each student has posted three entries, instead of after every entry, adjust the setting to '3.'

## 6. Grade Settings

Grade Blog  No grading  
 Grade : Points possible :

Show participants in "needs grading" status  after every  Entries

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
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**Note:** If you decide to grade the blog, keep in mind that it is graded as a 'whole' and not by individual entry. Please see the 'Grading a Blog' section in this tutorial for more details.

11. Click Submit.

## 7. Submit

Click **Submit** to finish. Click **Cancel** to quit without saving changes.

12. The new blog is displayed.



<input type="checkbox"/>	Name	Type	Last Modified Date	Entries
<input type="checkbox"/>	Class Blog	Course	10/10/12 2:33 PM	0

## Creating a Blog Entry:

1. Navigate to the list of blogs and click one to open it.



<input type="checkbox"/>	Name	Type	Last Modified Date	Entries
<input type="checkbox"/>	Class Blog	Course	10/10/12 2:33 PM	0

2. Click the 'Create Blog Entry' button at the top.

Create Blog Entry

3. Enter a title and the entry message. The html editor can be used to create links, add images, add attachments, etc.

### 1. Blog Entry Information

\* Title

Entry Message

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, and HTML/CSS source code.

If you haven't seen it yet, be sure to check out this [New York Times article](#) - I think you'll find it very interesting!  
Any thoughts??

4. Attach files if desired, and click Post Entry.

### 2. Blog Entry Files

Attach File

Browse My Computer

Browse Content Collection

### 3. Submit

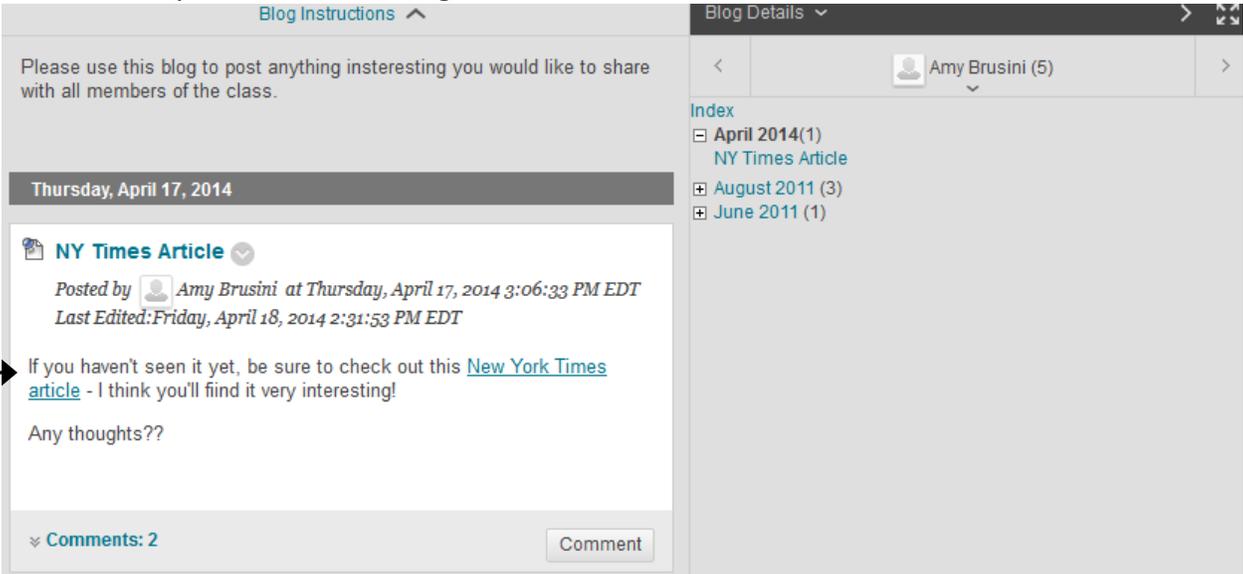
Click **Post** to finish. Click **Cancel** to quit without saving changes.

Cancel

Save Entry as Draft

Post Entry

5. The new entry is added to the blog.



The screenshot shows a blog interface. At the top, there's a header with 'Blog Instructions' and 'Blog Details'. Below that, a message says 'Please use this blog to post anything interesting you would like to share with all members of the class.' The main content area is dated 'Thursday, April 17, 2014' and features a post titled 'NY Times Article' by Amy Brusini. The post text reads: 'If you haven't seen it yet, be sure to check out this [New York Times article](#) - I think you'll find it very interesting! Any thoughts??'. Below the post, it says 'Comments: 2' and there is a 'Comment' button. An arrow points to the 'Comment' button.

## Adding a Comment to a Blog:

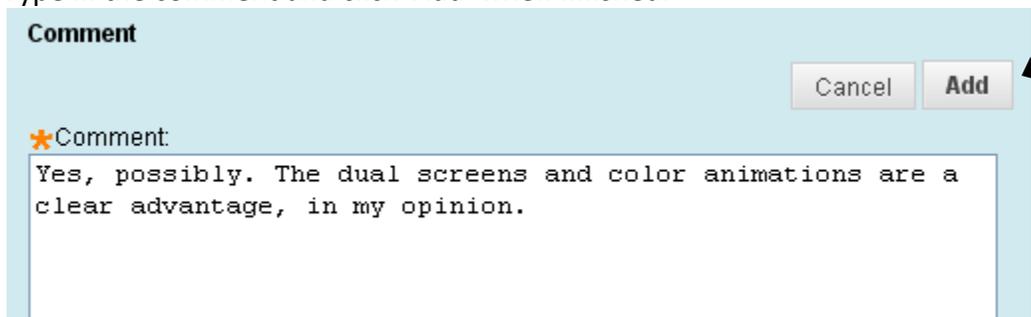
Students and instructors can add comments to each other's blog entries and existing comments.

1. Navigate to the blog entry you want to comment on and click the 'Comment' button.



The screenshot shows a comment box for a blog post titled 'NY Times Article'. The post text is 'I thought you all might be interested in this [NY Times article](#) - any thoughts?'. Below the post, there's a 'Comments: 1 New' indicator and a 'Comment' button. An arrow points to the 'Comment' button. Below the 'Comment' button, there's a comment from 'test1 student said...' with the text 'Wow - maybe this will replace the Kindle.' and a timestamp 'Wednesday, October 10, 2012 2:49:38 PM EDT'.

2. Type in the comment and click 'Add' when finished.



The screenshot shows a comment form with a light blue background. At the top, it says 'Comment'. Below that, there are 'Cancel' and 'Add' buttons. An arrow points to the 'Add' button. Below the buttons, there's a text input field with the text 'Yes, possibly. The dual screens and color animations are a clear advantage, in my opinion.'

3. The comment is displayed.

**NY Times Article**

Posted by Amy Brusini at Wednesday, October 10, 2012 2:49:38 PM EDT

I thought you all might be interested in this [NY Times Article](#).

**Comments: 2** New

**test1 student said...** New

Wow - maybe this will replace the Kindle.

Wednesday, October 10, 2012 2:49:38 PM EDT

**Amy Brusini said...**

Yes, possibly. The dual screens and color animations are a clear advantage, in my opinion.

Wednesday, October 10, 2012 2:55:11 PM EDT

*Note: A callout box points to the delete icon on the student comment, stating: 'Deletes the comment – this option is always available to the instructor and only available to students if the instructor has selected this option when setting up the blog.'*

## Grading a Blog

Blackboard blogs can be graded. If you choose to grade a blog, Blackboard will automatically create a column with the blog's name in the grade center.

**Note:** The grading feature in the blogs tool allows you to add/edit a grade for the blog as a whole – not for each individual entry. (I.e. Blackboard creates **one column** in the grade center for the blog – not multiple columns for each blog entry.) If you want to enter a separate grade for each blog entry, you will need to manually create your own columns in the grade center.

1. Navigate to the list of blogs and click on the one to be graded.

	Name	Type	Last Modified Date	Entries
	Course Blog	Course	4/17/14 3:26 PM	7

2. Blog entries will be listed in the center with an index of entries on the right side of the screen.  
If not already displayed, click on the indexed entry you wish to grade. Next, click the 'All Course Members' link above the index to expand the list of students.

Blog Instructions ^

Please use this blog to post anything interesting you would like to share with all members of the class.

Thursday, April 17, 2014

**MOOCs** ▾

Posted by test1 student at Thursday, April 17, 2014 3:25:03 PM EDT

I saw this [article about MOOCs](#) in the Chronicle this morning - think this will be a trend?

Comment

**NYT Article** ▾

Posted by Amy Brusini at Thursday, April 17, 2014 3:06:33 PM EDT

If you haven't seen it yet, be sure to check out this [New York Times article](#) - I think you'll find it very interesting!

Any thoughts??

Comments: 2 ▾

Comment

Blog Details ▾

All Course Members ▾

Index

- April 2014 (3)
  - MOOCs
  - NYT Article
  - CNN Article
- August 2011 (3)
- June 2011 (1)

Index of blog entries – click on the one to be graded.

Click to expand the list of course members.

- Once the list of students has been expanded, you'll notice a yellow exclamation point symbol next to the names of students who have not yet been graded. In the example below, test1\_student has not been graded.

All Course Members ^

Show Members without Entries

Amy Brusini (5)

test1 student (1) ⚠

test2 student (1)

Needs Grading

- Click on the student's name to view only his/her blog entries. Enter the grade, any feedback to the student (optional), and any grading notes for yourself (optional.) Click Submit.

Blog Instructions ^

Please use this blog to post anything interesting you would like to share with all members of the class.

Thursday, April 17, 2014

**MOOCs** v

Posted by test1 student at Thursday, April 17, 2014 3:25:03 PM EDT

I saw this [article about MOOCs](#) in the Chronicle this morning - think this will be a trend?

Comment

Blog Details v

< test1 student (1) ! >

4/17/14 3:25 PM Grade  /5

FEEDBACK - SHOWN TO LEARNER

Great article - thanks for posting the link!

Character count: 44

Add Notes

Submit

Index

- April 2014(1)
  - MOOCs

- The grade will be automatically entered into the Blackboard grade center.

<input type="checkbox"/>	Last Name	First Name	Username	Course Blog
<input type="checkbox"/>	student	test1	test1_student	5.00
<input type="checkbox"/>	student	test2	test2_student	5.00
<input type="checkbox"/>	student	test3	test3_student	--

- From the blogs page, if you would like to go back and view other students' entries, click the current student's name to expand the selection. Next, select another student or select 'All Course Members' to view all posts by all students.

Blog Details v

< test1 student (1) ! >

4/17/14  Show Members without Entries  /5

Index

- April 2014(1)
  - MOOCs
    - test1 student (1)
    - Amy Brusini (5)
    - test2 student (1)
    - All Course Members

## Grading a Group Blog

Group blogs can be graded in two ways: one grade can be given for all members of the group, or individual grades can be given to each member of the group.

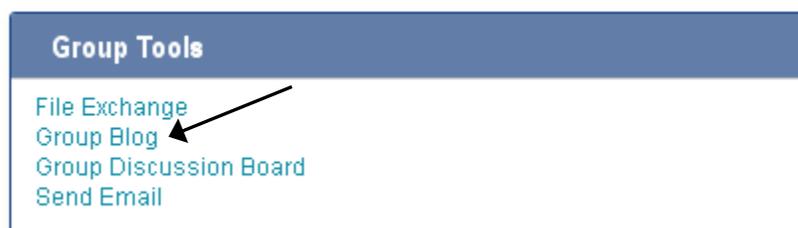
1. To grade a group blog, navigate to the Control Panel > Users and Groups > Groups.



2. Click the name of the group to be graded. In this example, we'll select Group 2.

<input type="checkbox"/>	Name	Group Set	Enrolled Members
<input type="checkbox"/>	Group 1	-	2
<input type="checkbox"/>	Group 2	-	2

3. Select 'Group Blog' from the Group Tools box.



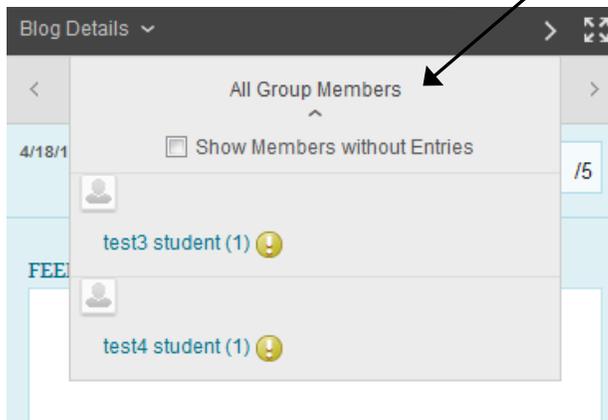
4. Blog entries will be listed in the center and the grading pane will be to the right.

**To give one grade for the entire group:** Make sure the top of the grading pane reads 'All Group Members.' Fill in the grade and feedback for students (optional) as well as any grading notes for yourself (optional). Click 'Submit' and the grade will be automatically entered into the grade center, filled in for all group members.

This grade and feedback will go to all group members.

The screenshot displays a user interface for a learning management system. On the left, a blog post titled "Garden image" is shown, posted by "test4 student" on Friday, April 18, 2014. The post includes a photograph of a vegetable garden. Below the post is a "Comment" button. To the right, a "Blog Details" pane is visible, featuring a dropdown menu set to "All Group Members" (highlighted with a red box). Below this, a grade field shows "5/5". The pane also includes sections for "FEEDBACK - SHOWN TO LEARNER" and "GRADING NOTES - PRIVATE", each with a text input area and a "Character count" indicator. A "Submit" button is located at the bottom of the grading pane. An "Index" section at the bottom right lists "April 2014(2)", "Garden image", and "Field trip".

**To grade each group member individually:** Click the 'All Course Members' link above the index of entries to expand the list of students. You'll notice a yellow exclamation point symbol next to the names of students who have not yet been graded. Click on a student's name to view only his/her blog entries.



In this example, we have selected to view test3\_student's entry. Fill in the grade and feedback for the student (optional) as well as any grading notes for yourself (optional). Click 'Submit' and the grade will be automatically entered into the grade center, filled in for only this particular student.

This grade and feedback will go to only this particular student.

Friday, April 18, 2014

**Field trip** ▾

Posted by test3 student at Friday, April 18, 2014 10:11:25 AM EDT

Our group really enjoyed the field trip. Here is one of our favorite pictures as we toured the gardens:

Comment

Blog Details ▾

< test3 student (1) ⚠ >

4/18/14 10:04 AM Grade  /5

**FEEDBACK - SHOWN TO LEARNER**

Glad to hear you enjoyed the garden tour so much. This is a great shot!

ABC ▾ A Character count: 71

**GRADING NOTES - PRIVATE**

ABC ▾ A Character count: 0

Submit

To continue grading other students individually, again click the current student's name at the top of the grading pane to expand the list of students. Select the student you wish to grade.

Blog Details ▾

< test3 student (1) >

4/18/1  Show Members without Entries 5/1

index  
3) Apri  
Field

test4 student (1) !

All Group Members