



Definition: A **blog** is a regularly updated web journal written in an informal or conversational style, typically run by an individual student or a small group. Blog entries can include a combination of text, images, links, multimedia, Mashups, and attachments.

Job Aid Objective: This job aid will provide **faculty** with the step-by-step instructions on how to: 1) create a blog assignment in Blackboard, 2) add a Grade Center column for the assignment (p. 3), and 3) link it to a content item within the course (p. 4). *For **faculty** instructions on how to manage and grade blog entries, please refer to the "Managing and Grading a Blog Assignment" job aid.*

How to Create A Blog Assignment

Step 1: Within your course, go the **Course Management** section found in the left-hand navigation panel. Click on **Course Tools** to expand the menu, and then click on **Blogs**.

The screenshot shows the Blackboard Course Management interface. At the top, there's a header with "COURSE MANAGEMENT" and a red circle with the number "1". Below it is a "Control Panel" section with "Files" and "Course Tools". Under "Course Tools", there are several options: "Announcements", "Blackboard Collaborate", "Blogs" (which is highlighted with a red box and has a red circle with "2" above it), "Bookshelf", and "Contacts".

Step 2: Click on Create Blog.

The screenshot shows the "Blogs" page. At the top, it says "Blogs". Below that is a dark grey button with the white text "Create Blog". A thick red arrow points from the right side towards this button.

Step 3: In the **Create Blog** page, you will be prompted to enter A) a name for the blog and B) instructions for the blog assignment.

BLOG INFORMATION

Name A

Instructions



B

Path: p Words: 0

Step 4: The following image provides a view of the blog settings page. To learn more about the features associated with a letter, review the content below. After you finish selecting the blog settings, click on the blue **Submit** button on the lower right-hand corner.

BLOG PARTICIPATION

C

Blog Type Individual to All Students Course
 Allow Anonymous Comments

BLOG SETTINGS

D

Index Entries Monthly Weekly

Allow Users to Edit and Delete Entries

Allow Users to Delete Comments

C. Blog Participation: You can decide the type of blog this will be: a personal blog that is accessible to one student or a blog that is accessible to all students within the course. You may also choose to allow anonymous comments within blog entries.

D. Blog Settings: Determine if you want monthly or weekly entries and if you want users to edit and delete their own entries. Users may also be allowed to delete comments that were previously posted.

Adding a Grade Center Column for Blog Assignments

You will need to decide beforehand if you want to grade the blog entries on an individual/weekly basis **or** as one whole assignment for the entire term.

- To grade entries on an individual/weekly basis: create separate blog assignments for each entry/week. This will create separate Grade Center columns for each week. You will need to repeat the steps in this entire job aid for each blog assignment.
- To enter only one grade for the entire assignment: create only one assignment. *Students can still create multiple blog entries within the same assignment*, but all of those entries will have one grade. Only one grade center column will be created.

GRADE SETTINGS

Grade Blog No grading Grade : Points possible : 25 E

Due Date 08/31/2016 G

Associated Rubrics H

Name Type Date Last Edited Show Rubric to Students

E. **Grade Blog:** You can decide to activate grading or not on this blog. If you choose to do so, enter the number of points. Doing this will automatically create a grade column for this assignment in the Full Grade Center. For more information on grading options for blogs, see the [Adding a Grade Center Column for Blog Assignments](#) section above (p. 3). If you have multiple blog assignments created with multiple grade center columns, don't forget to spread out your total points accordingly.

F. **Needs Grading Status:** Here you can set the number of entries a student posts before you get an alert in *Needs Grading*.

G. **Due Date:** Enter your due date and time here.

H. **Associated Rubrics:** You have the option of associating this assignment with a new or existing rubric; click on **Add Rubric** to add a pre-existing rubric or create a new rubric. For detailed instructions on adding a rubric to this assignment, please refer to the "Creating and Adding Rubrics Job Aid."

el Submit

Step 5: After clicking **Submit**, you will see the new blog item in your blog listing page

The screenshot shows a 'Blogs' list page. At the top left is a 'Create Blog' button. Below it is a 'Display Blogs' dropdown set to 'All Blogs'. A red arrow points to the second row of the list, which contains a checkbox, the name 'Research Blog', its type 'Individual', the last modified date '8/11/16 1:49 PM', and the entry count '0'. At the bottom of the list are 'Delete' and 'Availability' buttons.

Linking Your Blog to a Content Area Within Your Course

Step 1: Go to the weekly content area of the course where you will post the blog.



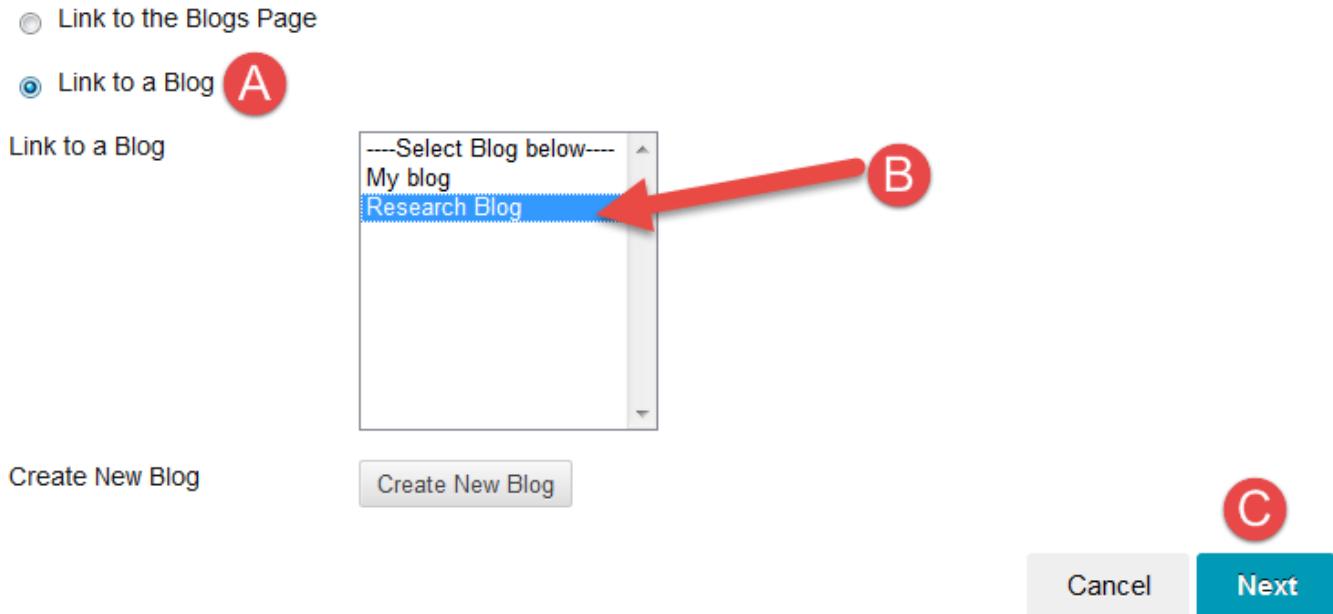
Step 2: On the gray action bar, click on a) **Tools**, and then click on b) **Blogs**.

The screenshot shows the 'Week Four' content area. At the top is a gray action bar with 'Build Content', 'Assessments', 'Tools' (with a red circle 'A' over it), and 'Partner Content'. A dropdown menu for 'Tools' is open, showing options like 'Discussion Board', 'Blogs' (with a red circle 'B' over it), 'Journals', 'Wikis', 'Groups', 'Tools Area', 'Blackboard Collaborate', 'LTI Session', 'Kaltura Media', and 'More Tools'. Below the action bar is a section titled 'Week Four Outcomes' with a photo of students. A list of outcomes follows.

- Demonstrate comprehensive understanding of the different exceptions to the chronological age, developmental stage, and specific needs of students with exceptionalities.
- Contrast the different service delivery models for students with exceptionalities.

Step 3: The *Create Link: Blog* page will appear. This page allows you to link the blog you just created to the week's content. Select a) Link to a Blog, and then b) select your specific blog. Click Next.

CREATE LINK: BLOG



Step 4: On the new page, you can update the *Link Name* and the *Directions* (or leave as is).

LINK INFORMATION

The screenshot shows the 'LINK INFORMATION' page. It includes the following fields:

- Link Name:** Research Blog (highlighted with a red star)
- Color of Name:** Black (with a color swatch icon)
- Link:** Blog: Research Blog

Below these fields is a note: "For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac)." A large, detailed rich text editor toolbar is displayed, featuring various text and media formatting options. At the bottom of the page, a status bar shows "Path: p" and "Words: 0".

Step 5: In the **Options** section, click "Yes" to make the blog link available and enter any date restrictions if you wish. Click **Submit** when done.

OPTIONS

Available	<input checked="" type="radio"/> Yes <input type="radio"/> No
Track Number of Views	<input checked="" type="radio"/> Yes <input type="radio"/> No
Date Restrictions	<input checked="" type="checkbox"/> Display After 08/11/2016 <input type="button" value="Change Date"/> 02:02 PM <input type="button" value="Change Time"/> <input checked="" type="checkbox"/> Display Until 08/31/2016 <input type="button" value="Change Date"/> 11:59 PM <input type="button" value="Change Time"/>

Enter dates if you
wish to restrict
when the link will
be available.

Cancel **Submit**

Step 6: You will be brought back to the main *Week* page, and you will see a green success message at the top confirming that your blog has now been linked.

The screenshot shows the 'Week Four' page. At the top, there is a green success message: 'Success: Link Research Blog created.' Below this, the 'Research Blog' link is visible, accompanied by a document icon and the text 'Enabled: Statistics Tracking'. A red arrow points from the text 'Success: Link Research Blog created.' to the success message, and another red arrow points from the text 'Enabled: Statistics Tracking' to the 'Research Blog' link.

If you scroll to the bottom of your page, you will see that the blog is now available to your students. *If the blog icon is grayed out, please repeat Step 5 right above.*

Please note: if students click on the *Research Blog* link for the first time, they will see a message indicating that the blog has no entries. This means that this is the first time they are accessing the assignment. To create a blog entry, students should click on **Create Blog Entry. **For student** instructions on creating a blog entry, please see the "For Students: Submitting a Blog Entry" job aid.

The screenshot shows the 'Research Blog' page. At the top, there is a 'Create Blog Entry' button with a red arrow pointing to it. Below this, there is a message: 'This Blog has no entries.' and 'Use the function above to add one!'. On the right side, there is a sidebar with 'Blog Details' and a list of users: 'Alejandra Lizardo (0)'. A red arrow also points to the 'Alejandra Lizardo (0)' entry in the sidebar.