

Creating a Blog

1. Make sure **Edit Mode** is **On**.
2. Go to the area within your course where you would like to insert your **Blog**.
3. Select **Tools**.
4. Click **Blogs**.
5. Click **Create New Blog**.
6. In **Section 1: Blog Information**, type the name for your blog in the **Name** text box provided.
7. In the **Instructions** text box, type your directions for completing this blog.
8. In **Section 2: Blog Availability**, choose **Yes** if you want the students to see the blog immediately. Choose **No** if you would like to make the blog unavailable for now.
9. In **Section 3: Blog Date and Time Restrictions** you can choose dates for students to view the blog, or you can leave it blank so there will be no time limit.
10. In **Section 4: Blog Participation**, choose **Course** to have all blog postings appear on the same page. To allow all students to see each other's posts.
11. In **Section 5: Blog Settings**, you can choose to allow users to edit and delete entries and/or comments.
12. If you would like to make this a graded blog, choose **Grade** and enter the points possible, in **Section 6**.
13. In **Section 7**, click **Submit**.
14. When the **Create Link: Blog** page appears select the **Link to a Blog** option.
15. Select the blog title from the list provided.
16. Click **Next**.
17. Click **Submit**.