Adding 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. Click the **Collaborate** drop down.
4. Select **Create Blog Link**.
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 Journal immediately. Choose **No** if you would like to make the Journal unavailable for now.
9. In **Section 5: Blog Settings**, you can choose to allow users to edit and delete entries and/or comments.
10. In **Section 6: Submit**, click **Submit**.