Blackboard Blogs

A Blog is a website that is designed for individual reflection, reaction, opinions, and links to other sites. Blogs are intended to be used as a sort of public journal with entries written by an individual though the entries can be viewed, and commented on, by other authorized users such as fellow classmates. Instructors can view and comment on all Blogs and Blog entries in their own courses. Entries in a Blog are usually displayed on a single page, stacked vertically, and in reverse-chronological order.

Create a Blackboard Blog:

1. Login to Blackboard 9.1.
2. Select the course in which you wish to work.
3. Navigate to the "Content Area" in which you would like to create the Blog.
4. From the "Action Menu," select Tools, then select Blogs:

5. Click the Create New Blog button.
6. On the “Create Blog” page:
   a. Section 1, “Blog Information,” give the Blog a name and enter any necessary instructions.
   b. Section 2, “Blog Availability,” select whether to make the Blog available to students.
   c. Section 3, “Blog Date and Time Restrictions,” choose whether to limit the availability of the Blog by date and time.
   d. Section 4, “Blog Participation.” Do you want to create one Blog for the entire course, or would you like for each individual to have his or her own Blog? Would you like to allow people to comment anonymously on others’ Blogs?
      i. Note that individual Blogs are visible to all classmates and thus are NOT private.
      If you wish for students to have individual private journals, use the Journal tool.
   e. Section 5, Blog Settings:
      i. Select your preferred indexing method, monthly or weekly (indexing organizes entries by the chosen time frame).
      ii. Would you like users to be able to edit or delete Blog entries?
      iii. Would you like users to be able to delete comments?
   f. Section 6, Grade Settings, select whether the Blog is to be graded. If so:
      i. Enter the number of points possible.
      ii. Select the number of entries that will be graded (only shows up after checking Grade).
      iii. Optionally add a rubric to the assignment (only shows up after checking Grade).
   g. Section 7, click Submit to save these settings.
Create a Blackboard Blog Link:

After the Blog is created, a link must be made to access it from a “Content Area” within the course.

1. Choose to link to the “Blogs Page” (all Blogs located there) or to a specific Blog, then click Next.
2. Enter “Link Name” if it differs from the Blog name and select optional settings.
3. Click the Submit button to save these settings.

Grading a Blackboard Blog:

1. In the “Control Panel,” click to expand Grade Center, then select Full Grade Center.
2. Find the grade column associated with the Blog.
3. Mouse over a grade cell in the column and click the gray circle icon, then select Grade User Activity from the drop-down menu. You will be taken to a grading utility page much like the picture below:

   ![Grading Utility Page]

4. On the right side of the screen you will see a box called “Blog Details.”
   a. Enter the grade, as well as feedback, if needed, in the box just below.
   b. You may click Add Notes to add grading notes for only instructors and assistants to see.
   c. This “Blog Details Column” can be hidden temporarily by using the darker “>” next to
      the full screen button (which looks like an X with arrows on each point)
5. Click Submit, or use the lighter < > arrows in the “Blog Details” column to move to the next blog entry.