How a Student Uses a Blog on Blackboard
Goucher College

What is a Blog?

A blog is a form of an online journal.

The word “blog” was derived from the phrase “web log.”

"Blog" can also be used as a verb, meaning to maintain or add content to a blog.

A blog is simply a web page with content posted by its owner, which may offer the opportunity for visitors to comment on the posting. Only the blog’s owner can edit the text of the blog.

Instructors who are interested in building engaging online learning environments will appreciate blogs as another tool, along with discussion boards and wikis, which fosters collaborative learning and greater peer-to-peer and student-to-faculty communication.

After you log on to Blackboard, click on the course that you want to visit in your **My Courses** box.

① Click on the **Blog Navigation Button** to find blogs.

② Then, Click on the **View** link to open the blog that you want to visit.

Note: If the Blog was created inside a Learning Unit, you must go inside the Learning Unit to find it. It can not be accessed from the Blog Navigation button.

Basic Blog Functions

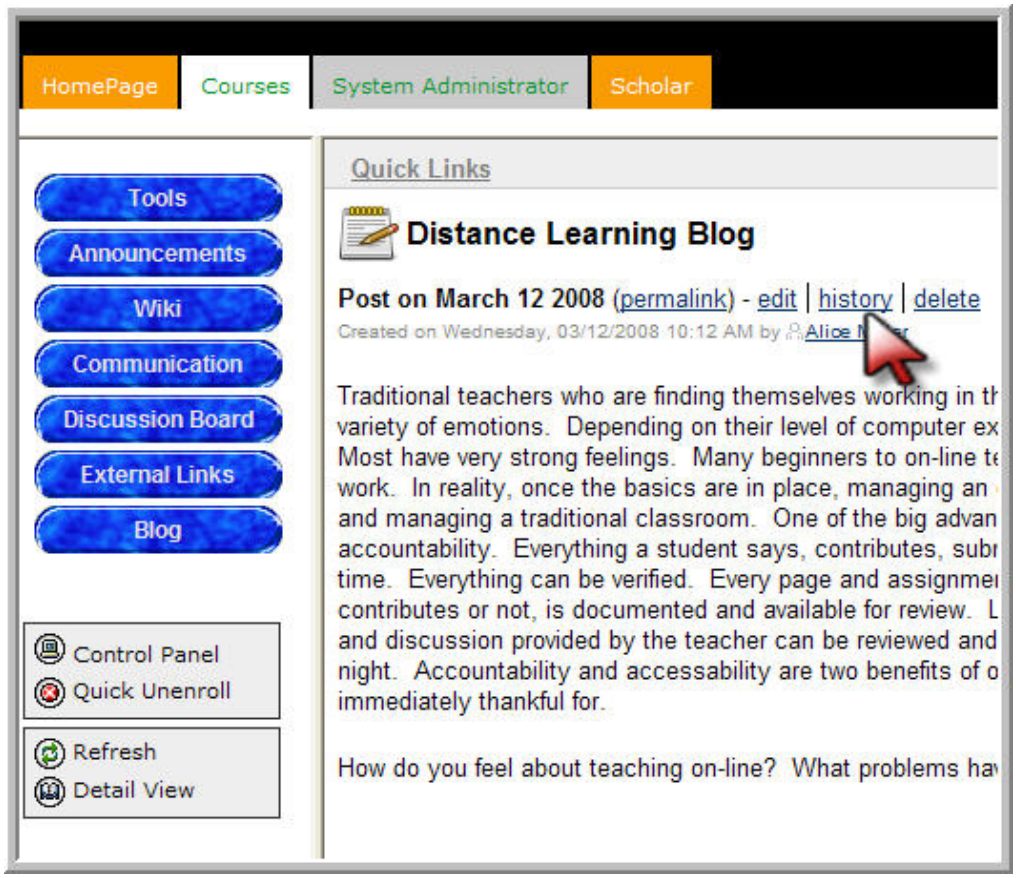
The blog opens and you can see that each entry in the blog begins with the **Post** date.

On the same line, the blogger can click on…

edit to change the entry, …click on

history to find past edits, …or click on

delete to remove that posting.

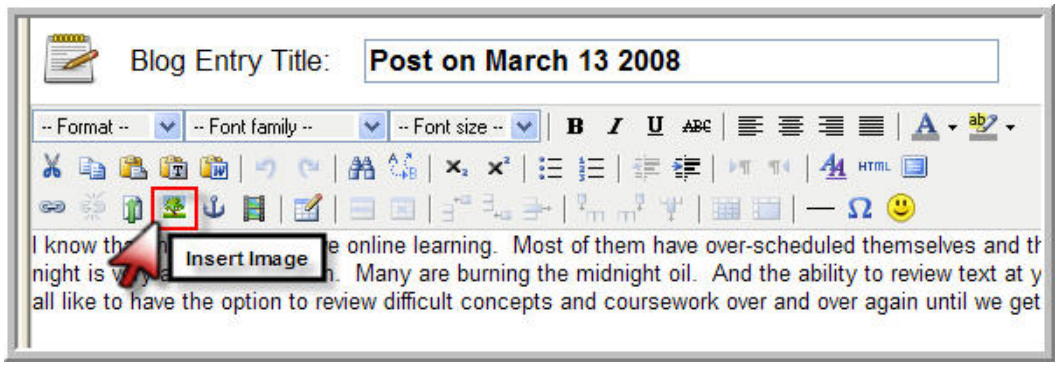


Edit the Blog

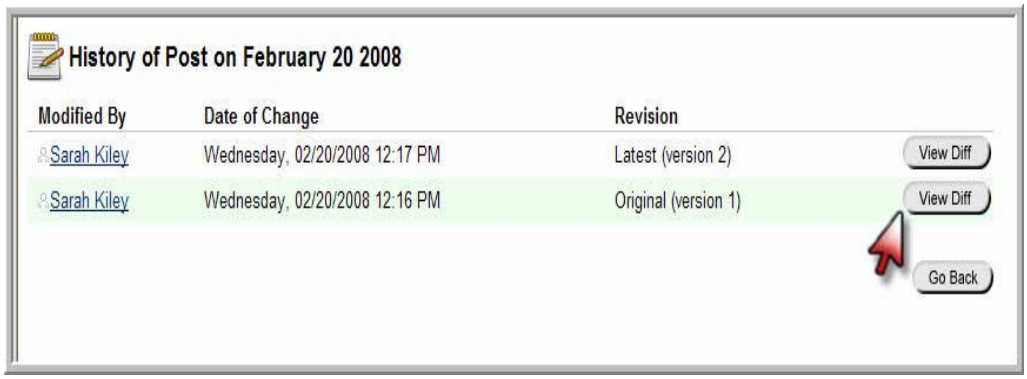
When you click on the **edit** link a variety of edit buttons appears above the blog text.

Click on the place where you want to edit or highlight an area of text. Slowly drag the cursor over each button and the function of each button will appear.

Click on the edit button that you want to use and make the changes.



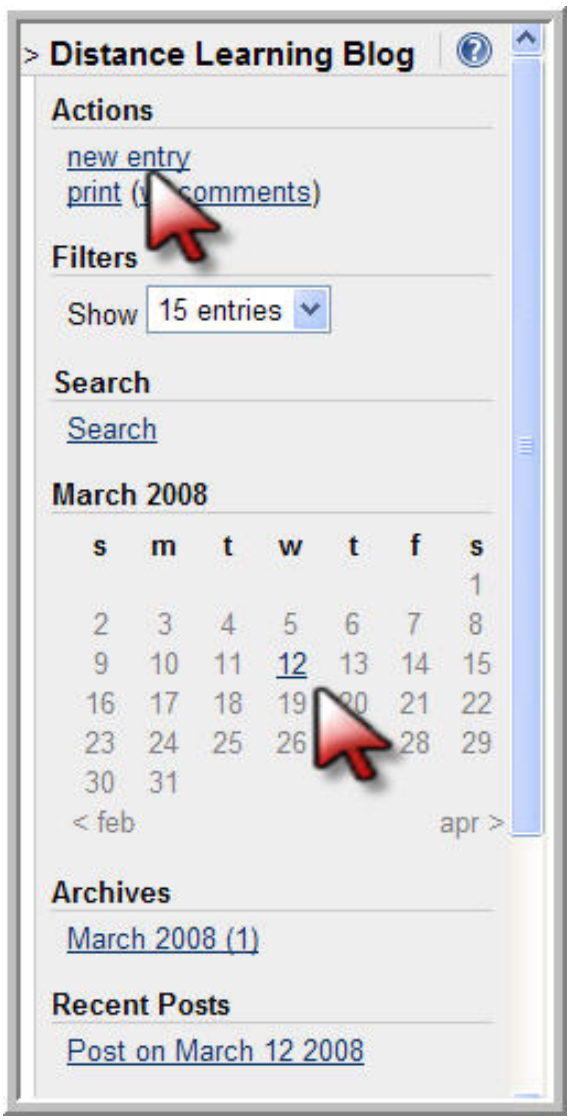
Click on the **history** link to find past modifications to the blog. Click on the **View Diff** button at the end of each row to see details.



On the right side of the blog window there is a column to help you navigate within the blog.

In the **Actions** section, click on the **new entry** link to add new text to the blog. It will appear as a separate new **Post** entry.

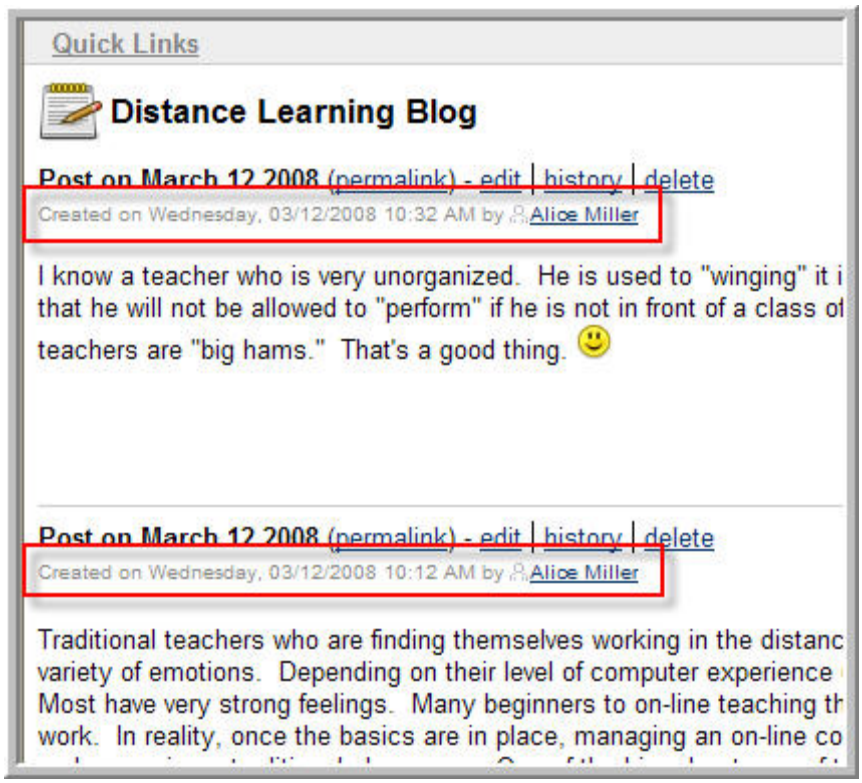
Previous Posts can be searched for by clicking on a date on the calendar or clicking on a date in the **Archives** section.



Most blogs display entries in reverse chronological order, so the most recent entry appears first.

Blogs are usually updated frequently, written from the point of view of an individual and written in an informal tone.

A collaborative blog, or a group blog, is a type of blog which publishes posts written by multiple users, based around a single uniting theme.



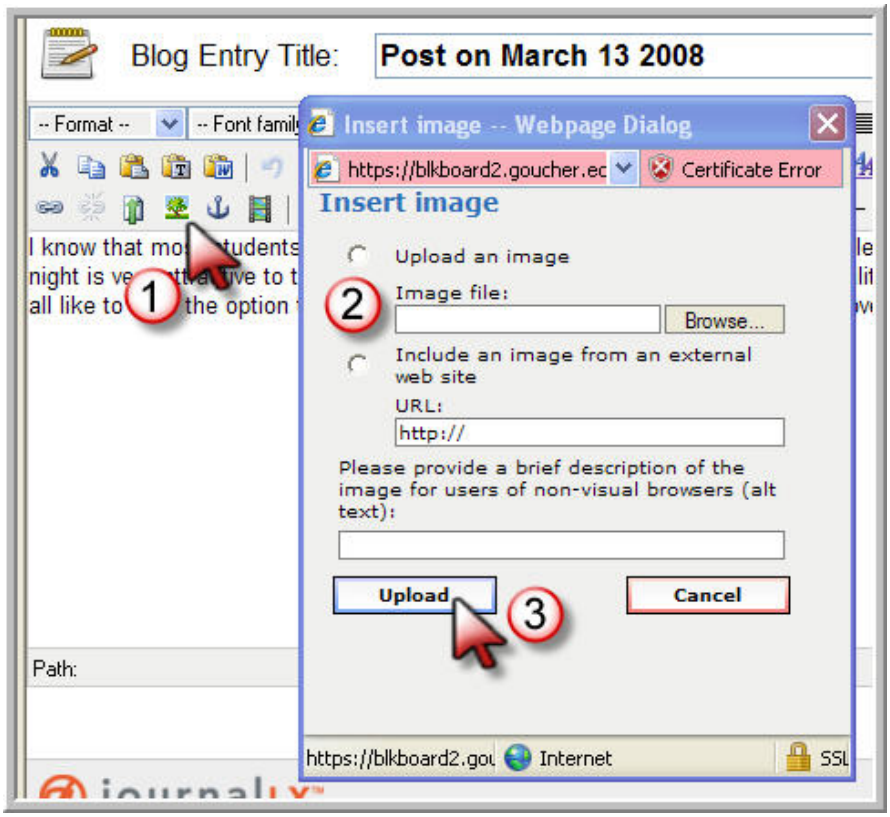
Insert an Image into the Blog

To add an image or photo to the blog, place the cursor in the text where you want to add the image. Click on the **edit** link next to the **Post** date. When the edit window opens:

① Click on the **Insert Image** button. (It looks like a picture of a tree.)

② Select how you want to upload the image (browse or identify).

③ Click on the **Upload** box.



Insert a Link to Another Entry or Website

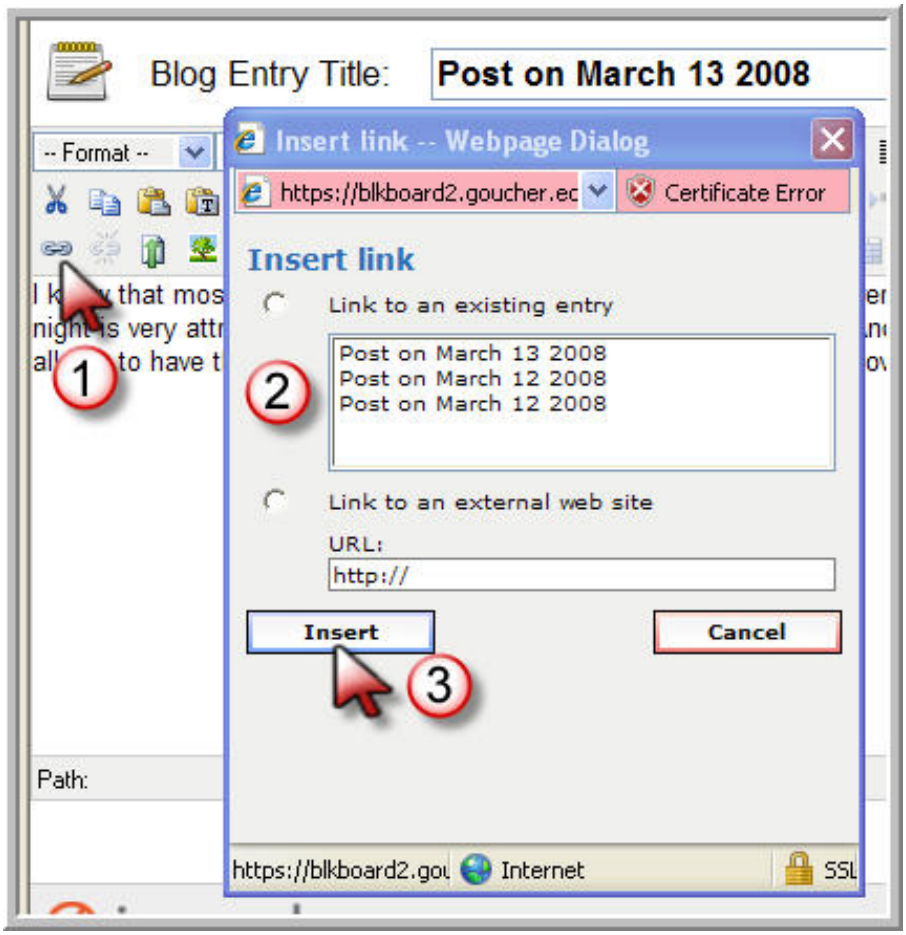
To insert a link to another entry or website, click on the **edit** link.

① Click on the **Insert Link** button. (It looks like three links of a metal chain.)

② Click on the appropriate option or enter the link name.

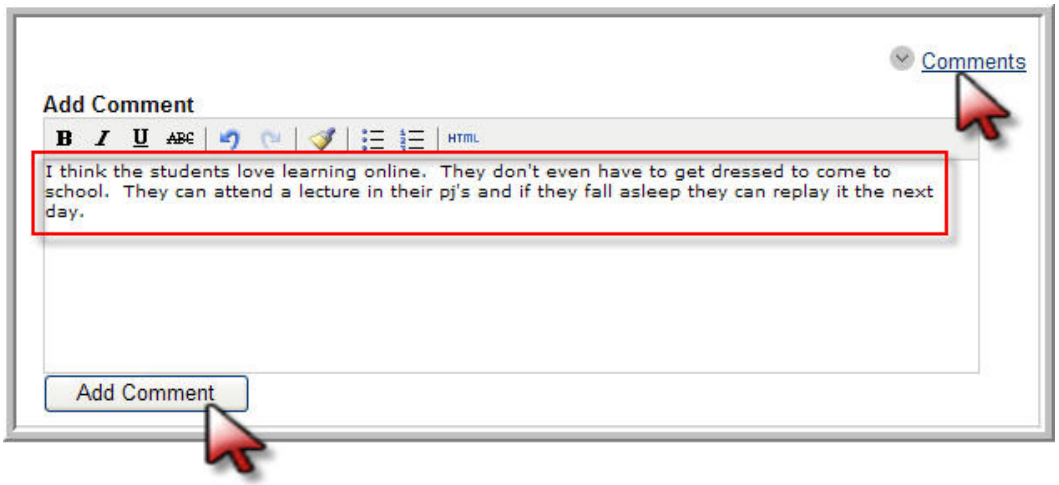
③ Click the **Insert** button.

The link appears in the blog as a hyperlink. Clicking on the link opens that site or new window.



Add a Comment to a Blog

Visitors to the blog can add a comment without editing the blog. At the end of the blog entry, click on the **Comments** link.
Enter text in the **Add Comment** box. A few formatting buttons are available. Click the **Add Comment** button.



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