

Posting to a Blog or Journal

Introduction

The Blog tool and Journal tool in myCourses work exactly the same except for the fact that blogs are visible to everyone in the course whereas journals are typically only visible by you and your instructor. Follow the steps below to learn how to post to a blog or journal.

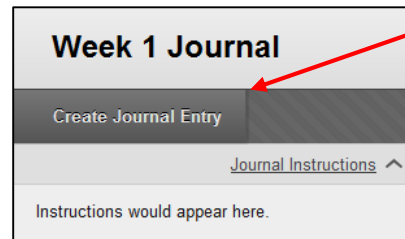
Step 1:

Click on the name of the blog or journal to enter it. Blogs are represented by an icon with a blue speech bubble on it, whereas the journal icon looks like a diary with a cursive letter “J” on it. Blog or journals could also be available as a link on the course menu along the left side of the page.



Step 2:

Click the “Create Blog Entry” or “Create Journal Entry” button in the top-left corner of the page.



Guide continues on the next page...

Step 3:
Enter a title for
this entry.

Step 4:
Type in or
copy/paste your
entry in the “**Entry
Message**” text
area.

Step 5:
Use the “**Browse
My Computer**”
button to attach a
file (if needed.)

Step 6:
Click “**Post Entry**”
to save your post.

The screenshot shows a web form for creating a journal entry. At the top, there is a 'Title' field containing 'My Entry Title', with a red circle labeled '3' next to it. Below the title is the 'Entry Message' section, which includes a rich text editor toolbar with options for bold, italic, underline, font face (Arial), font size (3 (12pt)), text color, background color, bulleted list, numbered list, link, and unlink. The main text area contains the placeholder text 'The body of the entry goes here.', with a red circle labeled '4' next to it. Below the text area is a 'Path: p' field and a 'Words:6' counter. A section titled 'JOURNAL ENTRY FILES' contains an 'Attach File' label and a 'Browse My Computer' button, with a red circle labeled '5' next to the button. At the bottom right, there are three buttons: 'Cancel', 'Save Entry as Draft', and 'Post Entry', with a red circle labeled '6' next to the 'Post Entry' button.

Conclusion

We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at 508-999-8505 or by email at myCoursesHelp@umassd.edu.