

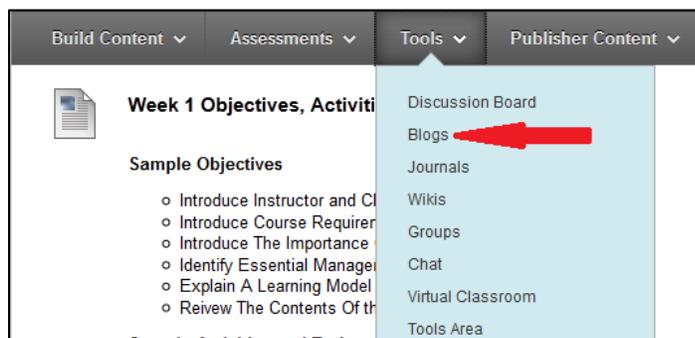
Creating a Blog

Introduction

This guide walks instructors through the process of creating a blog in myCourses.

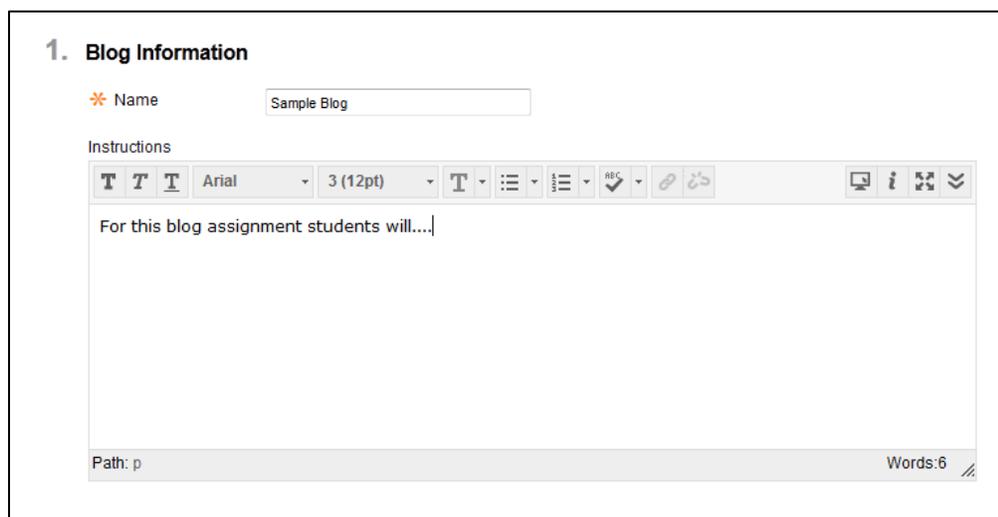
Step 1:

First select "Blogs" from the "Tools" menu at the top of a content area.



Step 2:

Enter a name for you Blog in the "Name" field, then enter your assignment instructions in the "Instructions" box.



The screenshot shows the '1. Blog Information' form. It has a 'Name' field with a red asterisk icon and the text 'Sample Blog' entered. Below the name field is the 'Instructions' section, which includes a rich text editor toolbar with options for bold, italic, underline, font color, font size, text color, bulleted list, numbered list, link, unlink, and help. The text area contains the text 'For this blog assignment students will...|'. At the bottom left of the form, it says 'Path: p' and at the bottom right, it says 'Words:6'.

Step 3:

There are several options to choose from when setting up a blog:

Blog Participation: Blog Type**Individual to All Students**

This type of blog separates student blog entries by student. Users can move between different blogs by clicking on student names along side of the blog. Students are able to post entries to their blogs, read other students blogs and comment on other student entries.

Course

Course blogs create a single "course" blog which houses all blog entries in one location, as opposed to several separate blogs for each student. Students can contribute entries and comment on each other just as they did in individual blogs.

Allow Anonymous Comments/Entries

This option gives students the ability to have "Anonymous" display as the author of their entries and comments instead of their name.

Blog Settings**Index Entries: Monthly**

Monthly indexing will group pages of blog entries based on the month they were created.

Index Entries: Weekly

Weekly indexing will group pages of blog entries based on the week they were created.

Allow Users to Edit and Delete Entries

This option allows students to edit and delete entries they post to a blog.

Allow Users to Delete Comments

This option allows students to delete comments they make on other students blog entries.

Grade Settings**No Grading**

Leaving this option selected will not generate a column in the Grade Center for this blog which means it cannot be graded in myCourses.

Grade: Points Possible

Selecting this option will generate a column in the Grade Center for this blog and enables grading tools for this blog. You will also have to set the maximum points possible a student could earn for completing this blog assignment.

After choosing settings for you blog press the "Submit" button.

Step 4:

Press the "Next" button to select your blog as the blog you would like to link to.

1. Create Link: Blog

Link to the Blogs Page

Link to a Blog

Link to a Blog

----Select Blog below----

Sample Blog

Create New Blog

Create New Blog

2. Submit

Cancel Next

Step 5:

On the final "Create Link" page the name of your blog is automatically filled in to the "Link Name" field. There is also large "Text" box located beneath the "Link Name" box where you can text that appears in your content area beneath the title of the blog. If you do not enter anything in this box your students will only see the directions once they click into the blog. Typically we recommend adding the same directions here or a shortened version to provide some direction for students to follow to see the full directions. Press "Submit" to finish creating your blog.

* Indicates a required field.

Cancel Submit

1. Link Information

* Link Name Sample Blog

Color of Name Black

Link Blog: vxxc

Text

Path: p Words:0

Once you press submit your blog will now be visible in the content area. Navigate back out to the "Blogs & Journals" area on the course menu to move on to the next part of this training.

Conclusion

We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at 508-999-8501 or by email at myCoursesHelp@umassd.edu.