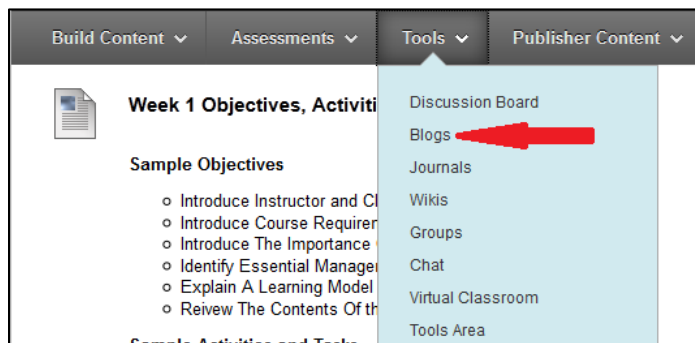


Creating a Blog

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

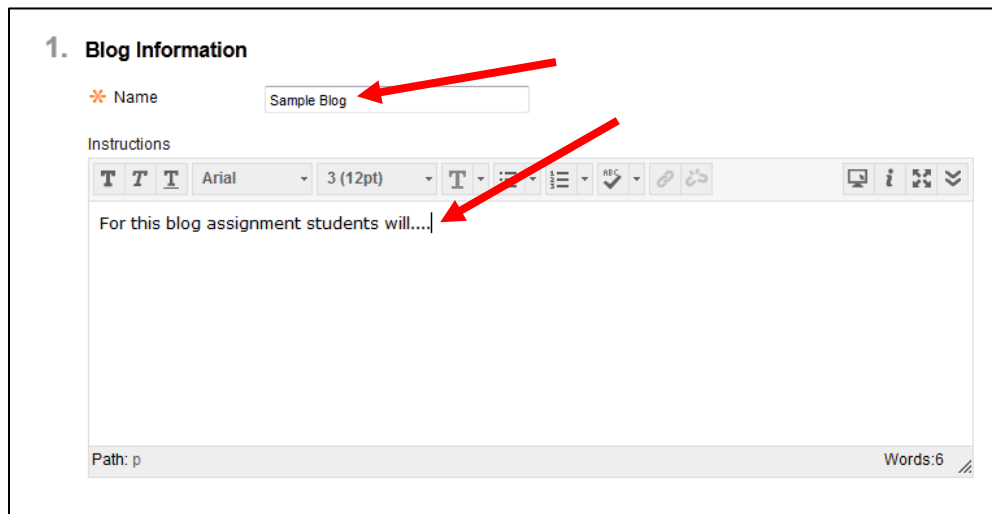
Step 1:

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, and then enter your assignment instructions in the "**Instructions**" box.



A screenshot of the '1. Blog Information' form. The 'Name' field contains 'Sample Blog' and has a red arrow pointing to it. Below it is the 'Instructions' field, which contains the text 'For this blog assignment students will...'. A red arrow points to the end of this text. The form has 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, unlink, and help. At the bottom left, 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

Individual to All Students

This creates one blog space for each student. Students are able to post entries to their own blog, read other students blogs and comment on their entries.

Course

Course blogs create a single course-wide blog space which houses all blog entries on one page. Students can contribute entries to this central blog and comment on each other just as they could in individual blogs.

Allow Anonymous Comments/Entries

This gives students the option to hide their name when they comment on someone else's blog entry.

Blog Type	<input checked="" type="radio"/> Individual to All Students	<input type="radio"/> Course
	<input type="checkbox"/> Allow Anonymous Comments	

Blog Settings

Index Entries: Monthly

Monthly indexing will group blog entries based on the month they were posted.

Index Entries: Weekly

Weekly indexing will group blog entries based on the week they were posted.

Allow Users to Edit and Delete Entries

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

Allow Users to Delete Comments

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

Index Entries	<input type="radio"/> Monthly	<input checked="" type="radio"/> Weekly
	<input type="checkbox"/> Allow Users to Edit and Delete Entries	
	<input type="checkbox"/> Allow Users to Delete Comments	

Grade Settings

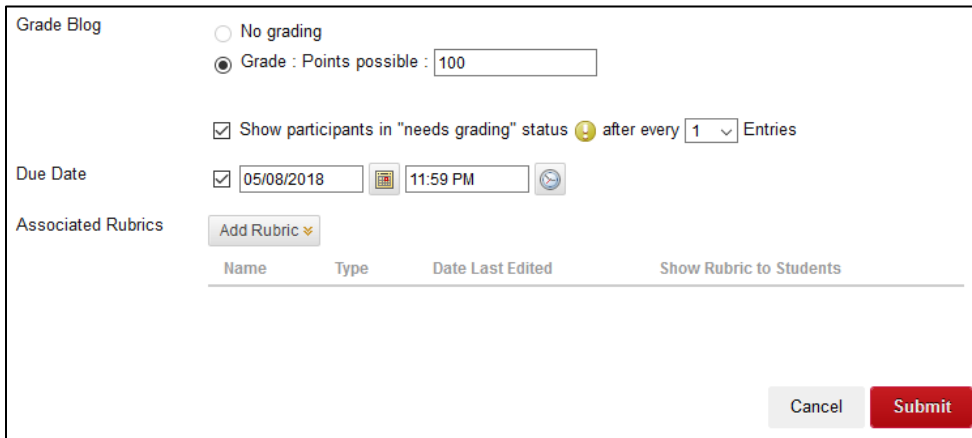
No Grading

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. You will also have to set the maximum points possible a student could earn for completing this blog assignment.

After choosing your settings, press the "Submit" button.

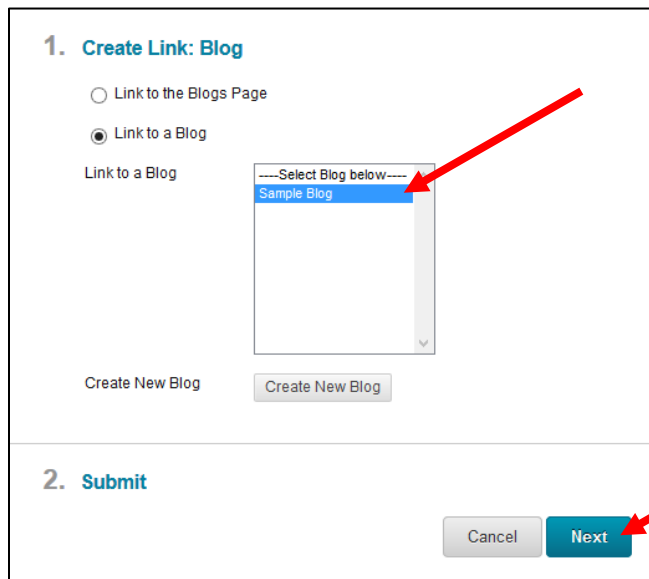


The screenshot shows the 'Grade Blog' settings form. It includes the following elements:

- Grade Blog:** Radio buttons for 'No grading' and 'Grade : Points possible : 100' (selected).
- Show participants in "needs grading" status:** A checked checkbox followed by 'after every 1 Entries'.
- Due Date:** A checked checkbox, a date field '05/08/2018', a time field '11:59 PM', and a refresh icon.
- Associated Rubrics:** An 'Add Rubric' button and a table with columns: Name, Type, Date Last Edited, Show Rubric to Students.
- Buttons:** 'Cancel' and 'Submit' buttons at the bottom right.

Step 4:

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



The screenshot shows two steps in a form:

- 1. Create Link: Blog**
 - Radio buttons for 'Link to the Blogs Page' and 'Link to a Blog' (selected).
 - 'Link to a Blog' section with a dropdown menu '----Select Blog below----' showing 'Sample Blog'. A red arrow points to this dropdown.
 - 'Create New Blog' button.
- 2. Submit**
 - 'Cancel' and 'Next' buttons. A red arrow points to the 'Next' button.

Step 5:

On the final "Create Link" page, the name of your blog will automatically be filled in. There is also a large "Text" box where you can type directions that will appear beneath the link to the blog. We recommend providing the same directions in this space that you typed in Step 2.

Finally, click the "Submit" button to finish creating your blog.

The screenshot shows a form with the following sections:

- Link Name:** A text input field containing "Sample Blog". A red arrow points to this field.
- Color of Name:** A dropdown menu set to "Black".
- Link:** A label "Blog: Sample Blog".
- Text:** A rich text editor with a toolbar. The text area contains the placeholder text "You should post the final draft of your assignment here as a blog post. Be sure to...". A red arrow points to this text area.
- Footer:** "Path: p" and "Words: 17".

Step 6:

Choose if you would like to make this visible to students after is uploaded (by default it will be) OR set an availability date to have the blog automatically appear and/or disappear at a certain date/time. Click the "Submit" button to finish creating your blog.

The screenshot shows the following options:

- Permit Users to View this Content:** Radio buttons for "Yes" (selected) and "No". A red arrow points to the "Yes" radio button.
- Track Number of Views:** Radio buttons for "Yes" and "No" (selected).
- Select Date and Time Restrictions:**
 - Display After:** Date field "05/07/2018" and time field "11:59 PM". A red arrow points to the time field.
 - Display Until:** Empty date and time fields.
- Buttons:** "Cancel" and "Submit" (highlighted with a red arrow).