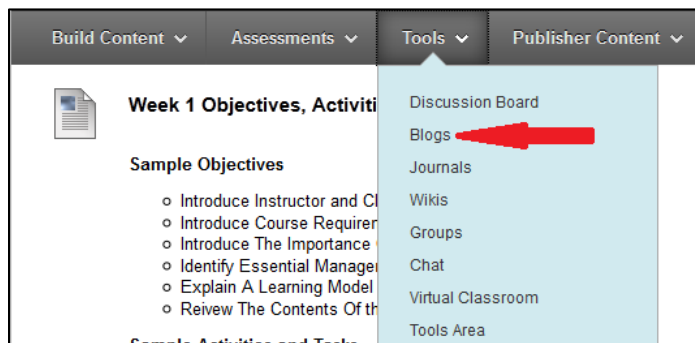# Creating a Blog

This guide walks instructors through the process of creating a blog in myCourses.
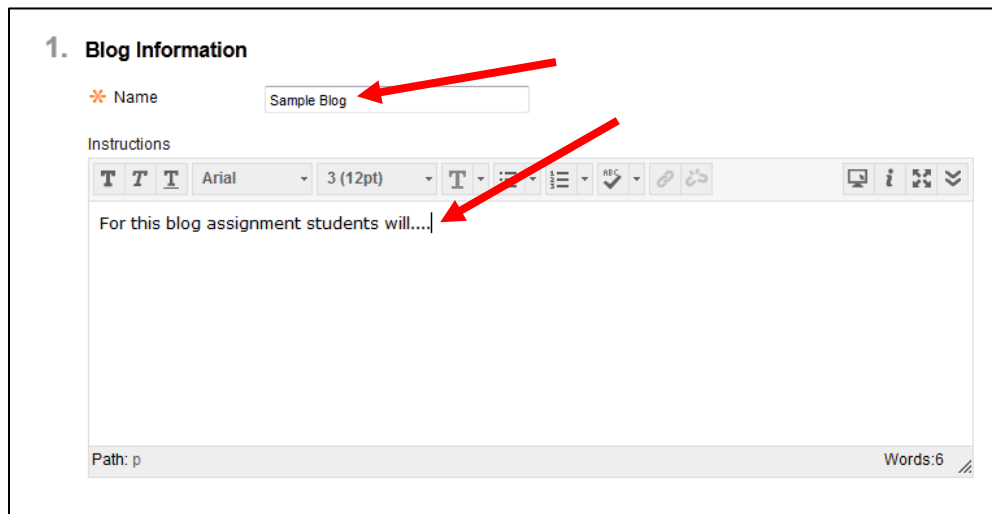
Step 1:

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.

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 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.
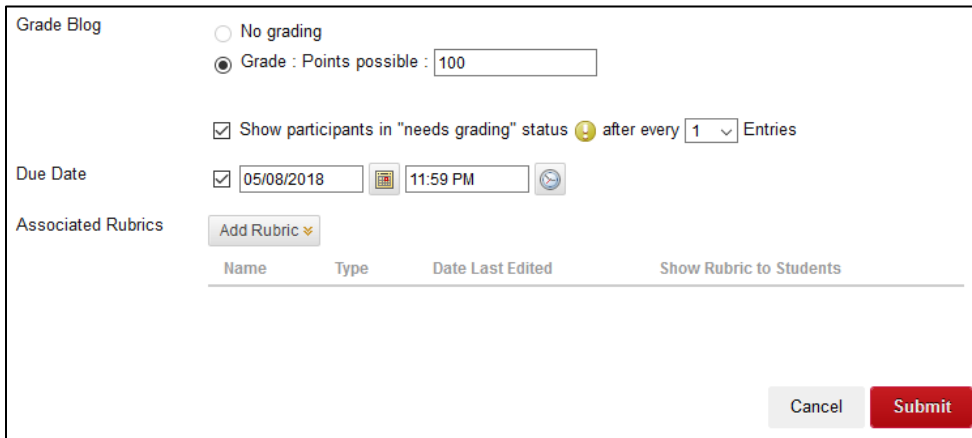
Grade Settings

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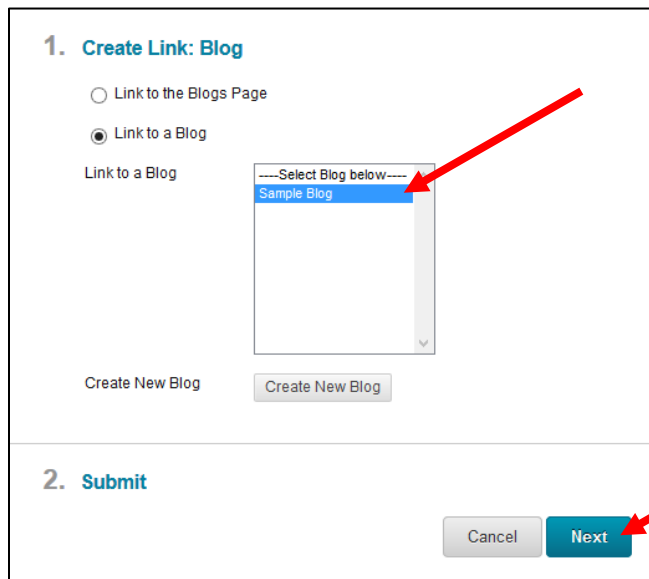
After choosing your settings, press the "Submit" button.

Step 4:
Click the "**Next**" button to select your new blog as the blog you would like to link to.

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.

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.