

## *Creating Blog Entries*

Instructors and users can create Blog entries and other course members can make comments on the entries. Instructors can use Blog entries to provide structure for discussions on class topics and other issues. On the **Blogs** listing page, under each Blog title, students can see if the Blog belongs to a **Group**, the **Course**, or to **Individual Students**.

1. Login to the Bb Learn system and go to your course.
2. **Option 1:** Locate the **Course Management Control Panel** under the left hand menu and click on **Course Tools** to expand the drop-down list and click on **Blogs**.
3. Please note that when creating an interactive tool, you must create a link to the **Tools** content area in the **Course Menu**.

**Option 2:** Click on the **Content Area** where the **Blog** is located in the **Course Menu**. See the *Adding Interactive Tools in a Content Area* quick tip sheet for instructions on creating a link on the **Course Menu**.

4. On the **Blogs** listing page, select a Blog title.
5. On the Blog's topic page, click the **Create Blog Entry** button.
6. On the **Create Blog Entry** page, type a **Title** for the Blog entry.
7. Type text in the **Entry Message** text box. Format the text and add images, links, multimedia, Mashups, and attachments using the functions in the Text Editor, if needed. Attachments added using the Text Editor can be launched in a new window and have alternate text added to describe the attachment.
8. If enabled, click the check box for **Post Entry as Anonymous**, if appropriate.
9. Optionally, under **Blog Entry Files**, browse for a file to attach to the Blog entry.
10. Click **Post Entry** to submit the Blog entry or click **Save Entry as Draft** to add the entry later.