

## *Creating a Blog*

1. Login to the Bb Learn system and go to your course.
2. 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**. 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 **Blogs** or 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**.

3. Click the **Create Blog** button.
4. In the **Blog Information** section, type a **Name** and any optional instructions for the Journal.
5. In the **Blog Availability** section, choose the **Yes** option to make it available to users.
6. In the **Blog Date and Time Restrictions** section, use the **Display After** and **Display Until** date and time fields to limit the availability of the Blog.
7. In the **Blog Participation** section, set the **Blog Type**. Choose between **Individual to All Students** and **Course**. Optionally, click the checkbox to **Allow Anonymous Comments**.
8. In the **Blog Settings** section, select **Monthly** or **Weekly Index Entries**. You may also click the checkbox to **Allow Users to Edit and Delete Entries**, click the check box to **Allow Users to Delete Comments**.
9. In the **Grade Settings** section, choose either **No grading** or the **Grade** option and type the number of **Points possible** (Points possible will apply to one or more entries made by the user to the Journal topic. Once a Journal is set to be graded, a column is created for it in the **Grade Center**. It is permanently gradable and cannot be set to **No grading**). Optionally, click the checkbox and the number of entries required to **Show Participants in "Needs Grading" status** (Applying this setting will show the **Needs Grading icon** in the **Grade Center** and

place the entries in the list on the **Needs Grading** page after the specified number of entries have been made). Optionally, associate a rubric by moving your mouse over **Add Rubric** to display the drop-down list and choose **Select Rubric**, **Create New Rubric** or **Create from Existing**.

10. Click **Submit**.