The information below pertains only to the blogs available in Blackboard. Other blogs (such as the blogs available on Missouri S&T web sites such as http://edtechconnect.mst.edu) have different instructions for creating, modifying, and deleting content.

**IMPORTANT:** In order to create a blog, Edit Mode must be on. Also, it is necessary to have made blogs and wikis available.

**CREATING A BLOG**

1. Click **Tools** on the course menu.

2. Click the **Blogs** option.
3. Click **Create Blog**.

4. Type in a **Name** and **Instructions** for your blog.

   ![Blog Information](image)
5. Choose the availability settings for your blog.

6. Choose your Grade Settings. You can choose to keep the blog ungraded or if you would like to make it worth a grade, enter a point value here. You can also add a rubric.

7. Click Submit.
8. To change the settings you just entered in Steps 6 and 7, click the arrow to the right of the title of the Blog, and select **Edit**.

9. The screen should now look as it did at the beginning of creation, but with your current data saved. You can edit any of that data, and when you have finished click **Submit**.
MAKING THE BLOG VISIBLE IN THE CONTENT AREA

1. Click Content in the course menu.

2. Scroll over Tools and click Blogs.
3. Select **Link to a Blog** and then click on the blog you just created.

![Create Link: Blog](image)

4. Click **Next**.
5. You are now given the opportunity to edit link information and availability options for your blog. When you are finished click **Submit**.

6. You will now be taken to the main screen in that content area. If you scroll to the bottom you should see your blog listed after the other items you have posted in this area.
CREATING AND COMMENTING ON ENTRIES

1. Click on the content area where your blog is located.
2. Scroll down to find your blog, and click on its title.
3. Click Create Blog Entry.
4. Give your entry a title and then enter the text. You may also attach a file to the entry for others to see.

5. When you have finished, click **Post Entry**. If you aren’t ready to publish your comment, but don’t want to lose it, you can click **Save Entry as Draft**.

6. Entries can be commented on by clicking **Comment** on the entry of your choice.
7. Type in your comment text and click Add. If you wish to keep your post anonymous make sure you check the box before clicking Add.

8. Your comment should now be available for viewing.
EDITING AND DELETING ENTRIES

1. Click on the content area where your blog is located.

2. Scroll down to find your blog, and click on its title.
3. Click on the action link next to the title of the entry you wish to edit or delete. If you wish to edit the entry, click **Edit**. If you wish to delete it, click **Delete**.

- If editing, change as desired then click **Post Entry**.

- If deleting, verify this wish by clicking **OK**.