

Blackboard Help

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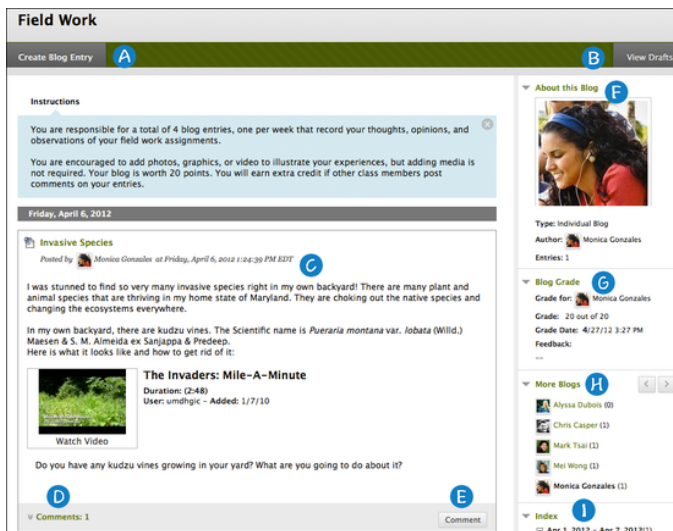
Blogs

Note: Your instructor and institution control which tools are available. If this tool is not available, your instructor or institution may have disabled it.

A blog is your personal online journal. Each blog entry you make can include any combination of text, images, links, multimedia, mashups, and attachments. Blogs are an effective means of sharing knowledge and materials created and collected by the group in the course. You can post entries and add comments to existing blogs. Use your blog to express your ideas and share them with the class.

As the owner of a blog, you will create multiple entries over a period of time. Your instructor and course members can add comments. A blog can also be owned by a course or a group. In the group area, all members of a group can create entries for the same blog, building upon one another. Any course member can read and comment on a group blog, but cannot make entries if they are not a member of the Group. Your instructor can also offer comments and grade individual entries.

The blog topic page is divided into two main sections. You can view the **Instructions** in the content frame. Click the **X** to collapse the field. In the side panel, you can view information about the blog. You can expand and collapse sections in the side panel using the double arrows.



1. **Create Blog Entry:** Create a blog entry using the **Create Blog Entry** function. You can create another blog entry for a topic at any time. For example, your instructor may add a comment requesting that you clarify what has been written before a grade is assigned or suggest a topic for another entry.
2. **View Drafts:** Access any entries saved as drafts. Click **View Drafts** on the action bar.
3. **Blog Entry:** Blog entries appear in the content frame following the **Instructions**.
4. **Comments:** After posting an entry, you can see if other users made comments. Click the link to view comments.
5. **Comment:** Add comments by clicking **Comment**.
6. **About this Blog:** In the side panel, view the blog information in this section. By default, **About this Blog** is collapsed. You must expand it to see the information.
7. **Blog Grade:** This section appears if your instructor enabled grading for the blog. You can see if your blog entries have been graded.
8. **More Blogs:** View blog entries made by other course members.

9. **Index:** View the titles of your selected entries for either the week or the month, determined by the settings your instructor makes during blog creation. The most recent entry title appears first.

How to Access a Blog

You can access three types of blogs.

- **Course:** All enrolled users can create blog entries and add comments to blog entries.
- **Individual:** Only the owner of a blog can create blog entries. All other enrolled users can view and add comments.
- **Group:** If your instructor enables the blogs tool for a group, all group members can make blog entries and make comments. Any course member can view group blogs, but they only have the option to add comments. You can make entries only to your own group blog.

Note: Your instructor can edit and delete entries in all three blog types and delete user comments.

If you are removed from a course, you will not have access to any blogs. If you are removed from a course after individual blogs are created, all your entries and comments will be deleted. If you are removed from a course after course blogs are created, all your entries and comments will be retained, but the name of the author or commenter is changed to "Anonymous."

1. On the course menu, click **Blogs**.

-OR-

On the course menu, click **Tools**. On the **Tools** page, select **Blogs**.

2. On the **Blogs** listing page, click the name of the blog you want to access.

How to Create a Blog Entry

Only your instructor can create a blog, but after creation, you can create entries. The blog topics appear in alphabetical order on the **Blogs** page. Following each blog title, view if the blog belongs to a group, the course, or to individual students.

Watch a Tutorial

<http://youtu.be/OBTsn60Qm-I>

If allowed by your institution, you can upload an avatar which appears with individual blogs. You can use a photo of yourself or an image that you feel represents you.

1. On the course menu, click **Blogs**.

-OR-

On the course menu, click **Tools**. On the **Tools** page, select **Blogs**.

2. On the **Blogs** listing page, click the name of the blog you want to access.
3. On the blog's topic page, click **Create Blog Entry** on the action bar.
4. On the **Create Blog Entry** page, provide a **Title**.
5. Provide text in the **Entry Message** text box.
6. Optionally, in the **Blog Entry Files** section, attach a file using one of the following options:
 - To upload a file from your computer, click **Browse My Computer**.
 - To upload a file from the course's storage repository:
 - If Course Files is the course's storage repository, click **Browse Course**.

-OR-

- If your institution licenses content management, click **Browse Content Collection**.

Files added by students appear only in their entries. They are not stored in Course Files or the Content Collection.

7. Click **Post Entry**.

-OR-

Click **Save Entry as Draft** to save the entry for later posting.

Create Blog Entry

* Indicates a required field.

Cancel Save Entry as Draft Post Entry

1. Blog Entry Information

* Title

Entry Message

Paragraph Arial 3 (12pt)

English ivy has become a major invasive villain in the Pacific Northwest, from British Columbia to California. Along the eastern seaboard it is considered invasive from New York to Georgia.

Given a foothold, English ivy suppresses and excludes other vegetation to form a dense monoculture groundcover, unsuitable as wildlife habitat, except perhaps for rodents, explained Linda McMahan [Oregon State Extension Service](#) horticulturist.

Path: p Words: 62

2. Blog Entry Files

Attach File Browse My Computer Browse Content Collection

Rubrics

If your instructor associated a rubric with the blog and made it available, click **View Rubric** in the **Blog Grade** section to display grading criteria. If no associated rubric exists or your instructor made none available, you will not see the **View Rubric** function.

Viewing Blog Drafts

Click **Save Entry as Draft** to save blog entries for later posting. Click **View Drafts** to view these entries on the main blog page. Click the title of the entry to edit and post.

How to Comment on a Blog Entry

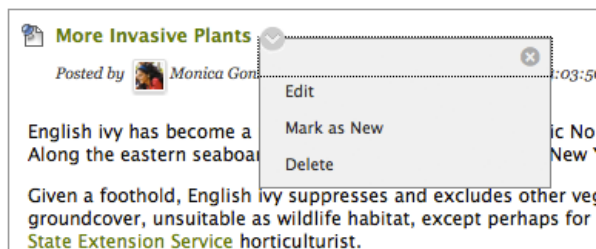
You can comment on one another's blog entries, whether they belong to an individual, the course, or a group. Your instructor determines if you can make anonymous comments and if you may delete blog comments.

1. On the course menu, click **Blogs**.
- OR-
- On the course menu, click **Tools**. On the **Tools** page, select **Blogs**.
2. On the **Blogs** page, click the name of the blog you want to access.
3. On the blog's topic page, view a blog by clicking a user's name in the side panel in the **More Blogs** section. The user's blog entries open in the content frame.
4. Click **Comment** for the appropriate post.
5. Type your response in the **Comment** text box.
6. Click **Add**.

How to Edit a Blog Entry

Your instructor determines if you are allowed to edit your blog entries. If you edit gradable blog entries, the original graded entries will be lost.

1. On the course menu, click **Blogs**.
-OR-
On the course menu, click **Tools**. On the **Tools** page, select **Blogs**.
2. On the **Blogs** page, click the name of the blog you want to access.
3. On the blog's topic page, access the entry's contextual menu and select **Edit**.



4. On the **Edit Blog Entry** page, make your changes.
5. Click **Post Entry**.

How to Delete a Blog Entry

Your instructor determines if you may delete your blog entries. If you delete gradable blog entries, the original graded entries will be lost.

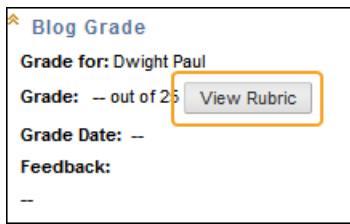
1. On the course menu, click **Blogs**.
-OR-
On the course menu, click **Tools**. On the **Tools** page, select **Blogs**.
2. On the **Blogs** page, click the name of the blog you want to access.
3. On the blog's topic page, access the entry's contextual menu and select **Delete**. This action is final and cannot be undone.

Viewing Blog Grades

After your instructor grades your blog entries, you can view your grade in two places. The grading information appears in the **Blog Grade** section on the blog's topic page and in **My Grades**. You can also view your instructor's feedback and the date the grade was assigned.

Rubrics

If your instructor associated a rubric with the blog and made it available, click **View Rubric** in the **Blog Grade** section to display grading criteria.



If no associated rubric exists or your instructor made none available, you will not see the **View Rubric** function.

Troubleshooting Blog Management

- If your instructor deletes a blog while you are posting, the blog and all comments are deleted.
- If your instructor makes a blog unavailable while you are posting, the blog remains visible to your instructor only.
- If your instructor changes the **Allow Users to Edit and Delete Entries** setting, entries remain but you cannot edit them.
- If your instructor changes the **Allow Users to Delete Comments** setting, comments remain but you cannot edit them.



Journals

Note: Your instructor and institution control which tools are available. If this tool is not available, your instructor or institution may have disabled it.

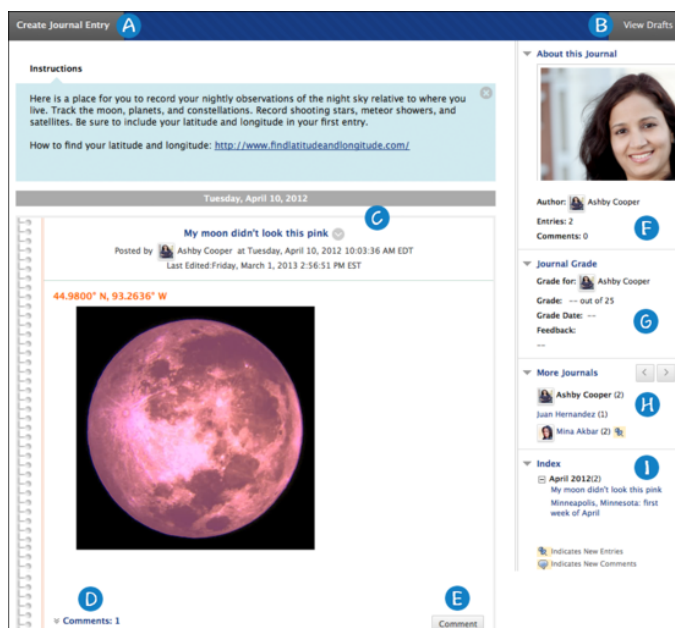
Journals are a personal space for you to communicate privately with your instructor. You can also use a journal as a self-reflective tool to post your opinions, ideas, and concerns about your course, or discuss and analyze course related materials. For example, you can describe problems you faced and how you solved them. Your instructor can direct journal entries to be more formal in nature and narrower in focus by listing topics for discussion.

Your instructor can choose to make journal entries public, allowing all course members to view all entries. You can read what other students wrote and build on those ideas.

When used in the group area, members of a group can view and comment on each other's entries for a group journal. The group can communicate with their instructor as a whole and all members can benefit from the comments made.

Your instructor can grade group journals and apply the grade to every member of the course group. Journal entries can also be used specifically for communication. In either instance, you can make multiple entries for one journal topic.

The journal topic page is divided into two main sections. You can view the instructions in the content frame. Click the **X** to collapse the instructions. In the side panel, you can view information about the journal. Expand and collapse sections in the side panel using the arrow next to a title.



1. **Create Journal Entry:** Create a journal entry using the **Create Journal Entry** function. You can make another journal entry for a topic at any time. For example, your instructor may add a comment requesting that you clarify what has been written before a grade is assigned or suggest a topic for another entry.
2. **View Drafts:** Access any entries saved as drafts. Click **View Drafts** on the action bar.
3. **Journal Entry:** Your journal entries appear in the content frame following the **Instructions**.



4. **Comments:** Following an entry, you can see if comments were made. Click the link to view comments.
5. **Comment:** You can add comments by clicking **Comment**.
6. **About this Journal:** In the side panel, view the journal information in the **About this Journal** section. By default, **About this Journal** is collapsed. You must expand it to view the information.
7. **Journal Grade:** The **Journal Grade** section appears if a journal is set to be graded. You can see if your journal entries have been graded.
8. **More Journals:** View other journal entries made by other course members in the **More Journals** section.
9. **Index:** View the titles of your selected entries for either the week or the month in the **Index** section, determined by the settings your instructor selects during journal creation. The most recent entry title appears first.

How to Access a Journal

1. On the course menu, click **Journals**.
-OR-
On the course menu, click **Tools** and select **Journals**.
2. On the **Journals** listing page, click the journal title you want to access.
3. The journal listing page appears.

How to Create a Journal Entry

Only your instructor can create a journal topic, but after creation, you can create entries. The journal topics appear in alphabetical order on the journals listing page. Create and post journal entries or save them in draft form for later posting.

1. On the course menu, click **Journals**.
-OR-
On the course menu, click **Tools** and select **Journals**.
 2. On the **Journals** listing page, select a journal to open.
 3. On the journal topic page, click **Create Journal Entry**.
 4. On the **Create Journal Entry** page, type an **Entry Title**.
 5. Type the text in the **Entry Message** text box.
 6. Optionally, in the **Journal Entry Files** section, attach a file using one of the following options:
 - To upload a file from your computer, click **Browse My Computer**.
 - To upload a file from the course's storage repository:
 - If Course Files is the course's storage repository, click **Browse Course**.
- OR-
- If your institution licenses content management, click **Browse Content Collection**.



Note: Files added by students will appear with the entry, but are not stored in Course Files or the Content Collection.

7. Click **Post Entry**

-OR-

Click **Save Entry as Draft** to save the entry for later posting.

The screenshot shows a 'Create Journal Entry' form. At the top right, there are three buttons: 'Cancel', 'Save Entry as Draft', and 'Post Entry'. The form is divided into two sections. Section 1, 'Journal Entry Information', contains a title field with 'Radio Telescopes' and a rich text editor. The rich text editor has a toolbar with various icons and a text area containing the following text: 'Radio telescopes are used to study naturally occurring radio emission from stars, galaxies, quasars, and other astronomical objects between wavelengths of about 10 meters (30 megahertz [MHz]) and 1 millimeter (300 gigahertz [GHz]). At wavelengths longer than about 20 centimeters (1.5 GHz), irregularities in the ionosphere distort the incoming signals.' Below the text area, it shows 'Path: p' and 'Words: 44'. Section 2, 'Journal Entry Files', has an 'Attach File' label and two buttons: 'Browse My Computer' and 'Browse Content Collection'.

Note: If your instructor has associated a rubric with the journal and made it available to students, click **View Rubric** in the **Journal Grade** section to display grading criteria. If there is no associated rubric or your instructor has not made it available, the **View Rubric** button will not be visible.

Viewing Journal Drafts

You can save journal entries to post later by clicking **Save Entry as Draft**. You can view these drafts by clicking **View Drafts** on the main journal page.

How to Comment on a Journal Entry

You can create comments to journal entries if commenting is allowed by your instructor. You can add a comment after your instructor comments on an entry to continue the conversation.

You cannot make comments on another user's journal entry, even if the journal has been made public. Users can only comment on another user's entry when they are members of a group. For group journals, all group members and their instructor are allowed to make comments on individual entries.

1. On the course menu, click **Journals**.

-OR-

On the course menu, click **Tools** and select **Journals**.

2. On the **Journals** listing page, select a journal to open.

3. On the **Journal** topic page, click **Comment** for the selected entry.

4. Type a comment in the **Comment** box.



5. Click **Add**.

How to Edit a Journal Entry

You can edit your journal entries if your instructor allows it. However, if you edit gradable journal entries, the original graded entry will be lost.

1. On the course menu, click **Journals**.
-OR-
On the course menu, click **Tools** and select **Journals**.
2. On the **Journals** listing page, select a journal to open.
3. On the journal topic page, select **Edit** from the contextual menu for the journal entry.
4. On the **Edit Journal Entry** page, make the necessary changes.
5. Click **Post Entry**.

How to Delete a Journal Entry


You can delete your journal entries if your instructor allows it. However, if you delete gradable journal entries, the original graded entry will be lost.

1. On the course menu, click **Journals**.
-OR-
On the course menu, click **Tools** and select **Journals**.
2. On the **Journals** listing page, select a journal to open.
3. On the journal topic page, select **Delete** from the contextual menu for the journal entry. This action is final and cannot be undone.

Viewing Journal Grades

When your journal entries have been graded, you can view your grade in two places. The grading information appears under the **Journal Grade** section on the **Journal** topic page and in the **My Grades** tool. Any feedback and the date the grade was assigned also appear in these areas.

▼ **Journal Grade**

Grade for:  Ashby Cooper

Grade: 23 out of 25

Grade Date: 3/1/13 4:05 PM

Feedback:

Great job adding entries regularly to your journal.

Note: If your instructor has used a rubric for grading and made it available to students, click **View Rubric** to display detailed grading information.



Journal Grade

Grade for: Alyssa Dubois

Grade: 15 out of 20

Grade Date: 10/14/11 4:37 PM

Feedback:

I look forward to this as a group presentation.
Super Volcanoes can be a section for the volcanoes group.

If there is no associated rubric or your instructor has not made it available, the **View Rubric** button will not be visible.

Troubleshooting

- If your instructor deleted the journal while you are posting, the journal and all comments are deleted.
- If a journal is made unavailable while you are posting, the journal remains visible to your instructor in **Edit** view but is not displayed to you.
- If the **Allow Users to Edit and Delete Entries** setting is changed, entries remain but you cannot edit them.
- If the **Allow Users to Delete Comments** setting is changed, comments remain but you cannot edit them.

