

# Blackboard

Blogs

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## Creating a Blog for Students

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### *Create a New Blog*

1. Navigate to <https://blackboard.towson.edu>
2. Log in with your TU **NetID and Password**
3. Enter the **Course** you would like to create a blog in
4. Enter the **content area** you would like the blog to appear in
5. On the menu in the top, select **Tools**, then **Blogs**
6. Select **Create New Blog**
7. Give the blog a **Name**
8. Enter **Instructions** for the blog, if necessary
9. Set up the Blog using the options below
10. Click **Submit** when finished

### **Blog Availability**

Setting the availability of the blog for your students.

***Please Note:** If you are using date restrictions, you must set the Availability to Yes, otherwise the blog will not be made available after the “display after” date has passed.*

### **Blog Date and Time Restrictions**

Allows you to set date and time restrictions of when the blog will be available to students.

### **Blog Participation**

**Individual to All Students:** Restricts the blog to only you and the author

**Course:** Allows all users in the course to see any blog created

**Allow Anonymous Comments:** Allows users to comment anonymously on any post they are able to see

### **Blog Settings**

**Index Entries:** How you want the blogs to be indexed. You can choose from monthly or weekly

**Allow Users to Edit and Delete Entries:** Allows a user to edit or delete their own entries

**Allow Users to Delete Comments:** Allows a user to delete their comment

### **Grade Settings**

**No Grading:** This blog will not be graded and a column in the Grade Center will not be created.

**Grade: Points Possible:** Allows you to grade the blog. A column in the Grade Center will automatically be created. You will also be given the option to set the number of posts per student before the “Needs Grading” icon appears and set a due date if desired.

### *Linking to Blogs Page vs Linking to a Specific Blog*

Once you’ve finished creating the Blog, you’ll be taken back to the page that asks you to choose between linking to the Blogs page or to a specific Blog. Linking to the Blogs page creates a link to the Blog tool inside your content area. This will allow students to see the whole list of blogs available to them. Linking to a specific blog allows you to choose which blog to link to, and will take the students directly to the page where they can create their blog.

1. Select **Link to the Blogs Page** or **Link to a Blog**
2. If you select **Link to a Blog**, choose the **Blog** from the list
3. Click **Next**
4. You can change the **Link Name** if desired
5. In the text box, you can provide information to your students
6. Choose the **Availability** of the link and enter **Date Restrictions** if desired
7. **Track Number of Views** will show you the number of times all specific users in your course have clicked on the link. You will receive one overall number, not individual numbers for specific users.
8. Once finished, click **Submit**