Bb
Blackboard

Blogs (Campus Pack) in Blackboard

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What's the difference between a Blog and a Journal?

A blog is seen by the whole class, a journal is only seen by the individual student and their professor.

Create a Blog or Private Journal

1. To create a blog, first make sure you are in the course you would like to work in, that the Edit Mode is ON, and then select the Content Area in which you would like to place the blog from the Course Menu.

2. Once in the Content Area of your choice, mouse over the Tools button in the Action Bar and select Campus Pack Blog or Pack Journal (towards the bottom).

I don't recommend using these Blog/Journal/Wiki tools. They are not as robust as the ones we buy from Campus Pack.

3. On the **Campus Pack** screen you have a few options:

   Copy From Existing   Add Shortcut   Import an Archive

   a. If you are creating a new blog, simply complete the form with a title and description.

   b. If the blog already exists, select Add Shortcut to existing blog option and then select the blog.

Use these tools down here!

4. Click the Submit button.

5. On the Add Content page, Type in a title for the blog and an optional description.

6. Before you submit, decide whether or not to create a Grade Book entry for this blog (if so – enter the name, points possible and decide whether or not to display
the grades to your students).

7. Select OK to finish.
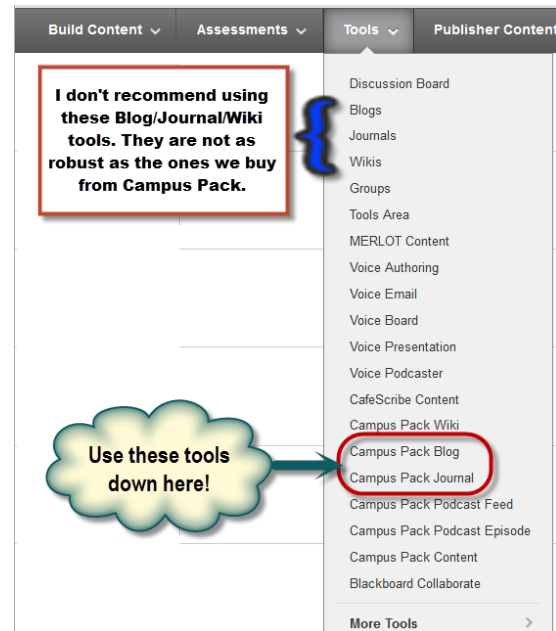
Managing and Sharing Settings for Blogs

1. After creating a blog site, you can define who you want contributing as well as to whom you want to grant editing, commenting, and tagging permissions. You can group participants as contributors, viewers, and managers-granting each group discreet permissions. You can create new permission roles and invite users outside your institution to participate.
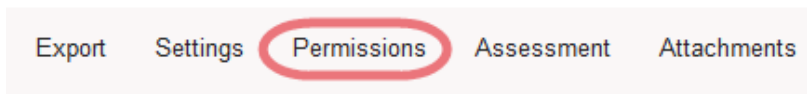
The default setting is managed by the site creator. Other options are:

- Share with everyone in the world
- Share with everyone at the institution
- Share with specific users
- Share with members in a course

- Share with members of a group
- Share with members of an organization

Sharing

1. To adjust sharing settings for a blog site, click the Permissions **link.**

If the pre-defined roles of Viewers, Authors or Owners do not meet your requirements, you can also create a custom role by clicking on the Create a Custom Role button. On the permission set (Viewers, Authors or Owners) to which you would like to add people click Modify to expand it.

Browse and add Everyone, Users, Courses, Groups, or Organizations from the columns as needed, following the guidelines below. Once you are done click Close to view a summary of the permission set. Your changes are automatically saved.

If you selected **Everyone**:
   a. In the second column, select Everyone in the world or everyone at your institution.
   b. Click the Add button.

If you selected **Users**:
   a. In the second column, select the user roles (e.g., All Administrators, All Faculty, All Staff, All Students).
   b. Click the Add button.
   c. If you want to include individual users, select a name and click the Add button.
*To locate a user quickly, type part of the name in the Find field.
*To select more than one user at a time, use the Control or Shift keys when selecting the names and then click the Add button.

If you selected Courses:
   a. In the second column, select a course (e.g., Applied Human Anatomy, English Online, Virtual Acoustics).
   b. In the third column, select the course roles (e.g., Everyone, All Instructors, All Students).
   c. Click the Add button.

d. If you want to include individual users, select a name and click the Add button.

If you selected Groups:
   a. In the second column, select a group (e.g., Agricultural Economics, Rhetoric and Composition, Soil Judging).
   b. In the third column, select the group roles (e.g., Everyone, All Managers, All Members).
   c. Click the Add button.
   d. If you want to include individual users, select a name and click the Add button.
   e. If done selecting groups and individual users, click the OK button.

If you selected Organizations:
   a. In the second column, select an organization (e.g., Commentary on Art, Food Chemistry, Operations Strategy).
   b. In the third column, select the organization roles (e.g., Everyone, All Leaders, All Members).
   c. Click the Add button.
   d. If you want to include individual users, select a name and click the Add button.

Create Blog or Private Journal entry

1. To add an entry in a Blog or Private Journal that has been created, first make sure that you are in the course you would like to work in and then select the Content Area in which the blog is located.

2. Once in the Content Area page, find the blog for which you would like to create an entry and select View.

3. On the right side of this page (the gray area) you will find several different sections: Actions, Filters, Search, Calendar, Archives, Recent Posts, Stats, Toolbox, and Privacy.

4. It is in the Actions section that you need to select Add New Entry.

5. Enter the Title (or else the default title will be: Post on Month Day Year) and then either type or copy/paste the text you wish your blog body to have.

6. There are many different options on the tool bars that will help you edit your text, embed images as well as other types of media, and even edit the HTML source.

7. Select Submit to finish.

Insert Photo in a Blog or Private Journal entry

If you've never added a post to a blog or wiki in Blackboard before, here are some tips - including how to resize an oversized photo. These instructions work for Internet Explorer 7 or 8 and for Firefox 3.

1. Go to the blog or wiki in the course where you want to upload a photo.

2. In the blog post, click on the insert photo button.

3. In the pop-up box, click the icon to the right of Image URL.

4. In the new window that pops up click on Browse.
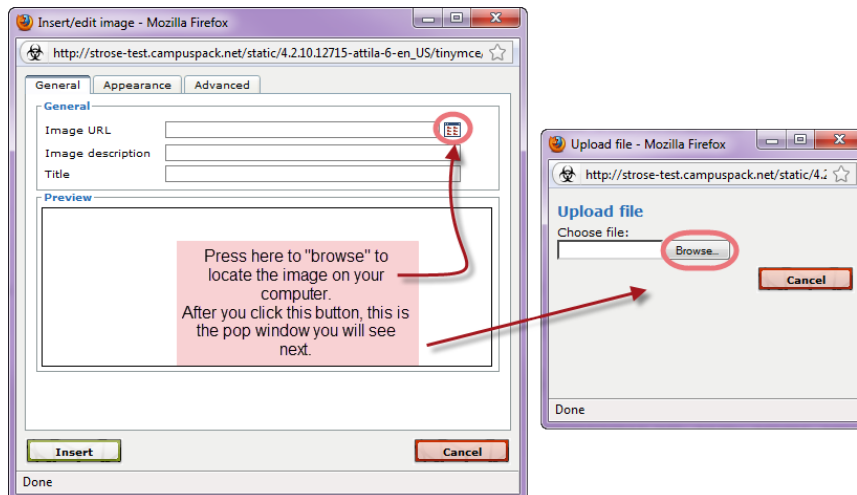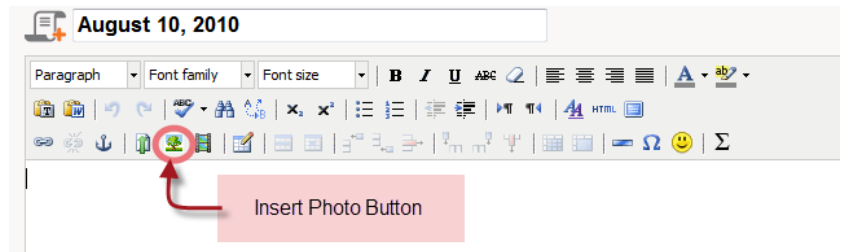
5. Choose a photo from your computer to upload.

6. Click on Upload. (Upload will be at the bottom of the pop-up box; if you don't see it, resize the pop-up box as a little larger).

7. When presented with the choice, click Insert.

8. The photo will be inserted. If it is huge because you were unable to edit it before inserting it, you can change the size. Do so by right-clicking on the image to get a pop-up menu.

9. Click on Image Properties from the pop-up menu.

10. Choose the Appearance tab.

11. Change the Dimensions to something much smaller (you might be guessing what number to type, but you can play with this until its right for you - just keep using that right-click menu). *Tip: You only have to change one*
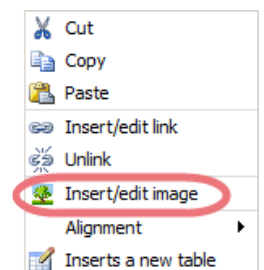
number for Dimensions; the other number will change to the appropriate proportional number.

12. When you are finished, click on Update. (Update will be at the bottom of the pop-up box; if you do not see it, resize the box a little larger.)

13. If you need to re-adjust, right-click on the photo again to choose Image Properties.

Edit Blog or Private Journal entry

1. Find the blog entry you would like to modify and select Edit to the right of the title.
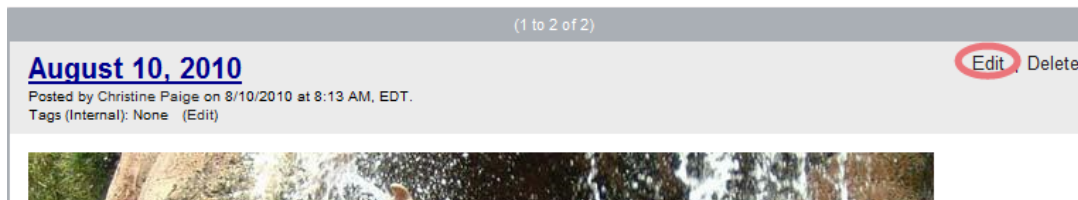
2. In the Edit Blog Entry page, change the Title and then change the body of the blog in any way you wish. There are many different options on the tool bars that will help you edit your text, embed images as well as other types of media, and even edit the HTML source.

3. Select Submit to finish.

Add Comments to Blog entry

1. To comment on a Blog, first make sure that you are in the course you would like to work in and then select the Content Area in which the blog is located.

2. Once in the Content Area page, find the blog for which you would like to add an entry comment and select View.

3. Find the blog entry you would like to add a comment to and select Open Comments to the bottom right of its body.

4. A text box will appear in the Blog page for you to type or copy/paste any text you wish.

5. When you are finished, select Add Comment to post the comment below the blog entry body.