

**Role:**

Instructor

Objectives:

In this scenario, you will:

- Navigate to the **Create Blog** page
- Name and describe the blog
- Assign individuals or groups as members
- Define permissions
- Define start and end dates

Quick Start Guide:**Creating an Individual or Group Blog**

A blog is a web site that is designed to be frequently updated by a student. Entries in a blog are usually displayed in reverse-chronological order.

There are two type of blogs:

- A private blog can have one or more members. Each member can only see his/her own work. The instructor can see all entries created by any member.
- An individual or group blog can have one or more members. Entries can be viewed and commented on by members and non-members.

Navigation:

1. Enter a course.
2. Click a content area link in the course menu frame.
3. Click the **Edit View** link located at the top right of the page.
4. In the **Select** field, select **Blog**.
5. Click the **Go** button.

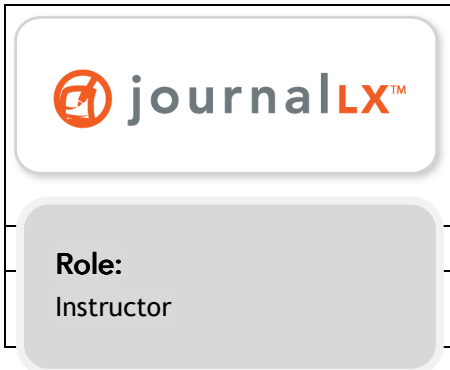
Steps:

Blog Information

1. Enter the name of the blog in the **Name** field.
2. Enter the description of the blog in the **Description** field if applicable.
3. If you want students to access the blog, select **Yes** as the **Make the blog available** option.
4. Select the **Group Blog** option.
5. Select the **Enable an RSS feed** option if applicable.

Member Settings

1. Select the **Blog members** option.
2. If the **Specific groups and course members** option has been selected, select groups from the **Course Groups** box and/or from the individual students from the **Individual Course Members** box. Click ► to move the group or member to the **Selected Members** box.
3. Select the **Allow students to permanently delete blog entries** checkbox if applicable.
4. Select the **Allow members to export their blog entries** checkbox if applicable.
5. Select the **View Comments** checkbox if applicable. If this option has been assigned, select the **Write Comments** checkbox to allow members to add comments.
6. If you want to allow edits during a specific timeframe, select the appropriate **Allow Edits After** and **Allow Edits Until** options.



Quick Start Guide: Creating an Individual or Group Blog (continued)

Steps:

Non-Member Settings

1. Select the **Allow non-members to view the blog** checkbox.
2. If you want to allow viewing access a specific timeframe, select the appropriate **Display After** and **Display Until** options.
3. Select the **View Comments** checkbox if applicable.
If this option has been assigned, select the **Write Comments** checkbox to allow non-members to add comments.
4. Click the **OK** button to finish.
5. Click the **OK** button to continue.