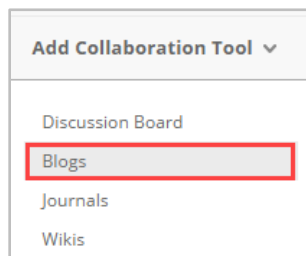


CREATE A BLOG

Instructors can create a blog and link to it in their ulearn course.

Instructions

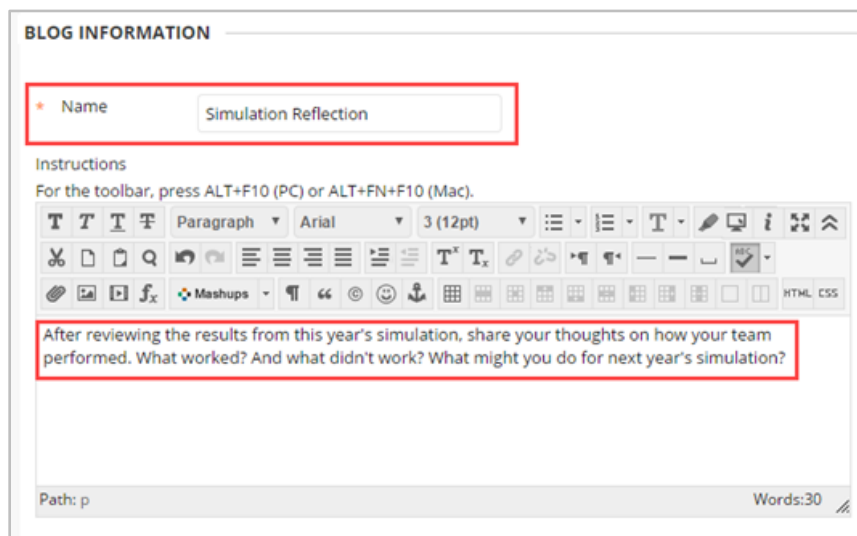
1. From within a content area, hover over **Add Collaboration Tool** and select **Blogs** from the menu.



2. Create the **Create New Blog** button.

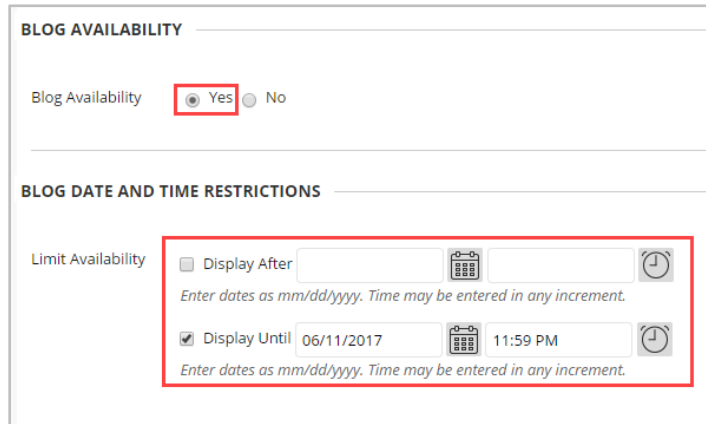


3. On the **Blog Information** screen, enter the blog **Name** and any **Instructions** into the textboxes provided.



CREATE A BLOG

4. Set **Blog Availability** and **Limit Availability** options if preferred.



BLOG AVAILABILITY

Blog Availability Yes No

BLOG DATE AND TIME RESTRICTIONS

Limit Availability

Display After

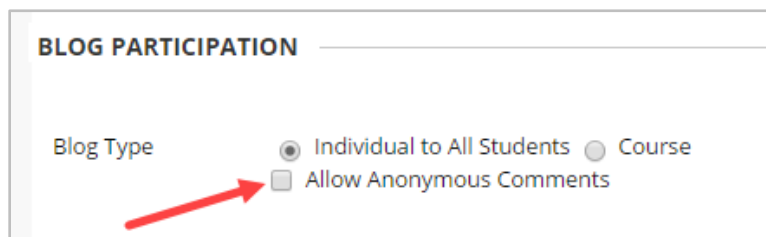
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 06/11/2017 11:59 PM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Note: If opting to limit the blog availability by date and time, **Blog Availability** must be set to **Yes**.

5. In the Blog Participation section, select the **Blog Type** preferred and uncheck **Allow Anonymous Comments** in order to view student name associated with posting.

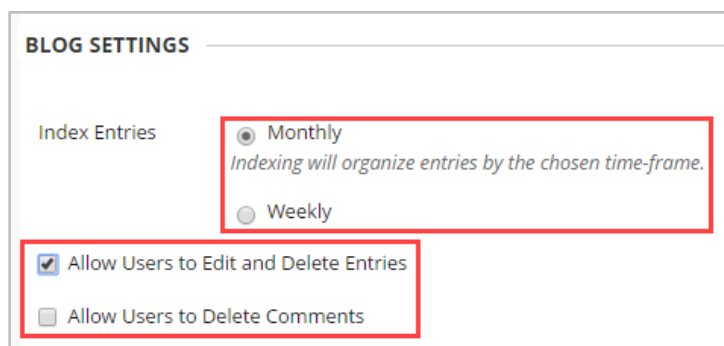


BLOG PARTICIPATION

Blog Type Individual to All Students Course

Allow Anonymous Comments

6. **Index Entries** can be set for **Monthly** or **Weekly** organization. Check box to enable user ability to **Edit** and **Delete** entries or to allow students to **Delete Comments**.



BLOG SETTINGS

Index Entries Monthly Weekly

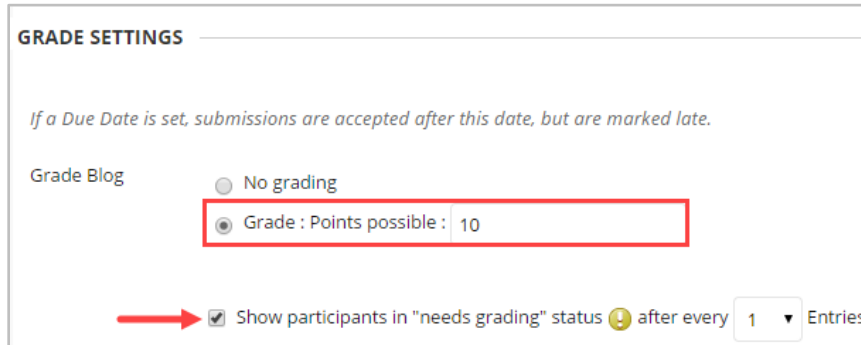
Indexing will organize entries by the chosen time-frame.

Allow Users to Edit and Delete Entries

Allow Users to Delete Comments

CREATE A BLOG

- To enable blog grading, select **Grade** and enter the total **Points Possible**. This will create a column in the grade center. To **Show participants in "needs grading" status**, check box and select number of **Entries** from the drop down box.



GRADE SETTINGS

If a Due Date is set, submissions are accepted after this date, but are marked late.

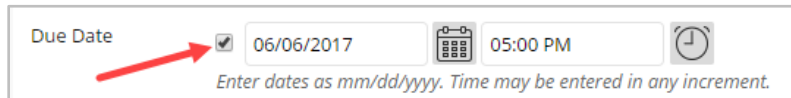
Grade Blog

No grading

Grade : Points possible : 10

Show participants in "needs grading" status after every 1 Entries

- Check box to add a **Due Date**. Click the calendar icon to select a date and the clock icon to select a time.



Due Date 06/06/2017 05:00 PM

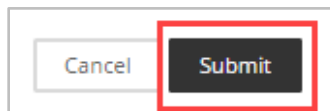
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

- Click the **Add Rubric** button to create or select an existing rubric to associate to the blog assignment.



Associated Rubrics **Add Rubric**

- Click **Submit**.

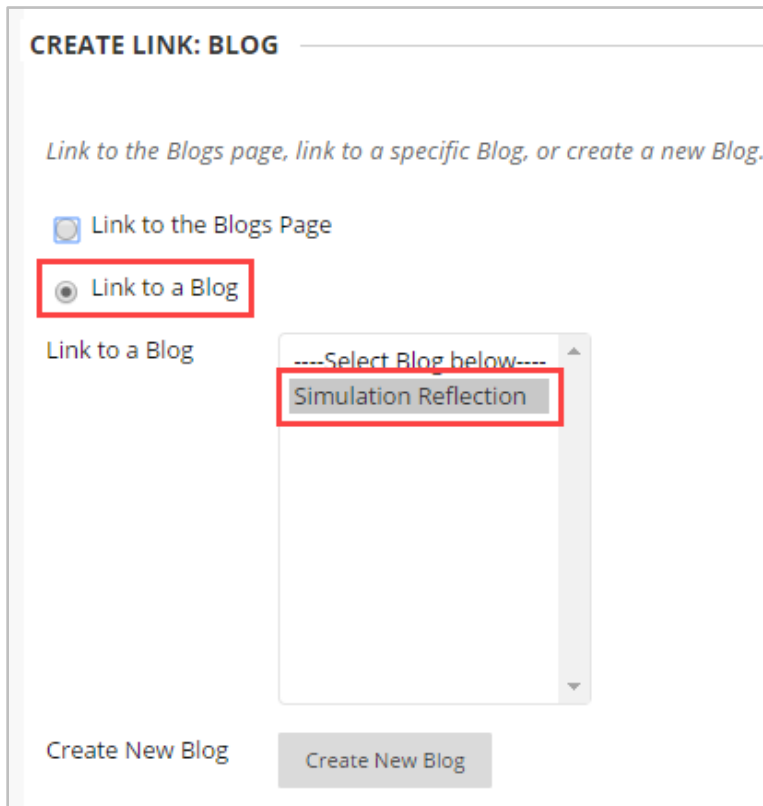


Cancel **Submit**

CREATE A BLOG

Link to a Blog

1. To provide students access to the blog, select **Link to a Blog** and highlight the blog activity from the blog list.



CREATE LINK: BLOG

Link to the Blogs page, link to a specific Blog, or create a new Blog.

Link to the Blogs Page

Link to a Blog

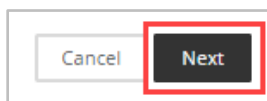
Link to a Blog

---Select Blog below---

Simulation Reflection

Create New Blog

2. Click **Next**.



CREATE A BLOG

3. Enter the blog **Link Name** and enter instructions into the text box provided.

LINK INFORMATION

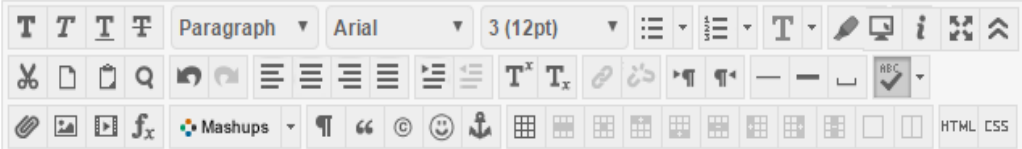
* Link Name

Color of Name Black

Link Blog: Simulation Reflection

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



4. Enable **link availability** and **tracking** if preferred. Enable **Date Restrictions** by checking box and entering date and time.

OPTIONS

Available Yes No

Track Number of Views Yes No

Date Restrictions Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

5. Click **Submit**.