

## **Start a Blog in Blackboard**

Within your Blackboard course, you can start your own course blog by linking the blog tool to a Content Area you create. Follow the steps below to add a blog to your course menu, configure the blog settings and start your own course blog.

### **Adding your Blog to the Course Menu**

1. Select the Control Panel.
2. Select Manage Course Menu.
3. Select the Tool Link icon from the Menu at the top of the screen.
4. From the Drop down menu, select Blog Tool and enter a title for your blog in the field.
5. When finished, press Submit.

### **Configure the Settings for your Course Blog**

1. Select the Control Panel.
2. Select Configure Blog Tool
3. Select the settings you prefer within the Blog Tool Configuration.
4. When finished, press OK

### **Start your Course Blog**

1. Go to the course menu page (main course page).
2. Select the newly created button for your blog.
3. In the Actions section on the top right of the blog screen, select New Entry.
4. Enter your text. Use the menu at the top of the screen to format your text, add images, HTML, web link, or utilize additional features.
5. When finished, press Save.
6. Based on your settings, students may post comments on blog posts or post their own blog entries within the blog from the blog menu on the right. All blog entries will be saved with the most recent entry appearing at the top of the page.