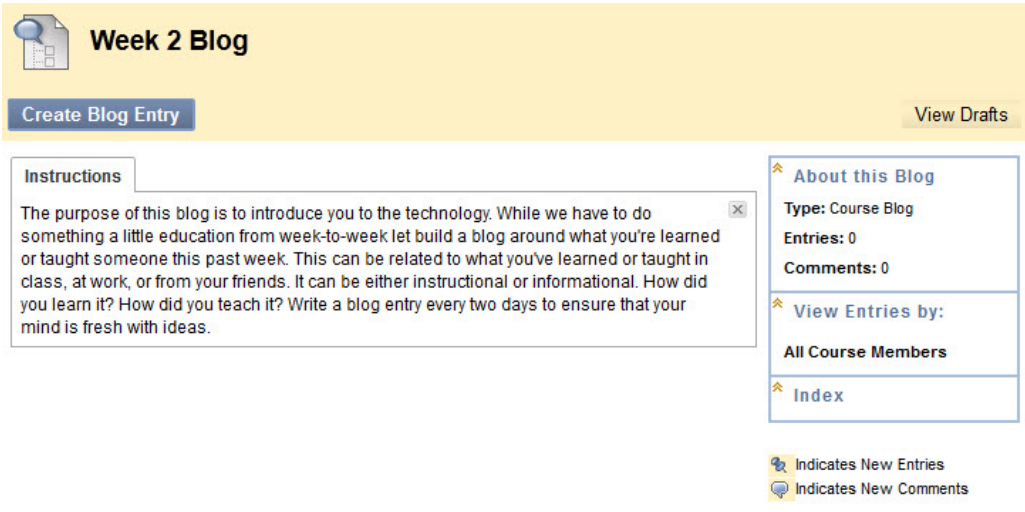

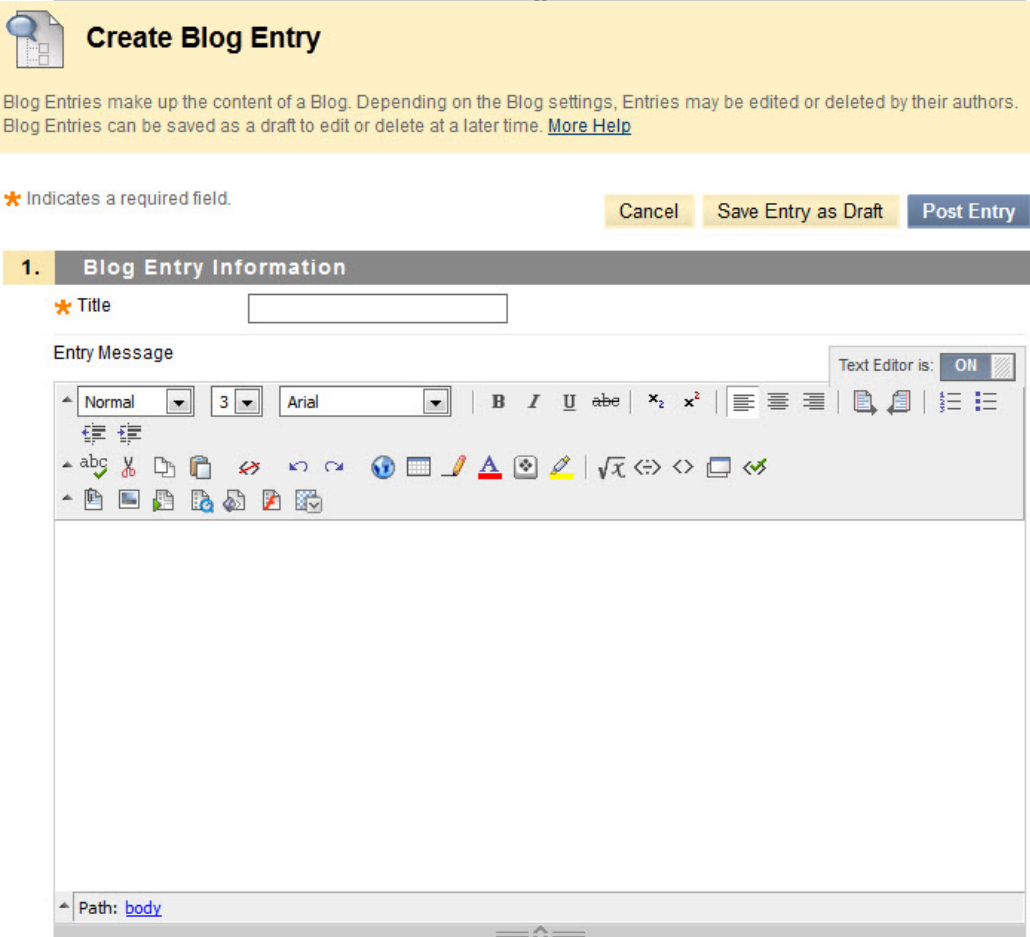
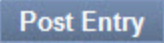


Creating Blog Entries

This work instruction provides detailed instructions on how to create a blog entry. This work instruction assumes that the user is logged in to Blackboard, inside of an active course, and ready to create the blog entry.

1.	<p>Click the link for the blog.</p>  <p>The purpose of this blog is to introduce you to the technology. While we have to do something a little education from week-to-week let build a blog around what you're learned or taught someone this past week. This can be related to what you've learned or taught in class, at work, or from your friends. It can be either instructional or informational. How did you learn it? How did you teach it? Write a blog entry every two days to ensure that your mind is fresh with ideas.</p> <p>IMPORTANT NOTES</p> <ul style="list-style-type: none">• Blogs can be identified by the icon to the left of the link. This icon is a piece of paper with a bubble callout.• If the link to Blogs does not exist within the week, click the Blogs link in the left-hand navigation pane or access Blogs from the Tools link in the left-hand navigation pane.
	<p>The Blog page displays.</p> 
2.	 Click the Create Blog Entry button.

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	<p>The Create Blog Entry Page displays.</p>  <p>Create Blog Entry</p> <p>Blog Entries make up the content of a Blog. Depending on the Blog settings, Entries may be edited or deleted by their authors. Blog Entries can be saved as a draft to edit or delete at a later time. More Help</p> <p>* Indicates a required field.</p> <p>Cancel Save Entry as Draft Post Entry</p> <p>1. Blog Entry Information</p> <p>* Title <input type="text"/></p> <p>Entry Message</p> <p>Text Editor is: ON</p> <p>Normal 3 Arial B I U abc x₂ x² [List Icons] [Image Icons]</p> <p>Path: body</p>
3.	In the Title field, enter a title for the blog entry.
4.	In the Entry Message text area, enter the text for the blog entry.
	IMPORTANT NOTE: If desired, files can be attached to the blog entry by clicking the Browse My Computer button in the Blog Entry Files section.
5.	 Click the Post Entry button. The blog is successfully submitted.