The Center for Teaching, Learning, & Technology

Instructional Technology Workshops



Blackboard 9.1 SP 13 Blogs, Journals & Wikis

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Creating Blogs in Blackboard

Blogs are now incorporated into Blackboard as a communication and collaboration tool for students to share and build on ideas within the course shell. Three types of blogs can be created within Blackboard:

- 1. **Course Blogs**: All users are allowed to post new blog entries, as well as comments to entries made by other users.
- 2. **Individual Blogs**: Only the blog owner can post new blog entries. All other users are allowed to view and comment.
- 3. **Group Blogs**: Only group members are allowed to view and post blog entries or comments. To create a group, simply ensure that the blog tool is available when creating or modifying a group.

To create a blog from any Content Area: (Same process applies to Journals & Wikis as well)

1. Click on **Tools** in the Grey **Action bar** and select **Blogs**.

Contents ©				
Build Content 🗸 Assessments 🗸	Tools 🗸	Partner Content 🗸		
Museum Links	Discussion	Board		
	Blogs 🧹			
	Journals			
	Wikis			

- 2. In the next page, you will get options to do one of the following:
 - a. Create a direct link to the **Blog** (tool) page. It will list all available Blogs.
 - b. Create a link to an existing (specific) **Blog** from available list.
 - c. Create a **New Blog**. It will also generate a link to that specific Blog.

1. Create Link: Blog

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

- Link to the Blogs Page
- C Link to a Blog

Link to a Blog



Create New Blog



To create a blog from **Control Panel**:

1. Click **Course Tools** on the **Control Panel**, and then select **Blogs** on the expanded menu.



2. Click the **Create Blog** button.

Blogs	
Blogs are an oj More Help	pen communications tool for Students to share their thoughts.
Create Blog	
Display Blogs 🛛	I Blogs

- 3. Provide a blog name. An optional instructions text box is available.
- 4. Set blog availability. By default, new blog availability is set to Yes.
 - a) Limit availability by date and time, as needed. Click the **Display After** and **Display Until** check boxes, then assign date and time restrictions.
- 5. Set the blog type.
 - a) The **Individual to All Students** setting will create unique blogs for each user within the course. For example, an Adventures of Huckleberry Finn blog can be created for each user within the course. Students can use their own Huck Finn blog to post individual reactions, insights, and progress updates. Fellow students can view posted entries, make comments, and share ideas.



b) The **Course Blog** setting creates a single blog for the course, in which all users are allowed to post entries and comments.

4.	Blog Participation	
	Blog Type	 Individual to All Students O Course Allow Anonymous Comments

Note: Anonymous comments are allowed by default. Uncheck this box to prevent students from posting anonymously.

- 6. Choose blog settings.
 - a) Indexing organizes blog entries by time-frame. Monthly indexing will display all entries and comments made within a single month on one page. Weekly indexing displays all posts made within a week on a single page.
 - b) Users are not allowed to edit or delete entries or comments by default. To enable edits and post removal by student users, check to allow. If enabled, users will not be allowed to edit or remove the posts of fellow users.
- 7. Grading of Blogs.
 - a) To link a blog with the grade center, select the **Grade** option then set points possible.
 - b) By default, the **Needs Grading** symbol will be displayed in the grade center after every blog post. If you require multiple entries for full credit, you can set the minimum number of entries to record before displaying a Needs Grading symbol.

6	Gra	de	Se	ttin	as
U .	Gia	ue	96	un	yə

If a Due Date is set, s	rubmissions are accepted after this date, but are marked late.
Grade Blog	C No grading
	Grade : Points possible : 5
	🔽 Show participants in "needs grading" status 🚺 after every 🚺 💌 Entries
Due Date	
	Enter dates as mm/dd/yyyy. Time may be entered in any increment.

8. Click **Submit** to create the blog.

Viewing Individual Blogs

- 1. To view a blog, click **Course Tools** on the **Control Panel**, then select **Blogs** on the expanded menu.
- 2. The blog list will be displayed. Entries within each blog are counted, with new, unread entries clearly noted. Click the blog title to view entries.



Blogs		
Blogs are an open communications tool for Students to s More Help	hare their thoughts.	
Create Blog		
Display Blogs		
Delete Availability 😒		
☐ Name	Туре	Last Modified Date
Test Blog for Workshop	Individual	9/19/13 10:41 AM
Training Blog	Course	6/6/13 10:04 AM
☐ Who am I?	Individual	6/6/13 10:10 AM

- 3. Your individual blog is displayed. The **Blog Details** section tracks the number of entries and comments within the blog.
- 4. To view the blogs of other users, click the Left (<) or Right (>) arrows next to the current user's name.

Blo	g Details 🤸	>	К.У К.У
	Author:	Delwar Sayeed	
	2		
	Type: Individual Blog		
	Entries:	1	
	Comments:	0	
<	2 Delwar S	ayeed (1)	>
Index E Se Te	eptember 2013(1) est Blog Entry		

Note: By default, only blogs containing at least one entry are displayed. To view all blogs, click the user's name and check **Show Empty Blogs** checkbox.

5. Posts can be edited, marked as new, or deleted by instructor users. To do so, click the options button directly to the right of the entry title, then select the appropriate action on the drop-menu.



Who am I? 💿

If a Blog or Journal can be graded, a grade assigned to an individual member is applied only to that individual. More Help

Create Blog Entry		View Drafts
Thursday, June 6, 2013	Blog Details 🗸	> 🕅
Who am I? Posted by Last Edited:TI Edit Edit Edit I'm an Instruction Edit Delete Delete Delete Delete Delete September 2001. Before working at LaGuardia, I studied for Associate's degree in Programming and Systems. From September 2001 through July 2007, I held the positions of part-time Instructional Design Associate, and full-time Instructional Design Consultant. After receiving my Bachelor's	Author:	Delwar Sayeed
degree in Computer Systems Technology from the <u>New York City College of</u> <u>Technology</u> ; I was promoted to Technology and Pedagogy Program Associate.	< Delwar Sayeed (1)	>

6. To post a response, click the **Comment** button, write your response and click **Add**.

Viewing Course Blogs

- 1. To view a blog, click **Course Tools** on the control panel, then select **Blogs** on the expanded menu.
- 2. The blog list is displayed. Click the blog title to view entries.



Entries are displayed in chronological order. The **Blog Details** section tracks the number of entries and comments.

A Sample Blog Entry



Thursday, June 6, 2013

🖺 Who am I? 💿 Posted by 📃 Delwar Sayeed at Thursday, June 6, 2013 9:57:56 AM EDT Last Edited: Thursday, June 6, 2013 10:10:26 AM EDT I'm an Instructional Technology trainer living in New York, USA. My career in Instructional Technology began when I started working for the Center for Teaching and Learning at LaGuardia Community College on September 2001. Before working at LaGuardia, I studied for Associate's degree in Programming and Systems. From September 2001 through July 2007, I held the positions of part-time Student Technology Mentor, part-time Instructional Design Assistant, part-time Instructional Design Associate, and full-time Instructional Design Consultant. After receiving my Bachelor's degree in Computer Systems Technology from the New York City College of Technology; I was promoted to Technology and Pedagogy Program Associate. I took a break from the Instructional Technology sector from August 2007 to January 2013 for personal reasons. On February 2013 I joined the Center for Teaching, Learning & Technology at Bronx Community College as the

At LaGuardia Community College I facilitated several workshops per semester delivered to both students and faculty, among which, <u>ePortfolio</u> and <u>Digital Storytelling</u> were key topics. Other topics included audio & video editing and using graphics & other software. At Bronx Community College the workshops are mostly concentrated on <u>Blackboard Course Management</u> <u>System</u>, <u>Digication ePortfolio</u> and MS Office, and the audiences are limited to faculty and professional staff only.

Instructional Technology Training Assistant.

Comment



Creating Journals in Blackboard

A journal is a self-reflective tool for students. Journals are private by default, meaning only the student and the instructor are able to view and comment on journal entries. However, journals can be made public by the instructor to allow other enrolled users to read the entries, though commenting is disabled. To allow users to comment on each other's reflections, the blog tool may be the more appropriate tool choice.

1. Click **Course Tools** on the **Control Panel**, and then select **Journals** on the expanded menu.



2. Click the **Create Journal** button.



- 3. Provide the journal name. An optional text box is provided for instructions.
- 4. Set journal availability. New journal availability is set to **Yes** by default.
- 5. Limit journal availability by date and time, as needed. The **Display After** and **Display Until** boxes must be checked to limit availability.
- 6. Set indexing options to organize entries chronologically. All entries made within a single month will be grouped together by default. Weekly indexing is another option.



- 7. If desired, click to allow users to edit and delete entries they have already posted.
- 8. Click the checkbox to **Permit Course Users to View Journal** to allow students to view each other's journal entries. Only the author and instructor can post comments. Leaving this box unchecked creates private journals, which can only be viewed by the author and instructor.
- 9. Choose Grade Settings.
 - a) To link a journal with the grade center, select the **Grade** option, then set points possible.
 - b) By default, the **Needs Grading** symbol will be displayed in the grade center after every journal entry. If you require multiple entries for full credit, you can set the minimum number of entries to record before displaying a Needs Grading symbol.

5. Grade Settings

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

Grade Journal	C No grading			
	Grade : Po	ints possible	5	
	Show parti	cipants in "ne	eds grading" status 🚺 after ev	ery 1 💌 Entries
Due Date				
	Enter dates as	mm/dd/yyyy	. Time may be entered in any i	increment.
Associated Rubrics	Add Rubric 😽			
	Name	Туре	Date Last Edited	Show Rubric to Students

10. Click **Submit** to create the journal.

Viewing Journals

- 1. Click **Course Tools** on the **Control Panel**, and then select **Journals** on the expanded menu.
- 2. Click the name of the Journal to view entries. The number of entries is listed, with new, unread entries clearly displayed.

$ \rightarrow $	Delete Availability 💝			
	Name	Visibility	Last Modified Date	Entries
	Training Journal 📀	Private	6/6/13 10:30 AM	1
T.,>	Delete This is a table showing the attribut	tes of a collection of items.		



- 3. Journal Details contains information about Author, Entries and Comments.
- 4. Select a user to view the corresponding journal by clicking the Left (<) or Right (>) arrow next to the student name.

Jou	urnal Details 🐱	>	K 3
	Author:	Selwar Sayeed	
	Entries:	1	
	Comments:	0	
<	_ Delw	ar Sayeed (1)	>
Inde) D Ju H	(Ine 2013(1) ow a new leader can make a	n impact in 100 days	

Note: Only users who have made entries are displayed by default. Check the **Show Empty Journals** checkbox to list all users, regardless of participation.

4. Click the **Comment** button to respond to a journal entry. Type your response and **Add**.

	Thursday, June 6, 2013	Journal Det	ails 🗸	> "
1111111	How a new leader can make an impact in 100 days Posted by Lelwar Sayeed at Thursday, June 6, 2013 10:30:26 AM EDT	Author:	o Deh	war Sayeed
	Good leaders have the determination to follow through no matter what objections stand in the way and people can see that determination at all times. To be these things means that good leaders are resilient, creative, versatile and tough; leaders have to be able to withstand headwinds of all sorts.		Entries: Comments:	
0000	Comment	<	Delwar Sayeed (1)	>
		Index June 2013 How a new	i(1) v leader can make an impact in 100 da	ys



Using Blackboard Wiki Tool

A Blackboard Wiki is a place where students can collaborate to create and edit pages of content. Example uses include:

- 1. Creating a timeline of events
- 2. Creating a bibliography for a course or group project
- 3. Generating a glossary

How to Create a Wiki

- 1. In the **Control Panel**, expand the **Course Tools** section.
- 2. Select Wikis.

Course Tools Achievements Announcements Assess Campus Pack Wikis Blackboard Collaborate Blogs Collaboration Configure Campus Pack Blog Tool Configure Campus Pack Wiki Tool Contacts Course Calendar Course Messages Date Management **Discussion Board** Glossary Journals Link Checker Manage Campus Pack Podcast Recycle Campus Pack Blogs Recycle Campus Pack Wikis Rubrics SafeAssign Send Email Tasks d Pools Tests, S Wikis

- 3. On the Wikis listing page, click **Create Wiki** in the Action Bar.
- 4. On the **Create Wiki** page, type a Name and, optionally, Instructions.
- 5. Be sure that **Open to Editing** is selected under **Student Access**.
- 6. To enable **Grading**, select the Grade option, then set Points possible. Set a Due Date for this assignment if you want.



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3.	Wiki Participation						
	Student Access	C Closed to Editing ③ Open to Editing					
	Student Comment Access	C Closed to Commenting 💿 Open to Commenting					
4.	Wiki Settings						
	Grade Wiki	 No grading Grade : Po) ints possible :				
		Show parti	cipants in "nee	ds grading" status 🚺 after e	every 1 💌 Page Saves		
	Due Date	Enter dates as	mm/dd/yyyy.	Time may be entered in any	y increment.		
	Associated Rubrics	Add Rubric ¥					
		Name	Туре	Date Last Edited	Show Rubric to Students		

7. Click Submit.

How to Create a Page in your Wiki

You can have any number of pages in your wiki, but the first one you create will be the "home page". You or any student can create the home page. Once created, this page can be edited, but not deleted.

- 1. On the **Wikis** listing page, select a wiki title.
- 2. On the wiki's topic page, click **Create Wiki Page** in the Action Bar.
- 3. On the Create Wiki Page, type a Name.
- 4. Type text in the Content text box. Format the text and add images, links, multimedia, Mashups, and attachments using the functions in the Text Editor.
- 5. Click **Submit**.



A Sample Wiki Entry

Wiki Instructions 🔨		Wiki Details 🗸	>	**
Learn more about Lorem Ipsum.		Number of Wiki Pages: 1 Number of Comments: 0		
Lipsum Created By Delwar Sayeed on Wednesday, June 5, 2013 2:31:12 PM EDT	Edit Wiki Content	Creation Date: 6/5/13 2:30 PM		
Isst modified by Delwar Sayeed on Thursday AM EDT What is Lorem Ipsum? Lorem Ipsum is simply dummy text of the printing and typesetting is been the industry's standard dummy text ever since the 1500s, where a galley of type and scrambled it to make a type specimen book. It is centuries, but also the leap into electronic typesetting, remaining exists and more recently with desktop publishing software like A versions of Lorem Ipsum. Where does it come from? Contrary to popular belief, Lorem Ipsum is not simply random text. I classical Latin literature from 45 BC, making it over 2000 years old. Latin words, consectetur, from a Lorem Ipsum passage, and going it word in classical literature, discovered the undoubtable source. Lore sections 1.10.32 and 1.10.33 of "de Finibus Bonorum et Malorum" and Evil) by Cicero, written in 45 BC. This book is a treatise on the it popular during the Renaissance. The first line of Lorem Ipsum, "Lor amet.", comes from a line in section 1.10.32. The standard chunk of Lorem Ipsum used since the 1500s is reprodue interested. Sections 1.10.32 and 1.10.33 from "de Finibus Bonorum are also reproduced in their exact original form, accompanied by E 1914 translation by H. Rackham.	y, June 6, 2013 10:14:45 Industry. Lorem Ipsum has a na unknown printer took has survived not only five ssentially unchanged. It taining Lorem Ipsum Idus PageMaker including It has roots in a piece of Richard McClintock, a one of the more obscure hrough the cites of the em Ipsum comes from (The Extremes of Good theory of ethics, very rem ipsum dolor sit uoed below for those n et Malorum" by Cicero nglish versions from the	HISTORY OF LOREM IPSUM		
	Comment			

