The Center for Teaching, Learning, & Technology

Instructional Technology Workshops

Blackboard 9.1 SP 13
Blogs, Journals & Wikis
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Faculty and Staff Development Programs

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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.

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
- 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.

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

<table>
<thead>
<tr>
<th>Blog Type</th>
<th>Individual to All Students</th>
<th>Course</th>
<th>Allow Anonymous Comments</th>
</tr>
</thead>
</table>

**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. Grade Settings

<table>
<thead>
<tr>
<th>Grade Blog</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Grade: Points possible: 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="Calendar" alt="Calendar" /></td>
</tr>
</tbody>
</table>

*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.
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.

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.
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
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 Associate, 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 Instructional Technology Training Assistant.

At LaGuardia Community College I facilitated several workshops per semester delivered to both students and faculty, among which, ePortfolio and Digital Storytelling were key topics. Other topics included audio & video editing and using graphics & other software. At Bronx Community College the workshops are mostly concentrated on Blackboard Course Management System, D2L D2L ePortfolio and MS Office, and the audiences are limited to faculty and professional staff only.
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
   - No grading
   - **Grade : Points possible :**

   Show participants in “needs grading” status after every **Entries**

   **Due Date**
   - Enter dates as mm/dd/yyyy. Time may be entered in any increment.

   **Associated Rubrics**
   - Add Rubric
   - Table

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.
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.

![Journal Details](image)

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**.

![Comment button](image)
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.

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.
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.

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

Lorem Ipsum

Created By Delwar Sayeed on Wednesday, June 5, 2013 2:31:12 PM EDT
Last modified by Delwar Sayeed on Thursday, June 6, 2013 10:14:45 AM EDT

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Where does it come from?

Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old. Richard McClintock, a Latin professor at Hampden-Sydney College in Virginia, looked up one of the more obscure Latin words, consectetur, from a Lorem Ipsum passage, and going through the cites of the word in classical literature, discovered the undoubtable source. Lorem Ipsum comes from sections 1.10.32 and 1.10.21 of "Ides of March" by Cicero, written in 45 BC. This book is a treatise on the theory of ethics, very popular during the Renaissance. The first line of Lorem Ipsum, "Lorem ipsum dolor sit amet..", comes from a line in section 1.10.32.

The standard chunk of Lorem Ipsum used since the 1500s is reproduced below for those interested. Sections 1.10.32 and 1.10.21 from "Ides of March" by Cicero are also reproduced in their exact original form, accompanied by English versions from the 1914 translation by H. Rackham.