Quick Guide: Navigating a Blog in Blackboard

1. Navigating Student Entries

1. Click on the blog link on the left-hand module menu to navigate to the blog.
2. You will see your own blog listed first.
3. On the right, under the heading Blog Details use the left and right arrows to navigate from one student to the next and to view their entries.
4. Use the down arrow below your name to view a list of students’ blogs. Only students with blog entries will display.
5. Tick the box Show Empty Blogs to view all student blogs.
6. Click on a student in the list to open their blog.

2. The Index

Under INDEX, blog entries are displayed by month showing the latest entry at the top of the list.

The INDEX can be shown or hidden using the plus or minus box to the left of the index option.

3. Creating Blog Entries and Comments

The blog always opens in your personalised blog. Here you have the option to Create a Blog Entry. Once you navigate to a student’s blog this option disappears.

On a student’s blog you have the option to leave a Comment for the student on a particular entry.

Students can comment on each other’s blogs.

4. Editing a Blog’s Settings

If you need to edit the Blog Settings at any stage select the drop down arrow next to the Blog title and select Edit. Click Submit to save any changes.

5. Creating a Shortcut to a Blog

You can create a shortcut to the blog in any folder in your module (for example, as part of the tasks & materials for a particular week). Select the folder on the left-hand module menu in which you wish to create a shortcut to the Blog.

From the Tools Menu in the folder select Blogs. Select the radio button ‘Link to a Blog’ and then pick the blog from the list.

6. The Next Step – Grading a Blog in Blackboard

Visit http://www.tcd.ie/CAPSL/resources/onlineassessment/blogs.php for a Quick Guide on how you can grade students’ blogs and provide feedback.

This Quick Guide gives the eLearning team’s recommended settings for navigating a blog in Blackboard. It is the second in a series of four quick guides covering the process of grading & providing feedback using blogs.

Guides on other aspects of reflection, assessment & Blackboard are available at www.tcd.ie/CAPSL/resources/