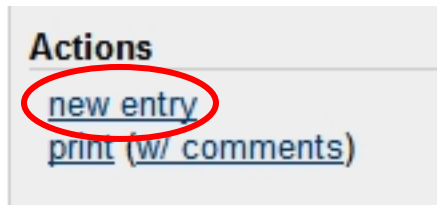


How to use blog in Blackboard

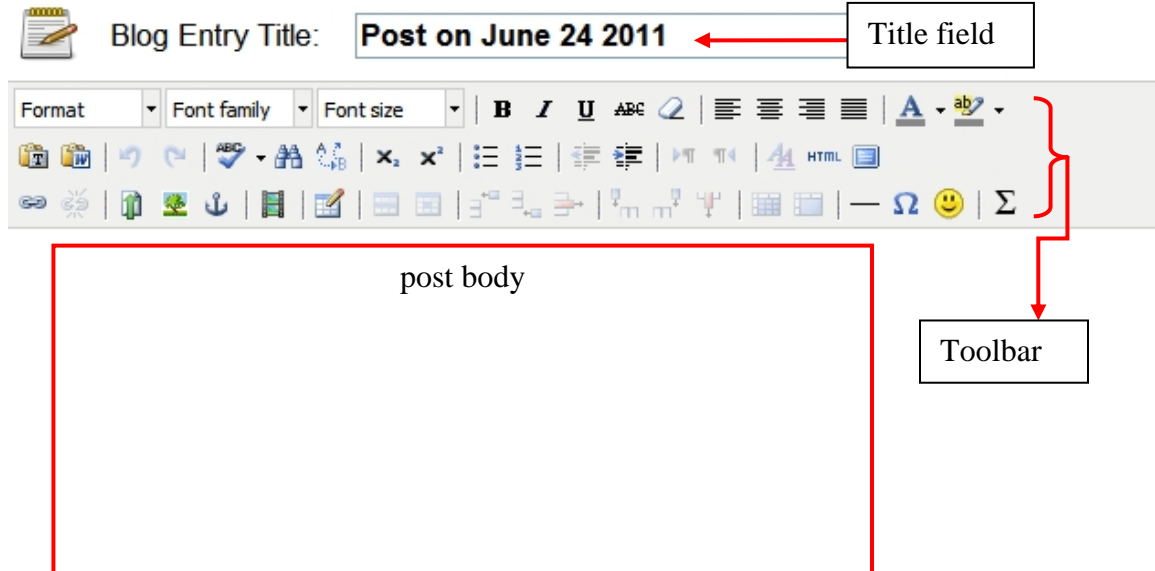
1. Get on the course site and the section where blog is listed. Enter the blog by clicking "[View](#)".




2. To create a new post, click the "[new entry](#)" on the top right corner.



3. Type a meaningful title in the title field. Use the top two rows of the toolbar to change the font, format, etc. of the text body.



4. To insert or remove a hyperlink:

- a. Click “

Insert link - Windows Internet Explorer

https://bbhosted.cuny.edu/webapps/lobj-journal-t

Insert link

Link to an existing entry

Blog #2
Learning
Post on August 20 2009
Post on February 7 2009
Workshop 1

Link to an external web site


URL:
http://

Insert Cancel

Internet | Protected Mode: Off 100%

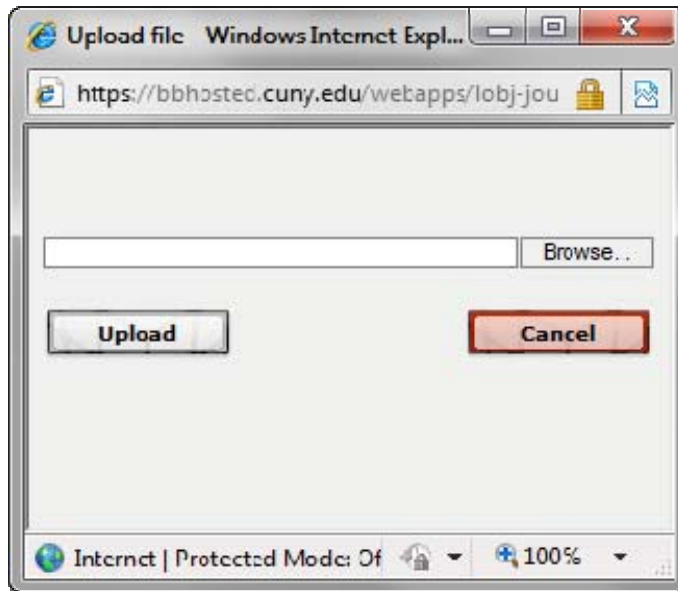

First option – choose the post you want to link to.


Second option – paste an outside URL to the field.

- c. Use the second option to link to any website. Type or copy-and-paste the website address to the “URL” field.
- d. Click “

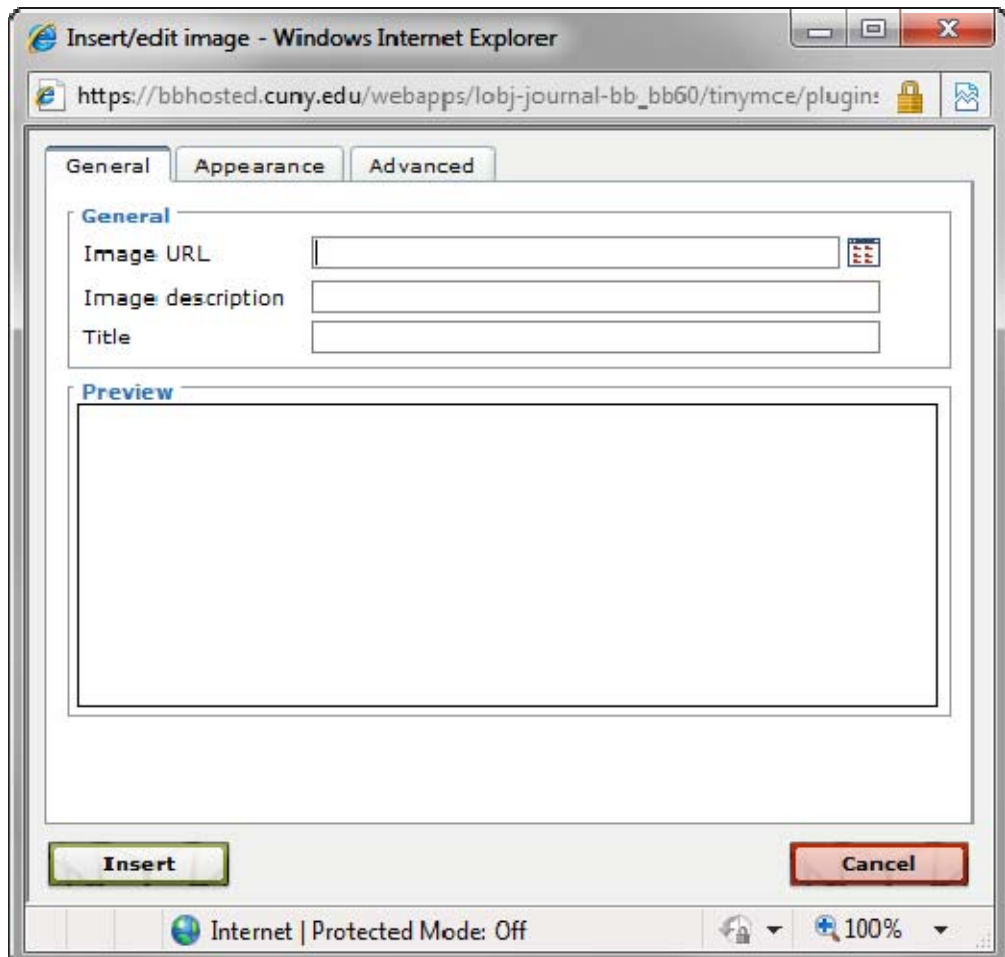

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5. To upload a file:

- a. Click “A screenshot of a Windows Internet Explorer browser window displaying an 'Upload file' dialog box. The browser's address bar shows the URL 'https://bbhosted.cuny.edu/webapps/lobj-jou'. The dialog box contains a text input field with a 'Browse...' button to its right. Below the input field are two buttons: 'Upload' and 'Cancel'. The browser's status bar at the bottom indicates 'Internet | Protected Mode: Off' and a zoom level of '100%'.

- b. Click “


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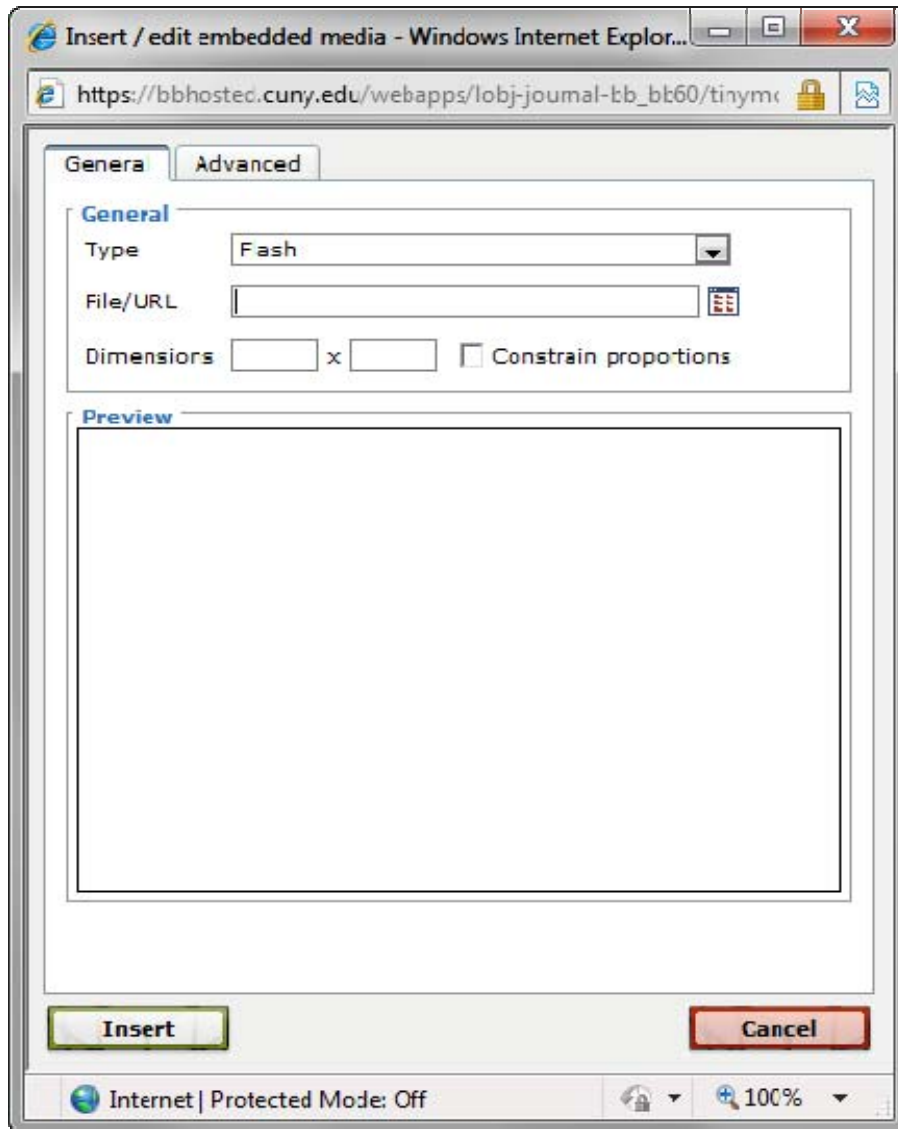
6. To insert an image:
- a. Click “The image shows a screenshot of a web browser window titled "Insert/edit image - Windows Internet Explorer". The address bar displays the URL "https://bbhosted.cuny.edu/webapps/lobj-journal-bb_bb60/tinymce/plugin:". The main content area contains a dialog box with three tabs: "General", "Appearance", and "Advanced". The "General" tab is selected and contains the following fields: "Image URL" with a small icon to its right, "Image description", and "Title". Below these fields is a large empty rectangular area labeled "Preview". At the bottom of the dialog box are two buttons: "Insert" and "Cancel". The browser's status bar at the bottom shows "Internet | Protected Mode: Off" and a zoom level of "100%".


- b. You can insert image from local machine by clicking “

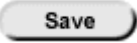
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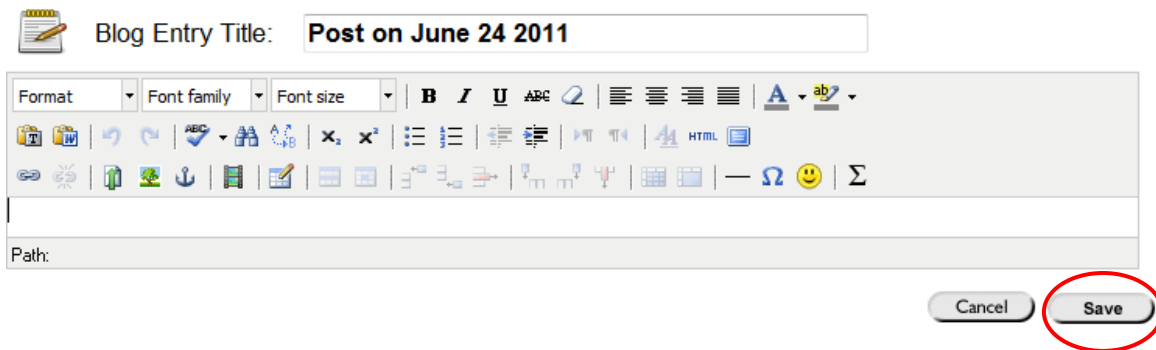
7. To embed a video:

- a. Click “” on the toolbar to open “Insert/edit embedded media” window.



- b. Click “” to embed a video from your local machine. There is file size limitation for the video you can upload.
- c. To embed a video from online sources, search a video from video provider such as “YouTube[®].”

- d. Copy the URL for the video and past it to the File/URL field in the “Insert/edit embedded media” window. In this case, you do not need to use the “Embed video” code option many video providers provide.
 - e. Click insert and follow instruction to embed the video.
8. After editing, click “” button at the bottom of the page to save the change and publish the post.



9. To edit an existing post, click on "[edit](#)" next to the post title and follow the step 3 to 8 for editing. (**NOTE:** If you do not see the edit button, it could mean the professor did not make the blog available for editing or you have passed the due date. Make sure you understand the instruction of the blog.)

10. To delete an existing blog, click on "[delete](#)" next to the post title. (**NOTE:** Depends on the choice of professor, students may not have the option to delete a post.)
11. Under filter menu, on the right side of blog posts, you can choose the number of posts to be displayed, choice of authors and month limitation for different posts.

Filters

Show ▾

by ▾

February 2011

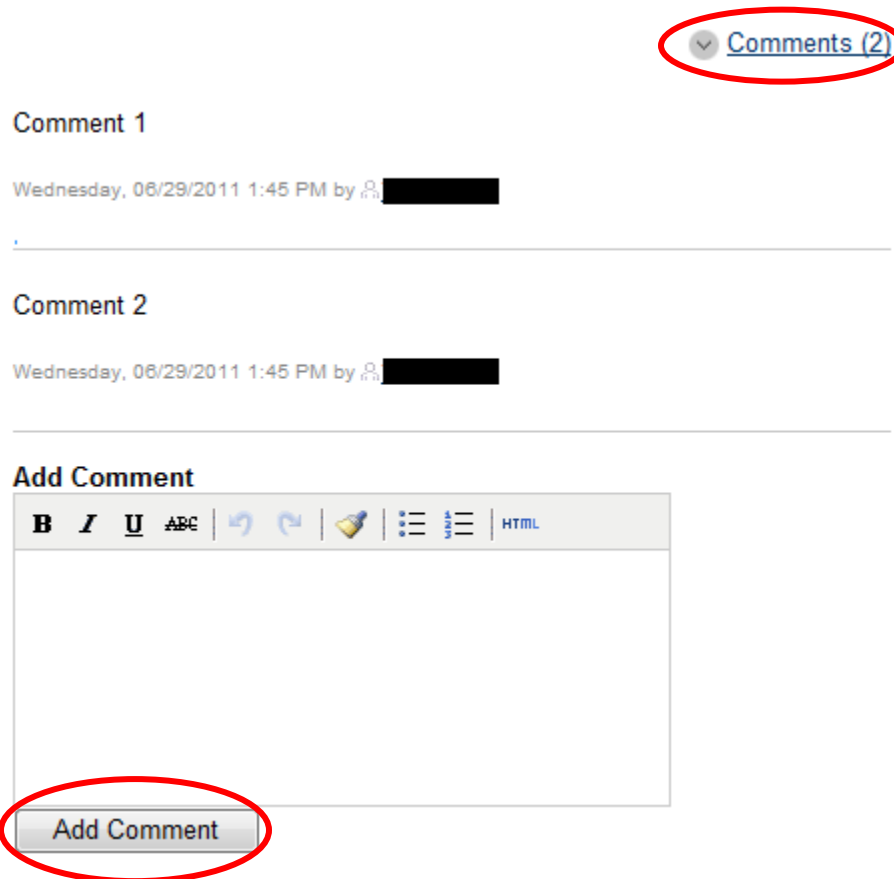
s	m	t	w	t	f	s
		1	2	3	<u>4</u>	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

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12. Depends on the professor's choice, you can also leave or receive comments from members of your class.

- a. To leave a comment, go to the bottom of the blog post to which you want to comment. Click “> [Comments \(2\)](#)” and add comment in the “**Add Comment**” text area, then click “**Add Comment**” to save the comment.

This text area should be at the bottom of all comments if there are any.



- b. The above step would also enable you to view comments left by your peers to your blog posts. You can respond to your peers' comments as well.