



## Creating and Using a Blog

A Blog is a web log – an informal presentation of thoughts created by one individual and accessed by as many people as possible. If you are interested in creating a Blog or accessing someone else's Blog, read below.

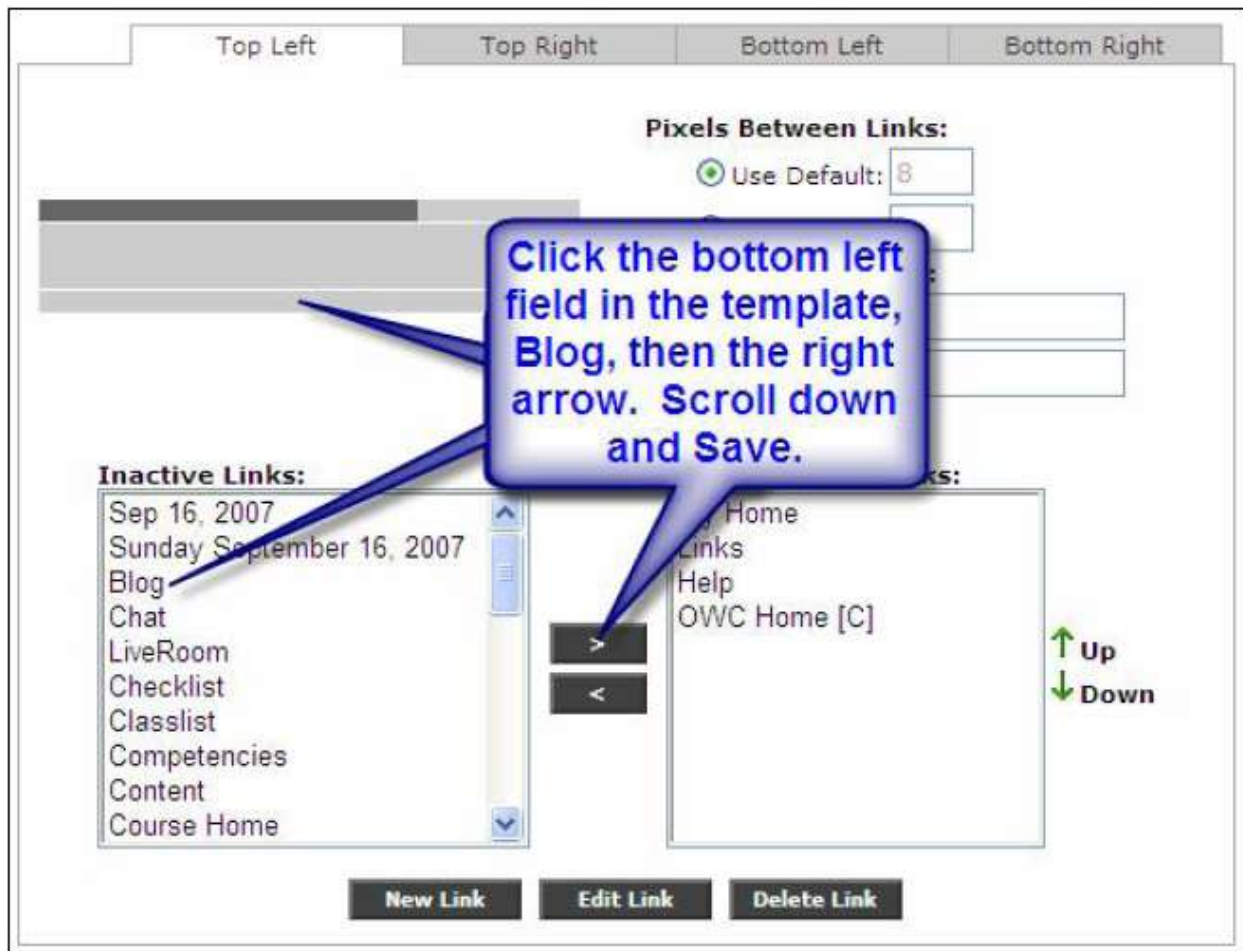
1. From the **Course Homepage** click **Edit Course**.



2. This will bring you to the **Manage Course Offering** screen. Click on the **NavBars** icon on the left side of the screen.



3. The next screen allows you to add **Blog** to your **Homepage**. It is recommended that you use the bottom left field in the template. Click there and wait for the screen to refresh. Next move down to **Inactive Links:** and click on **Blog**. When you click on the right arrow key, **Blog** will be moved from **Inactive Links:** to **Current Active Links:**. Scroll to the bottom of the screen and click **Save** to update your settings.



4. Now when you access your **Course Homepage**, you will see **Blog**. Click there and we will continue to learn about using Blogs.




5. The Entry List appears giving you access to several different features for your Blog. **My Blog** will list all the Blogs you have created. **Blog Watch** lists the Blogs you have accessed in the past. **Blog List** gives you an alphabetized list of NWFSC online students to invite to your Blog and **Settings** allows you to update or add features to your Blog.



6. **My Blog** will allow you to access and create your own Blog. We will begin with creating a Blog. Click on **Add Entry** to add your Blog. The Title screen is mandatory. Add your text in the **Content** field and press **Save**. If your Content contains HTML coding, be sure to check the **In HTML** box.



7. Once you **Save** your information, a message will explain that your save was successful. When you return to **Entry List**, your Blog will populate. If you do not see the message, you have not saved your Blog.

 **Go Back**  
 Saved successfully ( Sep 13, 2007 7:51 PM )  
**Blog Entry**  
 \* Title:

8. When you click on **Blog List** and enter your last name (or first – it will look up either) all the matching names will populate. The entry date and time of your latest Blog will show under the **Latest Entry** field.

**Blog List**

 **My Blog**  
  **Blog Watch**  
  **Blog List**  
  **Settings**

Search For:   [Show Search Options](#)

4 Search Results [Clear Search](#)

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<input type="checkbox"/>	Last Name ▼	First Name	Total Entries	Latest Entry	Total Comments	Latest Comment
<input type="checkbox"/>	...	...	...	Sep 13, 2007 7:46 PM	0	-
<input type="checkbox"/>	...	...	...	-	0	-
<input type="checkbox"/>	...	...	...	-	0	-
<input type="checkbox"/>	...	...	...	-	0	-

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**Enter your last name and see your entry. Click your name in the list to see your Blog.**

9. Clicking on your name under the **Last Name, First Name** field will bring up your Blog so you can access it. When another user clicks on this field they see the same information. They can also add you to their **Blog Watch**. When they press on the icon to add you to their **Blog Watch**, the line changes from “Add \_\_\_\_\_ to your Blog Watch” to “Remove \_\_\_\_\_ from your Blog Watch”.



10. When a comment is added, the author is given the option of adding you to their **Blog Watch**. The icons are directly above your name on their **Blog List**.



11. Once you are added to someone's **Blog Watch**, an icon appears beside your name. Now click on **Latest Comment** to see what someone has added to your Blog.

Name ▲, First Name	Total Entries	Latest Entry	Comments	Latest Comment
Cathy @	1	Sep 13, 2007 7:46 PM	1	Sep 13, 2007 8:39 PM

A comment has been added to your Blog!

12. To invite someone to your Blog, enter their Last name or First name to look them up in the **Last Name, First Name** field.

**Blog List**

[My Blog](#)
[Blog Watch](#)
[Blog List](#)
[Settings](#)

Search For:   [Show Search Options](#)

2 Search Results [Clear Search](#)

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<input type="checkbox"/>	Last Name ▼, First Name	Total Entries	Latest Entry	Total Comments	Latest Comment
<input type="checkbox"/>	<a href="#">VanDyke, Teacher</a>	0	-	0	-
<input type="checkbox"/>	<a href="#">VanDyke, Mike</a>	0	-	0	-

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**Enter the name of the person you wish to invite to your blog.**

13. When you click on the name of the individual you wish to invite, another screen will appear asking if you wish to add that person to your **Blog Watch**. Click there, then click **Go Back to Blog List**. An icon appears after their name to tell you that they are on your **Blog Watch**.

[Go Back to Blog List](#)

[Add Mike VanDyke to your Blog Watch](#)

14. When you access your **Blog Watch**, any Blogs the person you entered into your **Blog Watch** will now populate. Be careful – if you erase one of that author's Blogs, all Blogs written by that person will disappear.

<input type="checkbox"/>	<a href="#">Mike Van Dyke</a>	<a href="#">refer rate</a> help	Sep 8, 2007 11:27 AM
<input type="checkbox"/>	<a href="#">Mike Van Dyke</a>	<a href="#">Testing blog</a> Test message	Sep 8, 2007 11:27 AM

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**If you check the box and click the - icon, all entries from that author disappear.**