Quick Start: Blogs – Part 1 of 1

<table>
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<th>Task</th>
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| Creating a Blog | 1. Within the Course Menu, click Tools, and then click Blogs.  
2. On the Blogs page, click Create Blog.  
3. On the Create Blog page, enter a Name.  
4. (Optional) Enter blog Instructions.  
5. In the Blog Participation section, select Course.  
6. (Optional) Uncheck the box next to Allow Anonymous Comments if you don’t want anonymous commenters.  
7. Click Submit.  

Click here to launch a video demonstration |
| Posting to a Blog | 1. Within the Course Menu, click Tools, and then click Blogs.  
2. On the Blogs page, click the name of the blog to which you would like to post.  
3. Click Create Blog Entry.  
4. On the Create Blog Entry page, enter a Title and Entry Message.  
5. (Optional) Under Blog Entry Files, click Browse My Computer to attach a file.  
6. Click Post Entry.  

Click here to launch a video demonstration |
| Commenting on a Post | 1. Within the Course Menu, click Tools, and then click Blogs.  
2. On the Blogs page, click the name of the blog you would like to view.  
3. Find the post you would like to comment on and click the Comment button in the bottom right corner of the post.  
4. Enter your comment, and then click Add.  

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| Editing a Post | 1. Within the Course Menu, click Tools, and then click Blogs.  
2. On the Blogs page, click the name of the blog you would like to view.  
3. Click the menu arrow next to the title of the post you would like to edit, then click Edit.  
4. Make your changes then click Post Entry.  

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| Deleting a Post | 1. Within the Course Menu, click Tools, and then click Blogs.  
2. On the Blogs page, click the name of the blog you would like to view.  
3. Click the menu arrow next to the title of the post you would like to delete, then click Delete.  
4. Click OK to make the action final.  

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