

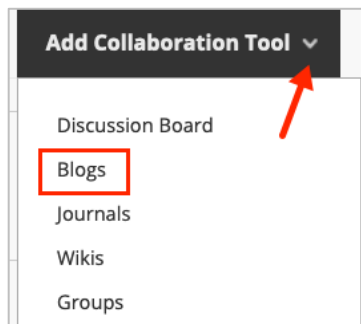
# CREATE A BLOG

A blog is a collaborative tool that allows students to post their personal reflections about the course or discuss and analyze course related topics. Instructors can create a blog and link to it in their ulearn course.

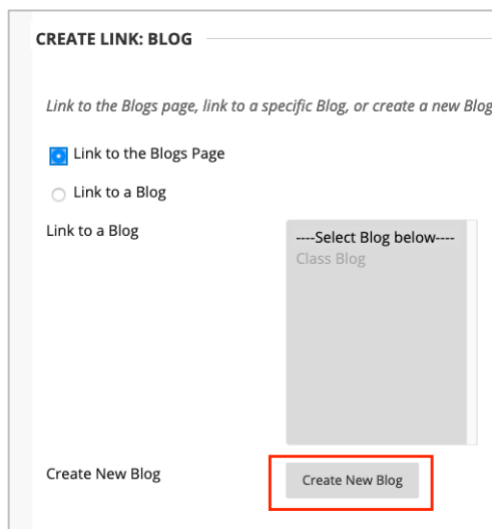
---

## Instructions

1. From within a [content area](#), hover over **Add Collaboration Tool** and select **Blogs** from the menu.



2. Click on the **Create New Blog** button.



3. On the **Blog Information** screen, enter the blog **Name** and any **Instructions** into the textboxes provided.

# CREATE A BLOG

**LINK INFORMATION**

\* Link Name  
Simulation Reflection

Color of Name  
Black

Link  
Blog: Simulation Reflection

Text  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Rich text editor toolbar with icons for Bold, Italic, Underline, Strikethrough, Paragraph, Arial, 10pt, List, Indent, Text Color, Background Color, Undo, Redo, Bulleted List, Numbered List, Link, Unlink, Table, Table Cell, Table Row, Table Column, Table Merge, Table Split, Table Delete, Table Add, Table Remove, Table Sort, Table Filter, Table Merge, Table Split, Table Delete, Table Add, Table Remove, Table Sort, Table Filter.

After reviewing the results from this year's simulation, share your thoughts on how your team performed. What worked? And what didn't work? What might you do for next year's simulation?

4. There are **Limit Availability** options if preferred.

**BLOG DATE AND TIME RESTRICTIONS**

Limit Availability

Display After

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

Display Until 11/20/2021  11:59 PM

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

**Note:** If opting to limit the blog availability by date and time, **Blog Availability** must be set to **Yes**.

Blog Availability  Yes  No

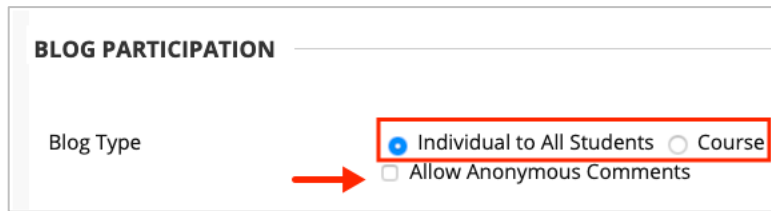
5. In the Blog Participation section, select the **Blog Type** preferred:

**Individual to All Students:** Students can add entries only to their blog. All other course members can view and add comments to it

**Course:** Instructors create a course blog and choose the topic. All course members can add blog entries and comment on blog entries.

# CREATE A BLOG

**Uncheck** Allow Anonymous Comments in order to view student names associated with any comments.



**BLOG PARTICIPATION**

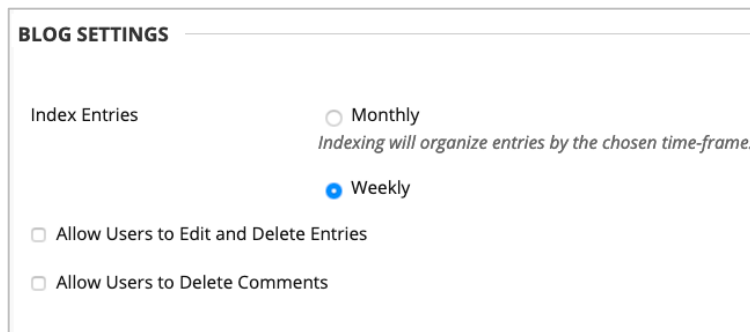
Blog Type

Individual to All Students  Course

Allow Anonymous Comments

A red box highlights the radio buttons and the 'Allow Anonymous Comments' checkbox. A red arrow points to the 'Allow Anonymous Comments' checkbox.

6. **Index Entries** can be set for **Monthly** or **Weekly** organization. Check box to enable user ability to **Edit** and/or **Delete** entries or to allow students to **Delete Comments**.



**BLOG SETTINGS**

Index Entries

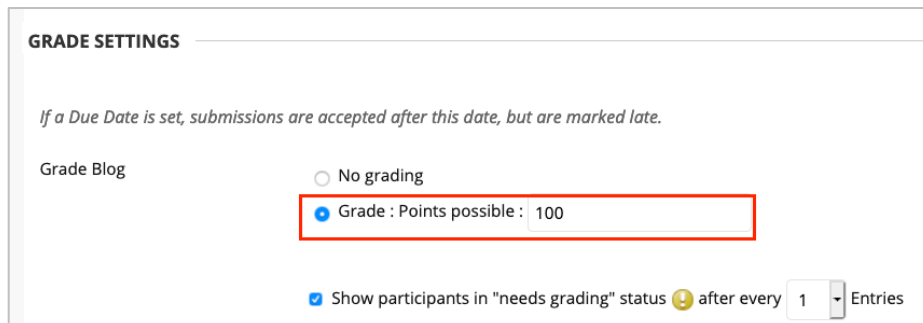
Monthly  
*Indexing will organize entries by the chosen time-frame.*

Weekly

Allow Users to Edit and Delete Entries

Allow Users to Delete Comments

7. To enable blog grading, select **Grade** and enter the total **Points Possible**. This will create a column in the grade center. To **Show participants in "needs grading" status**, check box and select number of **Entries** from the drop down box.



**GRADE SETTINGS**

*If a Due Date is set, submissions are accepted after this date, but are marked late.*

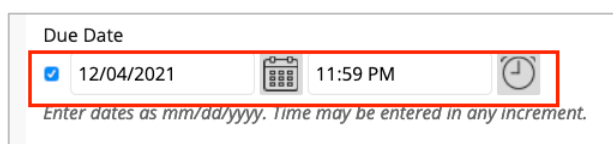
Grade Blog

No grading



Grade : Points possible : 100

Show participants in "needs grading" status 🕒 after every 1 Entries

8. Check box to add a **Due Date**. Click the calendar icon to select a date and the clock icon to select a time.



Due Date

12/04/2021  11:59 PM 

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

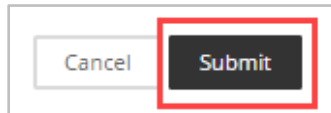
## CREATE A BLOG

9. If desired, you can [create](#) or [link an existing ulearn rubric](#) by clicking the **Add Rubric** button to create or select an existing rubric to associate to the blog assignment. You can return to add the rubric later.



Associated Rubrics Add Rubric

10. When done, click **Submit**.



Cancel Submit

## Link to a Blog

1. To provide students access to the blog, select **Link to a Blog** and highlight the blog activity from the blog list.



**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**

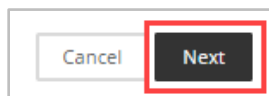
Link to a Blog

---Select Blog below---

Simulation Reflection

Create New Blog Create New Blog

2. Click **Next**.



Cancel Next

3. Enter the blog **Link Name** and enter instructions into the text box provided.

# CREATE A BLOG

**LINK INFORMATION**

\* Link Name

Color of Name

Link  
Blog: Simulation Reflection

Text  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

**B I U S Paragraph Arial 10pt**

**After reviewing the results from this year's simulation, share your thoughts on how your team performed. What worked? And what didn't work? What might you do for next year's simulation?**

4. Enable **link availability** and **tracking** if preferred. Enable **Date Restrictions** by checking box and entering date and time. When done, click **Submit**.

**OPTIONS**

Available  
 Yes  No

Track Number of Views  
 Yes  No

Date Restrictions

Display After    
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until    
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

*Click **Submit** to proceed.*