

Isidore Tip - Up and Running with the Blogs Tool

The Blogs tool is easy to use and acts as an online journal where students in a site can write entries to be shared with other students in the site, the whole world, or just the instructor. Members of the site can read and comment on each others' shared entries.

There's no wrong way to use the tool and you'll find directions below to:

- A. Add the 'Blogs' tool to your site
- B. Add a Blog entry
- C. Read other Blogs
- D. Comment on other Blogs
- E. Revise or Delete a Blog entry

A. Add the 'Blogs' tool to your site.

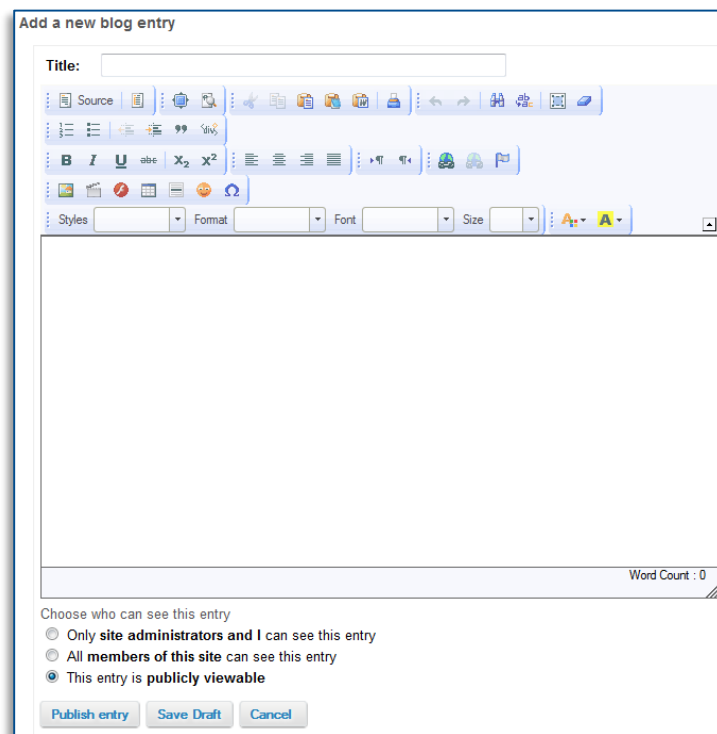
1. Go to the 'Site Info' tool in your site
2. Click on the 'Edit Tools' link at the top of the page
3. Check the box next to the 'Blogs' tool and click the Continue button at the bottom of the screen.
4. Click on the 'Finish' button on the next screen to complete the process. The Blogs tool will now show up in your menubar and be accessible to your students.

B. Add a Blog entry

1. Once inside the Blogs tool, click the 'Add blog entry' link at the top of the page.



2. You will then see the 'Add a new blog entry' screen. Give your blog entry a title and type your entry in the text box, using the icons in the toolbar to help you format it.



3. The final step before you publish the blog entry is to choose who will be able to view it.

- a. If you choose '**site administrators and I**', only individuals with instructor access and yourself will be able to view the post.
- b. If you choose '**members of this site**', only people that are members of the specific Isidore site will be able to view the blog.
- c. If you choose '**publicly viewable**', anyone can see your blog entry, if they have the web address (URL) for it. However, it is not easy for people to find out a web address unless you tell them what it is!

4. Click the 'Publish entry' button to save your new blog post.

C. Read other Blogs

1. Once inside the Blogs tool, click on the 'All the Blogs' link at the top of the page.

This is the home page for the tool. This page will display a link for every site member *that has created a blog*. Your own blog is linked to at the top of the page.

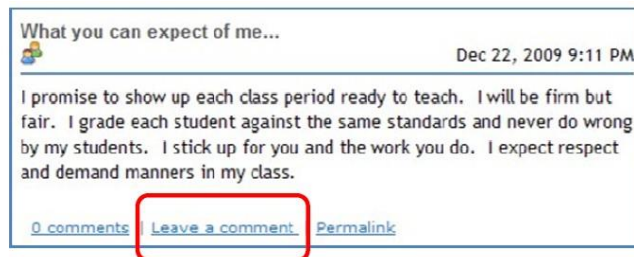


2. Click on the name of the person whose blog you would like read. You will see all this person's blog entries, with the most recent entry at the top of the page.

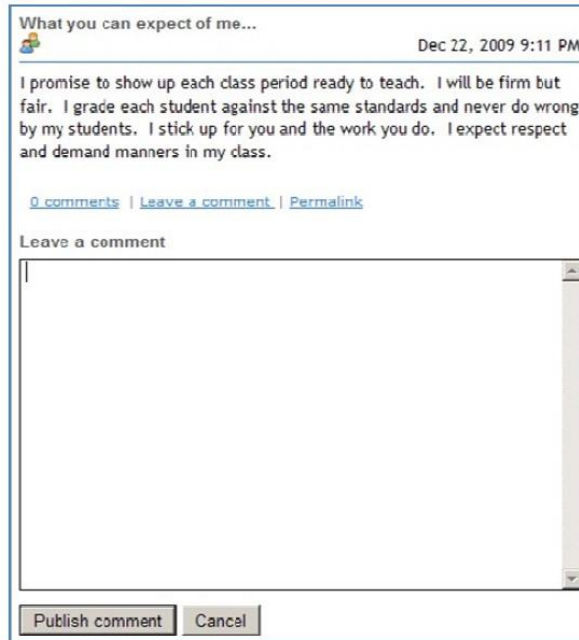
If someone has commented on an entry you will be able to read it by clicking on the '# comments' link below the entry. This will display all the comments on this blog entry.

D. Comment on other Blogs

1. You may wish to respond to an entry someone else has made in their blog. To add a comment to a blog entry, click the 'Leave a comment' link below the post



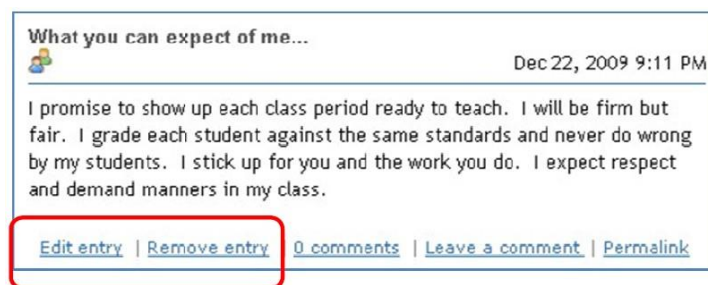
2. Type your comment in the box that appears, and click the 'Publish comment' button.



3. Click the 'Cancel' button after your comment has been posted to close the comments area. *Be careful what you post because you currently can't delete any comments attached to a blog entry.*

E. Revise or Delete a Blog entry

1. To revise or remove a blog entry you made, (or to change who can see it) go to your own blog by clicking the 'My Blog' link from the tool's home page.
2. Locate the entry you wish to revise or delete and click the appropriate link beneath it.



If you're revising your post you'll see your entry displayed in an editable format. Make your changes, and click the 'publish entry' settings.