Blackboard: Campus Pack Blog Sites
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In this document, you will learn how to:
1. Create pages in a blog.
2. Create Links in a blog.

What is a Blog Site?
Blog's are malleable online spaces where you can collaborate asynchronously. You can post your documents, ideas, links and other media. All students or groups of students can edit pages to create a finished blog project. Content posted on to a blog can be commented on by anyone and graded by the instructor.

Navigating your Blog:
1. Click View to enter the Blog.

2. In the blog:
   - New sites created will have no entries in them.
• **Subscribe** allows you to set up email notifications summarizing content that has been updated in the blog.

• **Export** allows you to export the blog to a zip file, as a website, webpage or an archive.

• **Settings** allows you to change the title and description of the blog and make it available. You can also change the default blog image and upload your own image and change the color theme of the blog site.

• **Permissions** allows you to set up which members of the class have access to view and edit the blog. You can also make the blog publicly viewable on the internet here.

• **Widgets** allows you to add additional comment boxes and tagging features to the blog.

• **Assessment** allows you to view the blog statistics, including who has been active on the blog, how many pages they have created, how many pages they have edited, how many comments they have made and replied to and how many times they have viewed the blog. If you set up options to grade the blog, you will also see a link here to the Grade Center.

• **Page List** displays a list of all pages in the blog as well date and time created and edited.

• **Attachments** shows all files attached to the blog and all attachments linked to Campus Pack content in the course.

• **Recycle** allows you to clear all content in the blog. This can be used to clear student content if you have copied a blog from the previous semester.

5. Once Content has been added to your blog you will have more features added to the screen. At the top you will have Permalinks. Permalinks are links that can be used to access your blog from outside of Blackboard if your blog is public.

6. **Comments** are at the bottom of a blog entry and have a text box for you to submit comments to a page. Click **Add Comment** to submit a comment.

You can now add a subject and comment to the page. Click **Post** to add your message.
3. The page header contains information and links to modify the blog page:
   - **Edited by** - information on who last edited this page of the blog and the date and time it was last edited.
   - **Tags** - tags are keywords that can help organize the blog. Click Edit next to Tags to add tags to a entry.
   - **Edit** - edit allows you to edit the current entry you are viewing.
   - **Delete** - deletes the current entry.

![May 23, 2012](image)

4. The side bar, on the right of the page, contain additional tools and navigation:
   - **Add New Entry** - creates a new entry in the blog.
   - **Search Box** - allows you search text in the blog.
   - **Tags** - displays the tags for this page in the blog.
   - **Calendar** - displays a calendar with a link on each date an entry was posted.
   - **Latest Activity** - shows who added or edited content in the blog you are viewing.

**To create an Entry in your Blog:**

1. To **Create** a new entry click on the **Add New Entry** button.

![Blog Assignment](image)

2. In the Pop-up give your new Entry a title and click **Continue**.

![Add New Entry](image)

3. You can edit your title and add in your content to the entry page.
4. Click **Save & Exit** to complete the new page. You are now viewing the page that you have created.
**Editing your Blog:**

1. Click on the **Edit** link.

   ![Edit button](image)

2. Edit your Entry and click **Save & Exit**.

![Save & Exit button](image)

**Add links to your Blog**

1. Click **Edit** in the toolbar.

   ![Edit button](image)

2. Either **highlight existing text** to make into a link, or **add text, then highlight it**. Select the **Insert Link** button, which looks like a chain link, from the toolbar.

   ![Insert Link button](image)
3. A popup window will appear with two choices:
   - **Link to an external web site:** Links to a Web site outside of Blackboard.
   - **Link to an Anchor:** links to an anchor tag within the blog.

*Link to an external Web site:*

An external Web site is any site outside of Blackboard.

1. In the **Insert Link** popup window, select **Link to an external web site**. In the box below, type the entire URL (including the http:// and www). If it's a long URL, open it in a new window or tab, copy the URL, then paste it into this box.

2. Click **Insert** at the bottom of the popup.

3. The text you highlighted will look like a link. Click **Save** at the bottom of the page.

4. The link will have a small icon to its left to indicate that it's an external link. Click on the link to test it out. It should link to the URL specified in Step 3.

*Add images to your blog*

1. Click **Edit** in the toolbar.

2. Select the **Insert image** icon, which looks like a tree.

3. The **Insert Image** popup will appear.
   a. **To use an image from the internet:**
      i. Copy and paste its URL (Example: [http://www.stonybrook.edu/logo.jpg](http://www.stonybrook.edu/logo.jpg)) into the Image URL box.
      ii. Click **Insert**.
   b. **To use an image saved on your computer:**
      i. Click the image next to **Image URL**.
      ii. The Upload File popup will appear. Click **Browse**.
      iii. Locate the file on your computer, then click **Open**.
      iv. Click **Upload**, then **Insert**.
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      ii. Click **Insert**.
   b. **To use an image saved on your computer:**
      i. Click the image next to **Image URL**.
      ii. The **Upload File** popup will appear. Click **Browse**.
      iii. Locate the file on your computer, then click **Open**.
      iv. Click **Upload**, then **Insert**.