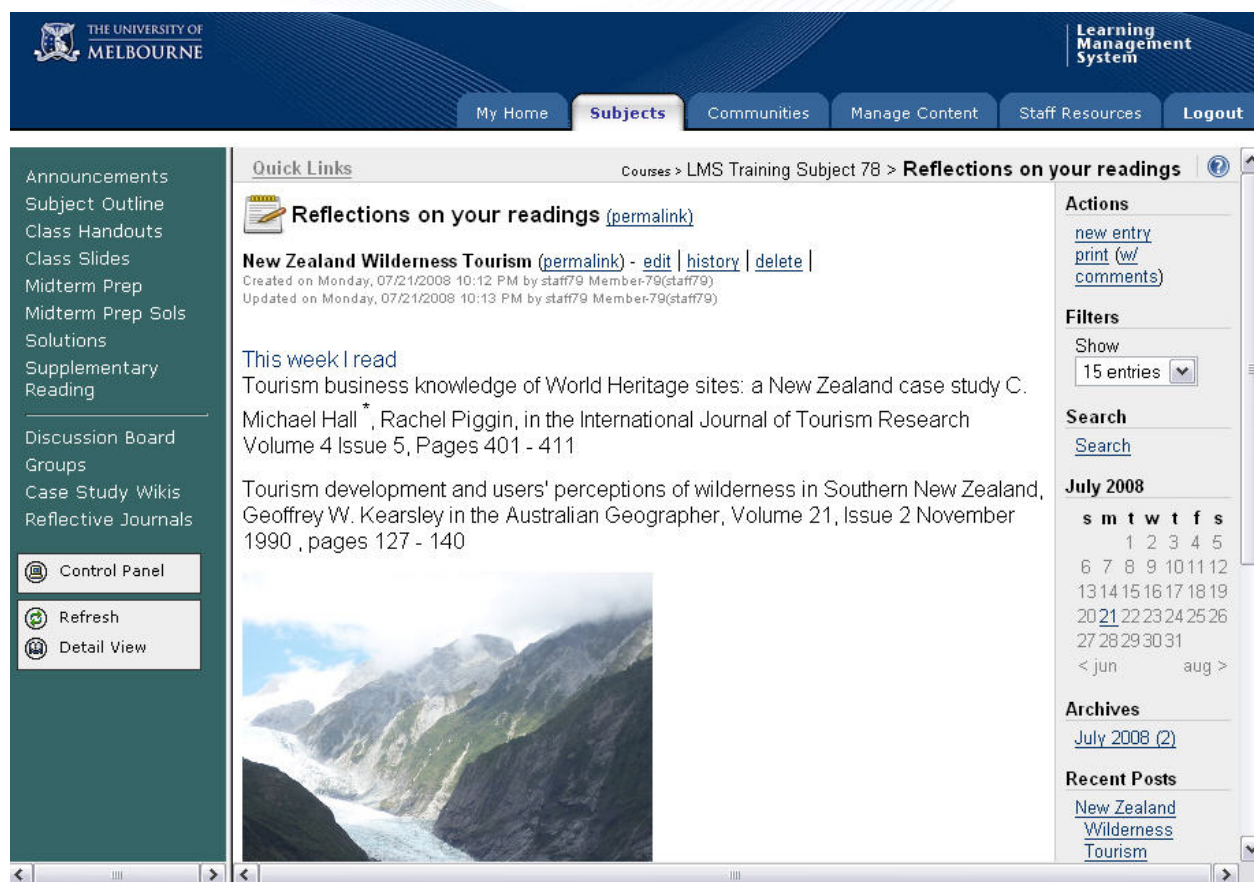


Learning Management System user guide: Blogs

The blog tool provides an interface for reflective writing and topical commentary within a subject in the form of an online journal. Blogs can be made available for all users, or individuals, or groups of selected users within a subject. The subject coordinator chooses the level of access and editing rights for users within the subject.

A blog can be added to a content area of a subject or through a menu link to a subject-level blog. A content area blog offers more control over viewing and editing options.

A single blog can be constructed to function as a private or shared blog for multiple students; however there can be performance issues for large numbers of students accessing the same blog. It is recommended that several blogs are created in large subjects rather than directing all students to a single blog.



The screenshot shows the LMS interface for 'Reflections on your readings' in 'LMS Training Subject 78'. The main content area displays a blog entry titled 'New Zealand Wilderness Tourism' with a description and a photograph of a mountain landscape. The interface includes a navigation menu on the left, a top navigation bar, and a right-hand sidebar with 'Actions', 'Filters', 'Search', and 'Archives' sections.

ADDING A BLOG TO A SUBJECT

1. Navigate to the area in your subject site where you wish to create a link to a blog.
2. Click **Edit View**.
3. Select **Blog** from the drop-down menu and click **Go**.
4. Enter a name and description for the blog, then select from the *Blog Information* options.
5. Select the users who will have access to the blog. If the *Specific groups and course members* option is selected, select the groups or individual users from the left column and click the > arrow to add them to the right column.
6. Select from the *Member and Non-Member Settings*.
7. If you wish to record a grade for the blog select *Create a Grade Book Entry for this Blog*.
8. Click **OK** and then **OK** on the following receipt page.

CREATING A BLOG ENTRY

1. Navigate to the blog.
2. Click **New Entry** on the right hand menu.
3. Enter a title for the page (or leave as the date), then use the HTML editor box to create your text.
4. Click **Save**.

EDITING A BLOG ENTRY

1. Navigate to the blog.
2. Locate the blog entry you wish to edit, then click the **Edit** button associated with that entry.
3. Use the HTML editor box to edit your text.
4. Click **Save**.
5. The editing history of each entry can be viewed by clicking **History** at the top of the entry.

CONFIGURING A SUBJECT-LEVEL BLOG

1. In the *Control Panel* of your subject, select **Configure Blog Tool** from the *Subject Tools* module.
2. Select from the *Course Blog Tool* options.
3. Click **OK** and then **OK** on the following receipt page.

ADDING A SUBJECT-LEVEL BLOG TO THE SUBJECT MENU

1. In the *Control Panel* of your subject, select **Manage Subject Menu** from the *Subject Options* module.
2. Click **+Tool Link** on the top menu.
3. Select **Blog Tool** from the drop-down menu, then provide a name for the link to the blog.
4. Click **Submit** and then **OK** on the following receipt page.

CLEARING CONTENT FROM A BLOG

1. In the *Control Panel* of your subject, select **Recycle Blogs** from the *Subject Tools* module.
2. Check the box next to each blog to be cleared of content.
3. Click **Submit** and then **OK** on the following receipt page.

NOTE: This option will clear all content including associated linked pages, but will retain the overall settings and title of the blog.

REMOVING A BLOG

1. If the blog is presented as a link from a page click **Edit View** to see the objects on the page.
2. Click **Remove** and then **OK** on the following receipt page.

NOTE: Some subjects have subject-level blogs that may be displayed directly from the menu or via a tool link. These cannot be removed but content can be cleared using the **Recycle Blogs** tool.

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