Blogs and Wikis Faculty Tutorial

New York City College of Technology

Instructional Technology & Technology Enhancement Centers (iTEC)

Contact Information: itec@citytech.cuny.edu
718-254-8565

Setting up a blog:

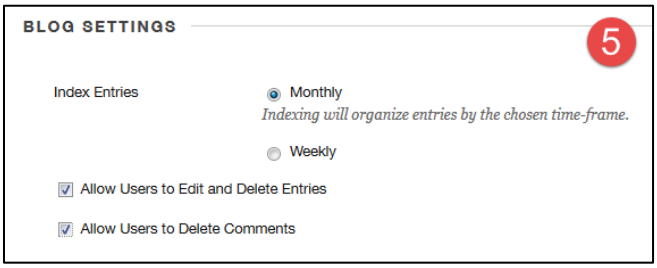
1. From a Blackboard course, click **Tools** then click **Blogs**.

2. Click on the **Create Blog** link. Alternatively, you can create a Blog from **Course Tools**=>**Blogs**=>**Create Blog**.

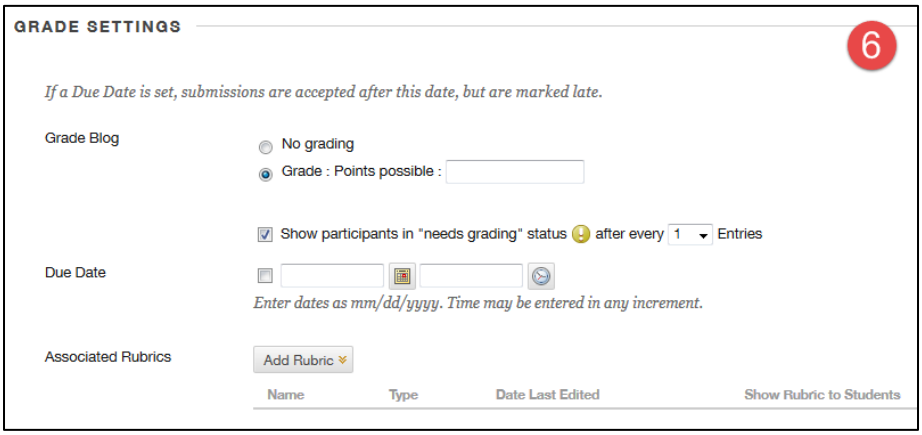
3. From the **Create Blog** page, type a Name for the blog.

4. Optionally, you can include blog description, multimedia, Mashups, etc. in the Instructions box. Make the blog **available** and specify dates. Under **Blog Participation**, select a blog type. **Individual to All Students** is a one on one blog between each individual student and the instructor (journal). **Course** blog is seen by the entire class. You should deselect (uncheck) **Allow Anonymous Comments**.

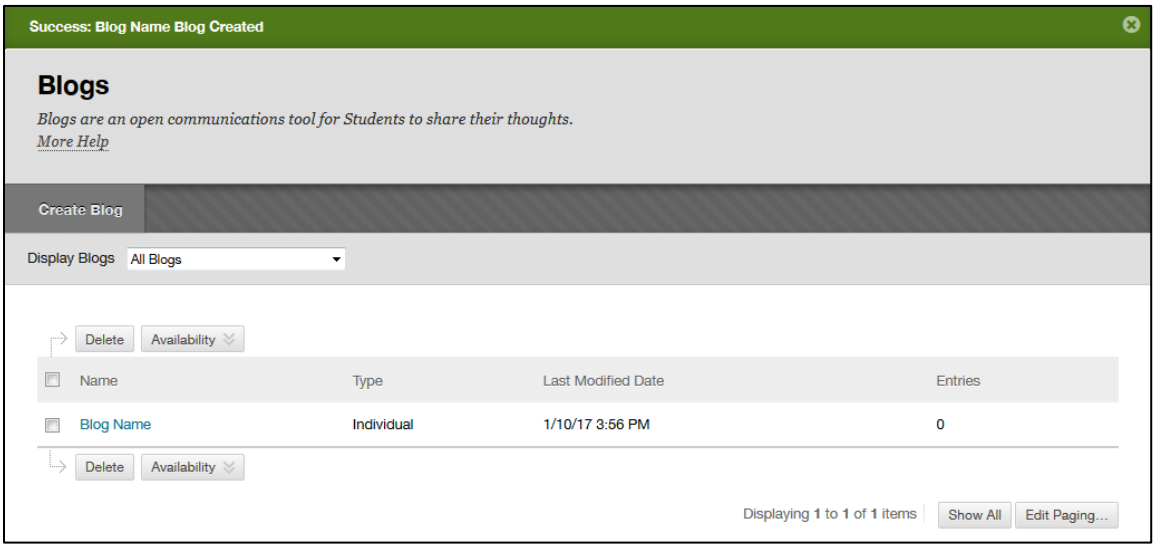
5. Under **Blog Settings**, you can organize entries by selecting Monthly or Weekly Index Entries along with optional **Allow Users to Edit and Delete Entries** and/or **Allow Users to Delete Comments**.



6. If you want to enter a grade, enter points possible in **Grade Settings**. **Points cannot be changed after entries are posted!** A column will automatically be created in the Grade Center. You have the option to decide how often "Needs Grading" and adding a rubric.



7. Once you are satisfied with the settings, click the **Submit** button.

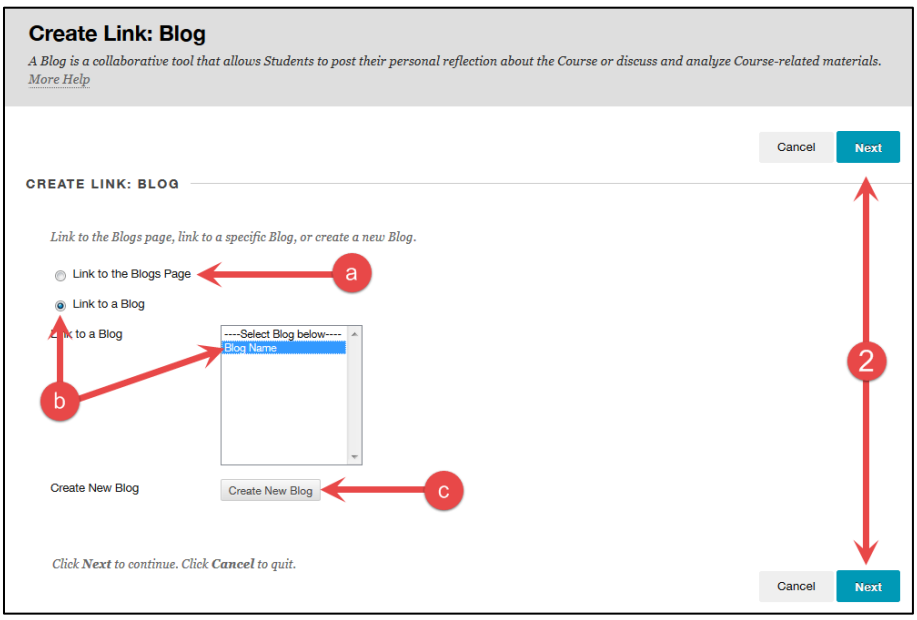


Creating or linking a blog in a content area

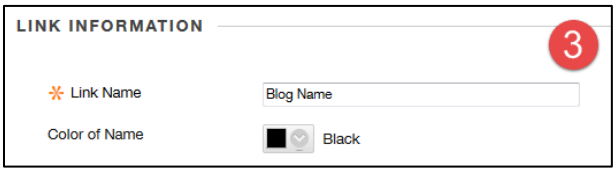
1. Go to a content area such as **Content** and click on **Tools**.

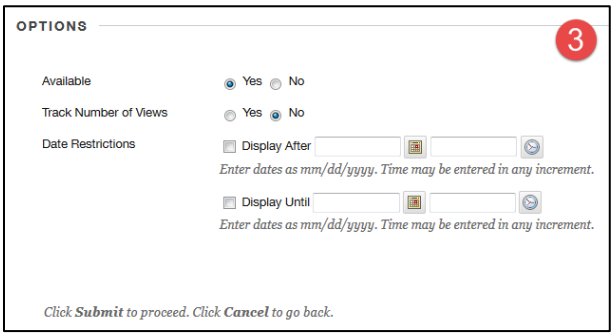
   a. Choose **Link to the Blogs Page** to link to all the blogs created in the course.
   b. Choose **Link to a Blog** to link to a specific blog and select the blog.
   c. You can also create a new blog here by clicking on the **Create New Blog** button.

2. Click **Next.**



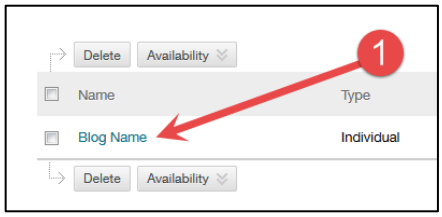
3. Enter a link name and select any options of your choosing.



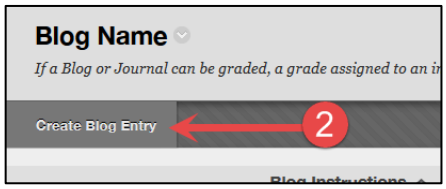


4. Click Submit A link to the blog will appear in the content area.

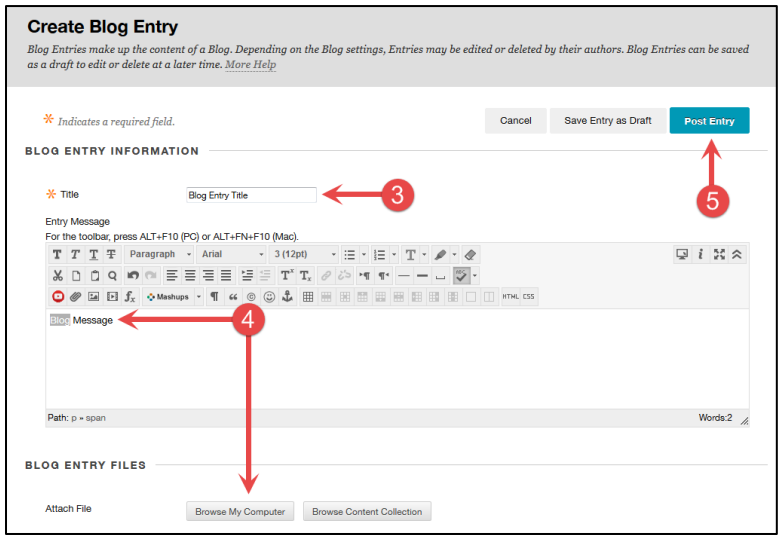
Creating a Blog entry



1. From the Blog listing page, click on the name of a blog.
2. Click on **Create Blog Entry** link.



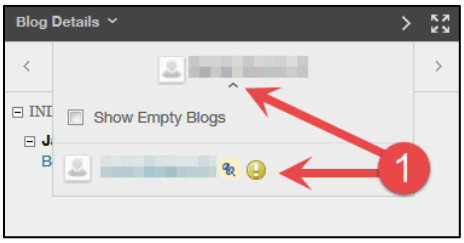
3. From the **Create Blog Entry** page, type a name in the **Title** box.
4. Type blog entry into the **Entry Message** box. You can format text, add html tags, include image, audio, video, mashups, URLs and other multimedia.
5. Click **Post Entry** to submit the blog entry. *Note that you can save a post as draft and work on it later from View Drafts area located on upper right*.



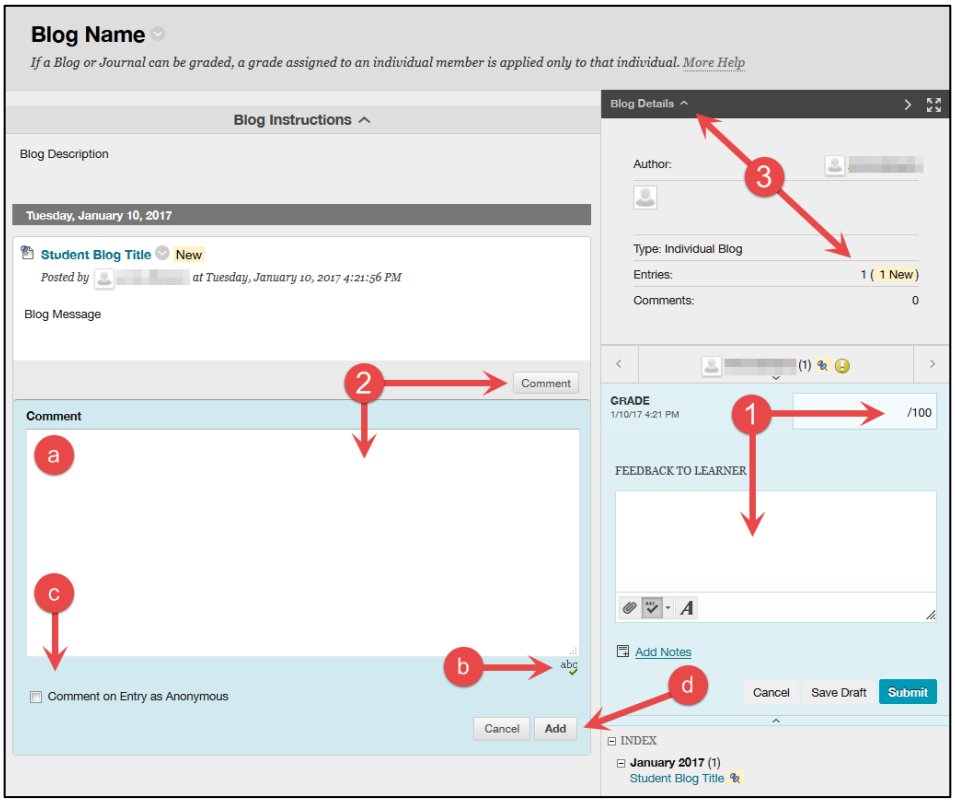
Grading a blog

Students' blog entries are listed alphabetically on the side panel under **Blog Details**; you may need to click the small drop-down arrow. A pin icon appears for an unread entry and an exclamation icon appears for the entry that needs grading.

1. Click on a student's name to view the blog entry. Blog entries open in the content frame. From this page you can enter a numeric grade, send feedback to the student and add grading notes.

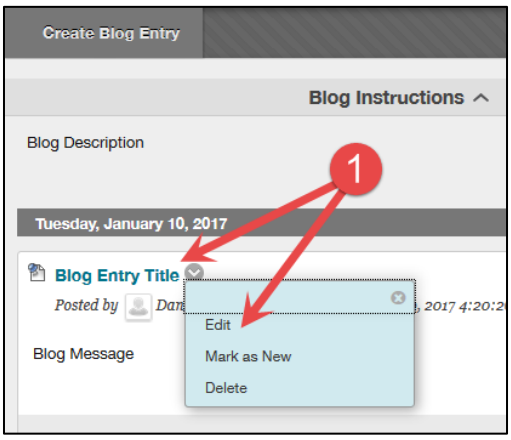


2. Add a comment on the blog entry by clicking the **Comment** button.
    a. Type a comment in the Comment box.
    b. You can spell check your comments by clicking on the ABC button.
    c. You can post the comment anonymously by clicking in the check box.
    d. Click **Add** when done.
3. Click on the **Blog Details** arrow to view the number of entries and comments made by this student.



Editing and deleting blogs

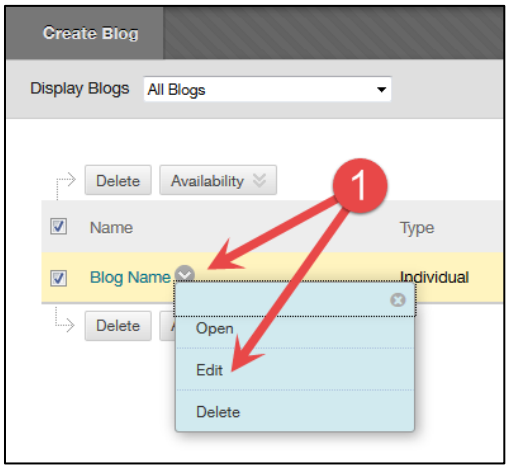
1. From the Blogs entry page, click the small drop-down arrow next to the blog entry and click **Edit**. (Deleting is not recommended.)



2. Make necessary changes and click the **Post Entry** button.

Updating blog entry settings

1. From the Blogs listing page, click the small drop-down arrow next to the blog title and click **Edit**.

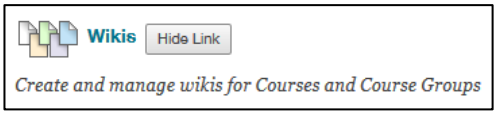


2. Make necessary changes and click the **Submit** button.

Creating a Wiki

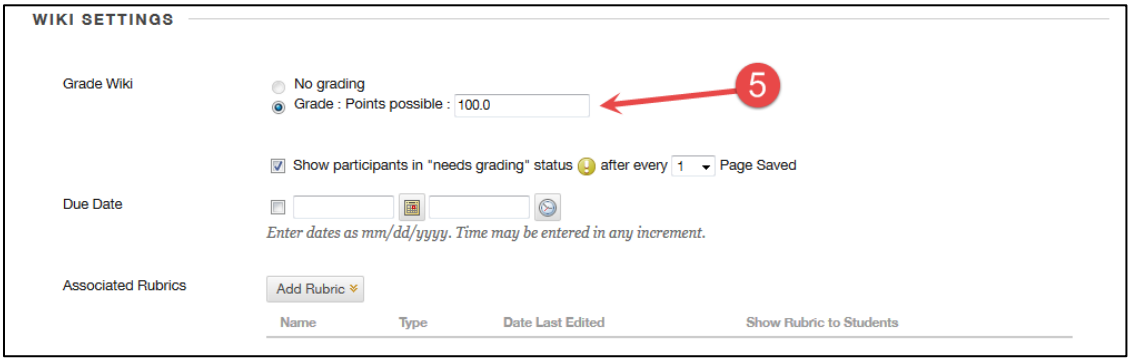
You create a Wiki the same way you create a blog, except select Wiki instead of Blog. (See above)

1. From a Blackboard course, click **Tools** then click **Wikis**.



2. Click on the **Create Wiki** link. Alternatively, you can create a Wiki from **Course Tools**=>**Wikis**=>**Create Wiki**.
3. You can adjust the wiki visibility and restrict date and time.
4. You have the option to allow students to edit or comment each other's wiki entries.

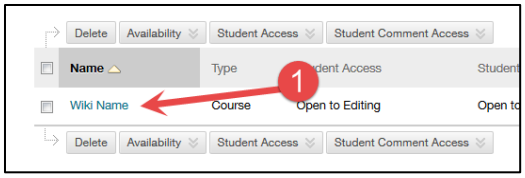
5. Under **Wiki Settings**, you can determine if you want to grade the wiki by adding points possible. These cannot be changed after grading.



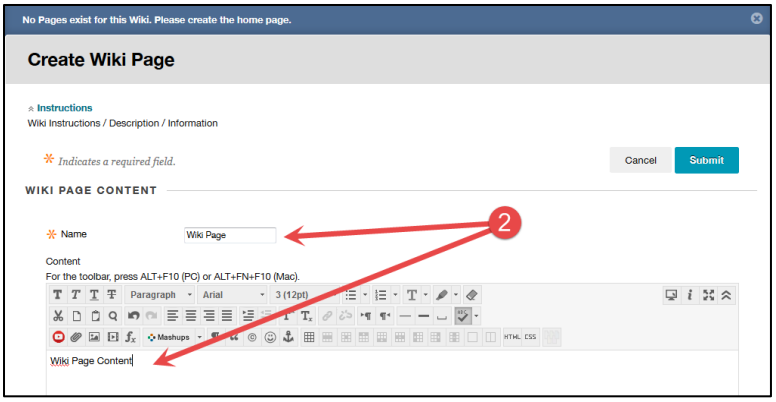
6. Click the Submit to create the wiki. You will get the wiki created successfully notice.
7. You can also create a link to a content area or create a Wiki from within a content area the same way as you did when creating a blog (see blog instructions).

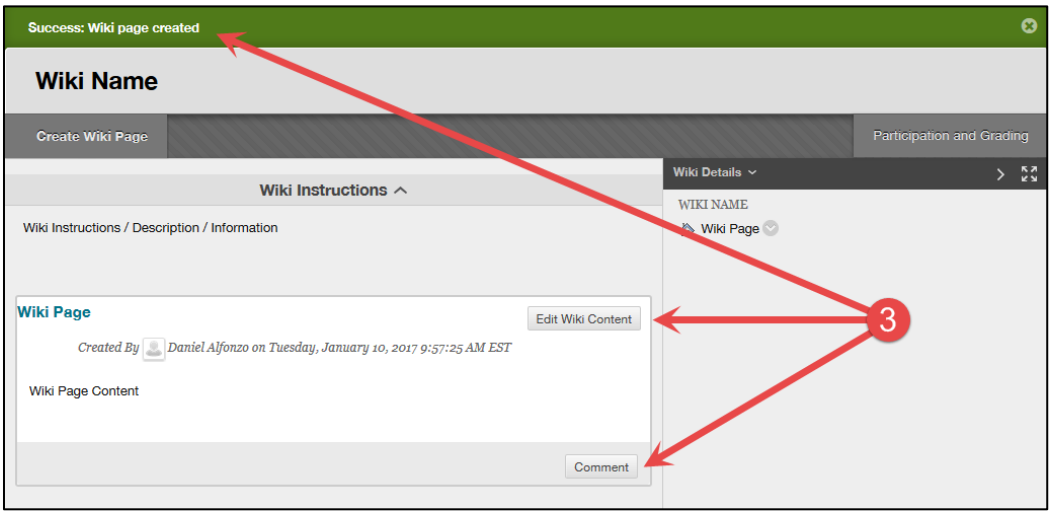
Creating a Wiki page

Note that the instructor or any wiki member can create and edit the home page, however, only the instructor can delete it.



1. Click on the name of the Wiki.
2. From the Create Wiki Page, type a title in the Name box, instructions in the Content box and click the Submit button.
3. You will be prompted Success: Wiki page created notice. From this page you will be able to edit the wiki page and make a comment.





Editing Wiki Content

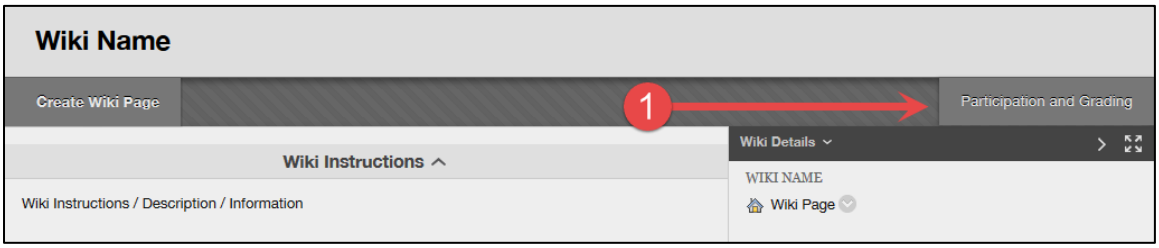
1. In the side panel of the Create Wiki Page, click on the small drop-down arrow to open the contextual menu and select **Edit**.
2. Make the necessary changes and click the Submit button. Alternatively, you can click on the Wiki participant's name followed by Edit Wiki Content.

Commenting on a Wiki

1. From the Create Wiki Page, click on the participant's name and click **Comment**.
2. Type the comment in the text box and then click the **Add** button.

View the Participation Summary for the history of changes and activity

1. From the Wiki pages, click on the **Participation and Grading** link in the upper right.

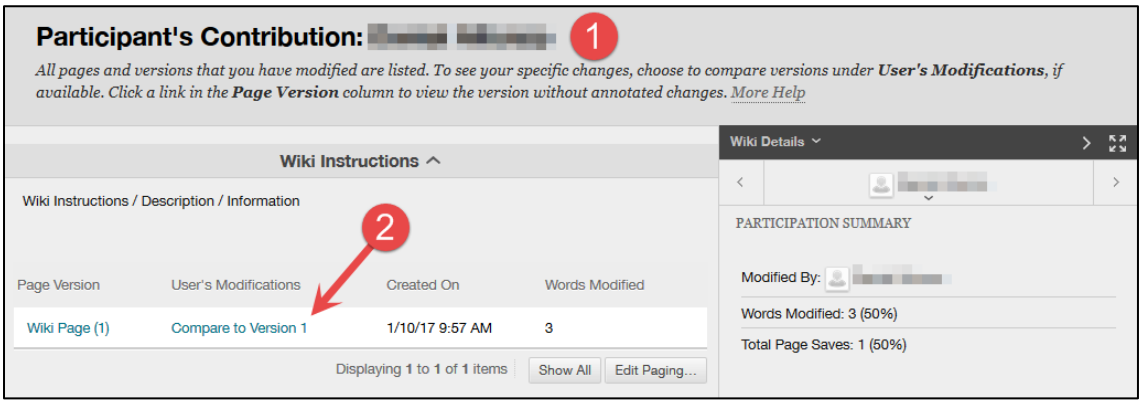


2. The **Participation Summary** page provides wiki participants' activity information, such as the amount of words modified and page saved.

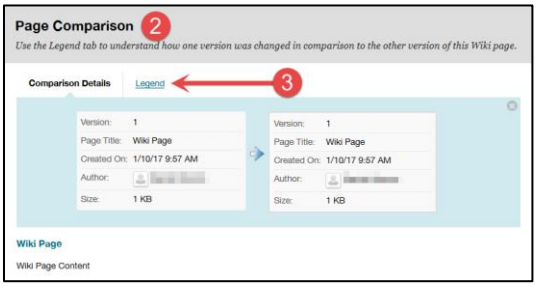
3. Click on a participant's name to view page version, version comparison, etc.

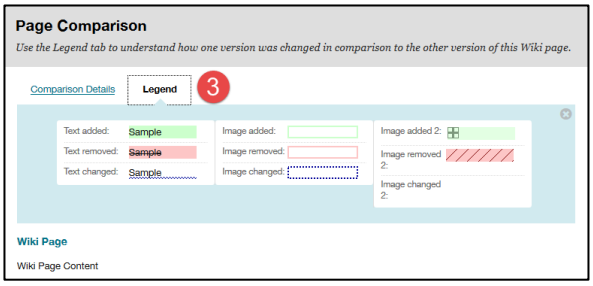
Grading the Wiki

1. From the **Participant's Contribution** page, you can enter a grade and send feedback to a student. Alternatively, you can grade a student's wiki from the **Grade Center**.



2. Click on the **Compare to Version** link under the User's Modifications column to view page comparison details.





3. Use the **Legend** tab to see how one version was changed in comparison to the other version of this Wiki page.