Blog
Quick Start

Desire2Learn
Innovative Learning Technology

The Blog tool is a way to share information on topics that interest you. You can post and respond to questions, engage in discussions, and share opinions and comments with other users. The Blog tool has two main areas: the **My Blog** area for creating and maintaining your own blogs and the **Blog Watch** area for reading other users' blogs.
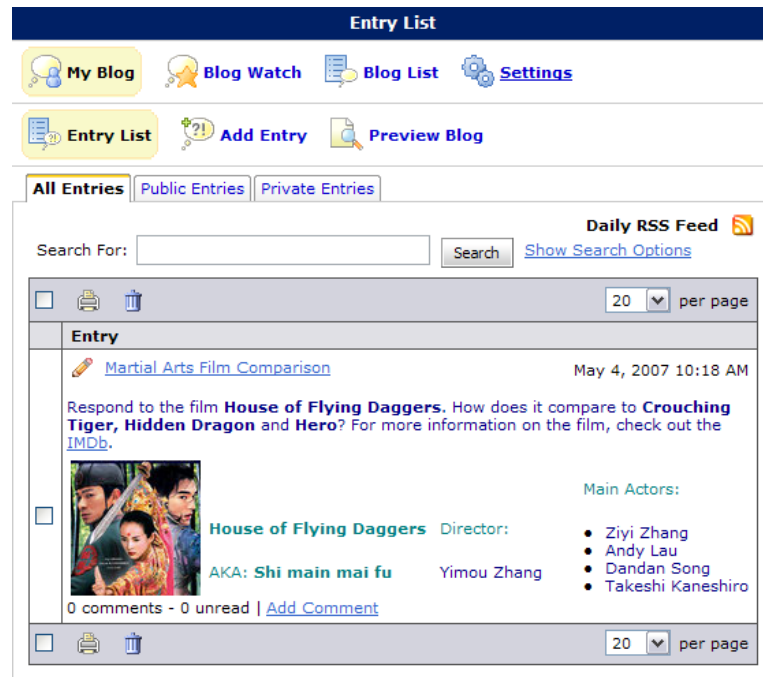
Sections

Accessing the Blog tool

Click the **Blog** link on your course navigation bar.

Note Depending on your permissions, you may not be able to use some or all of the features described.

The first page you see is your Entry List of blog postings.

Adding a blog entry

1. From the Entry List page, click **Add Entry**.

2. Give your blog entry a **Title**.

3. Add your **Content**.

4. Select **Make entry public** if you want others to view your blog entry. Select **Allow Comments** if you want others to comment on your blog entry.

5. Change the **Entry Date** if you want the date on the blog entry to be different from the current date and time.

6. Click **Save** or **Save and New** (to add another entry).

Editing a blog entry

1. From the Entry List page, click the 🖉 **Edit Entry** icon beside the title of the entry you want to edit.

2. Update the entry as desired. See *Adding a blog entry* for more details.

3. Click **Save**.

Viewing your blog

1   From the Entry List page, use the **All Entries**, **Public Entries**, and **Private Entries** tabs to view your blog entries.

2   Click the 🔍 **Preview Blog** icon to view how your blog appears to others.
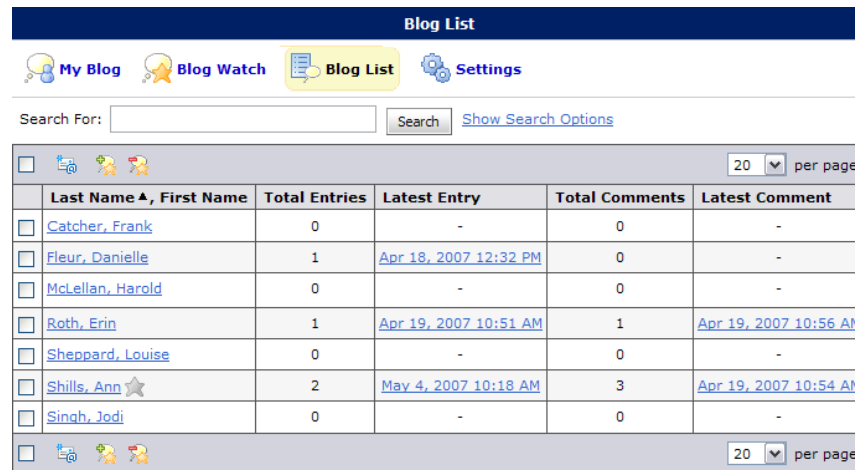
    Note The **Permalink** field at the top of the Preview page lists a URL for your blog that can be accessed from any browser.

Adding blogs to your blog watch

Add peers, friends and acquaintances to your Blog Watch to keep up-to-date on topics and events that interest them.

Adding users to your Blog Watch

1   From the Entry List page, click the 📋 **Blog List** icon.

	Blog List				
👥 **My Blog**	👥 **Blog Watch**	📋 **Blog List**	⚙️ **Settings**		

Search For: [_____] [Search] [Show Search Options]

☐	Last Name ▲, First Name	Total Entries	Latest Entry	Total Comments	Latest Comment
☐	Catcher, Frank	0	-	0	-
☐	Fleur, Danielle	1	Apr 18, 2007 12:32 PM	0	-
☐	McLellan, Harold	0	-	0	-
☐	Roth, Erin	1	Apr 19, 2007 10:51 AM	1	Apr 19, 2007 10:56 AM
☐	Sheppard, Louise	0	-	0	-
☐	Shills, Ann ⭐	2	May 4, 2007 10:18 AM	3	Apr 19, 2007 10:54 AM
☐	Singh, Jodi	0	-	0	-

2   Enter any portion of the first or last name of the user you want to add in the **Search For** field.

    Click the **Show Search Options** link beside the **Search For** field for more options.

3   In the list that displays, select the box beside the user's name.

4   You can also navigate the entire list of users and select multiple users at one time.

    Use the ◄ **Previous Page** and ► **Next Page** icons, and **Page** drop-down list to navigate between pages.

3

Note When you navigate to a new page the previously selected users are no longer selected.

5   Click the 👤 **Add selected users to Blog Watch** icon at the top or bottom of the list.

Deleting users from your Blog Watch

1   From the Entry List page, click the 📑 **Blog List** icon. The Blog List page displays a list of users in your Learning Environment.

2   Select the users you want to delete.

3   Click the 👤 **Remove selected users from Blog Watch** icon at the top or bottom of the list.

Note You can also delete users directly from the Blog Watch by selecting a user and clicking the 👤 **Remove selected users from Blog Watch** icon at the top or bottom of the page.

Viewing blogs

Do one of the following

- From the Entry List page, click the 🔍 **Blog Watch** icon.

- From the Blog List page, click on a user's name.

Viewing blogs from outside of the learning environment

You can share your blog with friends, family, and acquaintances that are not a part of your learning environment by providing them with the permanent URL for your blog.

1   From the Entry List page, click the 📄 **Preview Blog** icon.

4

2   Copy the URL from the **Permalink** field at the top of the page.

3   Share the URL with others as desired.

Note You can also find the permanent URL for your blog on the Settings page in the **External URL** field.

Searching for a blog entry

1   From the Blog Watch or Blog List page, enter your search criteria in the **Search For** field, and click **Search**.

2   Click the **Show Search Options** link for more search options:

- **Search For** Enter the word or portion of text to search for.

- **Search In** Select the type of information to search for.

- **Entry Date Range** Select a date range to restrict the search by.

   Note From the Blog List page you can also search for **Total Entries** and **Total Comments** to find blogs with greater than or less than a specified number of entries or comments.

To clear the search, click the **Clear Search** link or empty the **Search For** field and click **Search**.

Adding, viewing, and deleting comments

Viewing comments

When reading a blog, click the **comments** link at the bottom of the blog entry you want to read comments for.

Adding comments

1   When reading a blog, click the **Add Comment** link at the bottom of the blog entry you want to comment on.

2   Add your comment to the **Comment** field.

3   Click **Save Comment**.

Deleting comments

1   From the Entry List page, click the 🖊 **Edit Entry** icon beside the name of the entry with the comment you want to delete.

2   Click the 🗑 **Delete** icon beside the comment.

5

Note You can only remove comments you make on your own blog; you cannot delete comments made on another's blog.

Printing a blog entry

1   From the Entry List page or the Blog Watch page, select the box beside the entry or entries you want to print.

2   Click the 🖨 **Print** icon at the top or bottom of the page.

3   Print using your browser's print functionality.

Changing your settings

1   From the Entry List page, click the 🔧 **Settings** icon.

2   Update your settings as desired.

3   Click **Save**.

Changing the display of pages

From the Entry List, Blog Watch, or Blog List page, select a value from the **per page** drop-down list to change how much information is displayed on a page.

If all of the information does not display on one page, use the ◀ **Previous Page** and ▶ **Next Page** icons, and the **Page** drop-down list to navigate between pages.