Computer Tutorial:  
Create a Blog Entry

**Purpose:** To show students how to create a blog entry in MyHills.

“Blogs” offer a way to share ideas about a blog topic within a course. Everyone enrolled in the course can view each other’s blog posts and comments.

From within a course, click “**Course Tools,**” which is located in the **blue** “Course Menu.”
The “Tools” page will open.

Select “Blogs.”
The “Blogs” page will open.

Note: You may also be able to access the “Blogs” page by clicking the “Blog” link from within a Learning Unit.

On the “Blogs” page, a list of all available blogs for the course will appear.
A “Course Blog” is owned by the entire course. This means that everyone in the course can view the blog, post entries to the blog, and make comments to the blog.

An “Individual Blog” is owned by each student in the course. This means that each student has his/her own personal blog. Only the owner of the blog can create blog entries. All other course members can view the blog and add comments.
Click the title of the blog you would like to access.

**Note:** Do not be alarmed if you cannot access a particular blog. Your instructor may choose not to open a blog until a specific date and time, or until a certain assignment has been successfully completed.

The blog will open.

**Note:** You may also be able to access a *specific* blog by clicking the Blog link from within a learning unit.
The instructions for the blog will appear in a blue box under “Instructions.”

You may close the “Instructions” box by clicking the “X” in the upper-right corner of the box.
Click “Instructions” if you would like to re-open the “Instructions” box.

Your avatar, as well as general information about the blog, including “Blog Grade” information, will appear on the right side of the page, under “About this Blog.”

Note: For information on how to upload your avatar to MyHills, see the MyHills tutorial “Upload an Avatar.”
Click “Create Blog Entry” to create a new blog entry.

The “Create Blog Entry” page will open.
Type the title of your blog entry in the box next to “Title.”

Then, type your entry in the “Entry Message” box.
You may edit your entry using the WYSIWYG (what you see is what you get) editor, above the text box. You may change the font, add images, create a bulleted or numbered list, use spell check, etc. Hover your cursor over a button to view its function.

If you need to attach a file to your blog entry, click “Browse My Computer,” next to “Attach File.” Then, locate the file that you would like to attach and upload that file.

Note: Do not attach files unless instructed to do so by your instructor. You should use the “Entry Message” area to type your entry.

Once you are ready to post your blog entry, click “Post Entry.”

Note: Click “Cancel” to cancel and delete your entry.
If you are not yet ready to post, you may select “Save Entry as Draft” instead of “Submit.” Then, you may edit your entry and post at a later time.

When “Save Draft” is chosen (above), the draft you typed can be accessed from within the blog, only by you. From within the blog, click “View Drafts” to view your saved drafts.

Note: Only you can view your saved draft. You must “Post Entry” for others to see it.

Then, on the “View Drafts” page, click the title of the draft you would like to open.
The “Edit Blog Entry” page will open.

Once you have completed your edits and are ready to post your blog entry, click “Post Entry.”

A green “Success...” message will appear at the top of the blog page.
Your blog entry will also appear on the blog page, below the “Instructions.”

Note: Blog entries will be listed in chronological order.

Congratulations! You now know how to post a blog entry in MyHills!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the IT Help Desk
Phone: (641) 683-5333 | Email: helpdesk@indianhills.edu | Web: www.indianhills.edu/helpdesk

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