

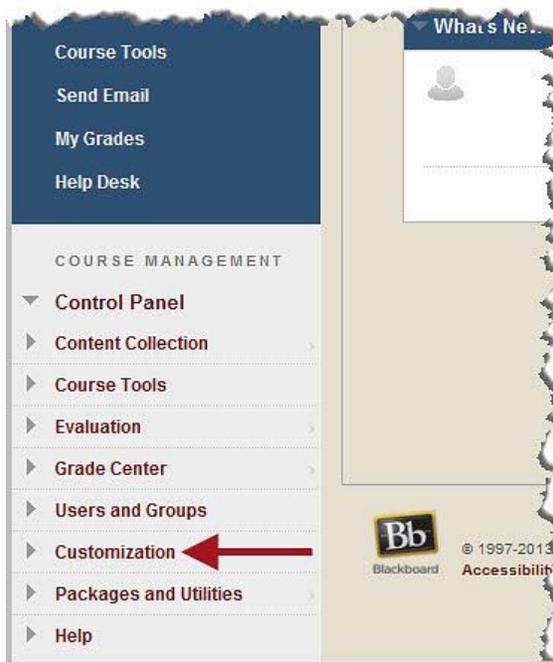
## Faculty Tutorial:

### Create a Blog

**Purpose:** To show faculty members how to create a “Blog” and add a “Blog Link” to a Content Area in MyHills.

**Note:** “Blogs” will not be available in your course by default. Before you can create a blog in your course, you must make the “Blogs” tool available.

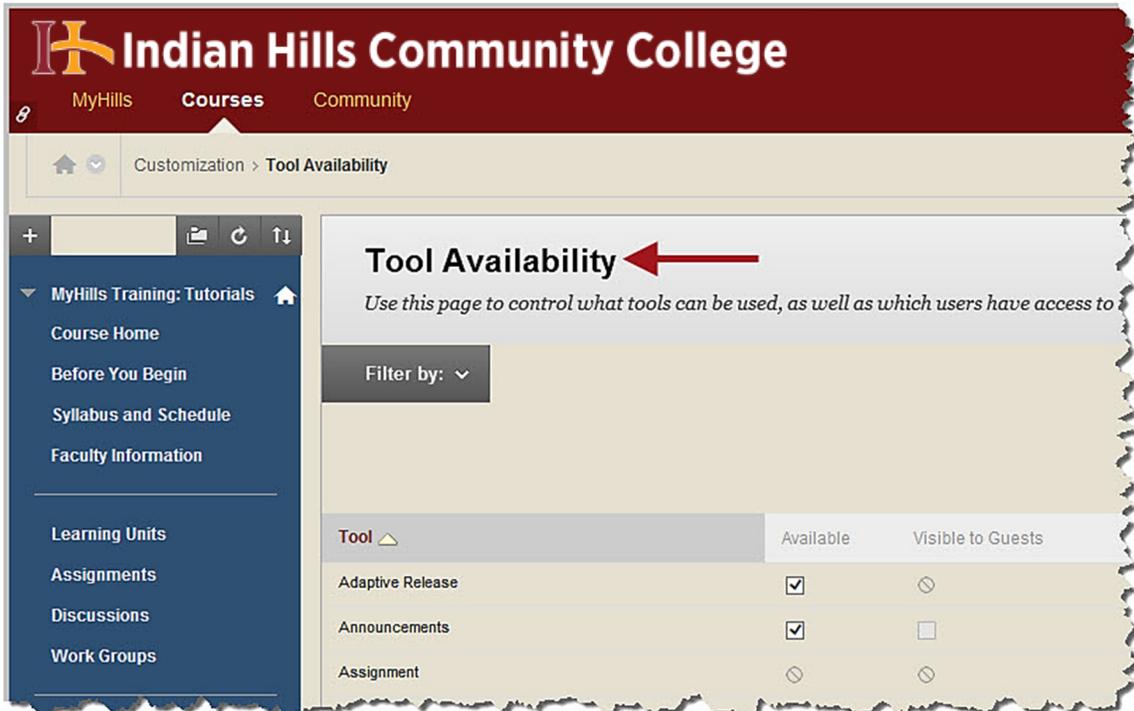
To enable “Blogs,” click “**Customization**,” which is located in the gray “Course Management” menu in your course.



In the sub-menu that opens, click “**Tool Availability**.”



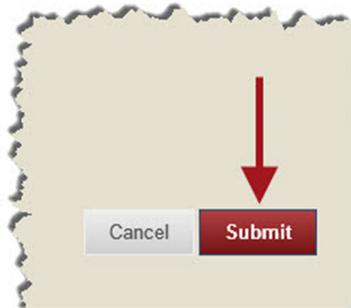
You will be taken to the “Tool Availability” page. This page lists every tool that can be made available in your course.



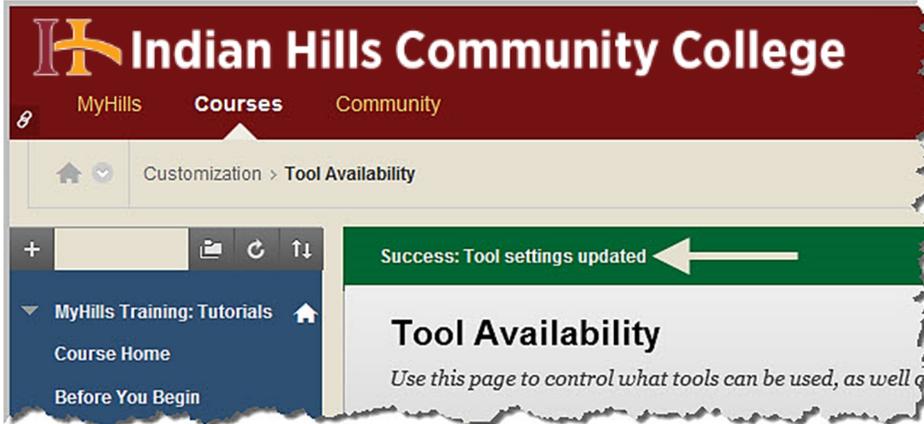
Check the box next to “Blogs,” in the “Available” column, to make the “Blogs” tool available.



Scroll to the bottom of the page and click “Submit.”

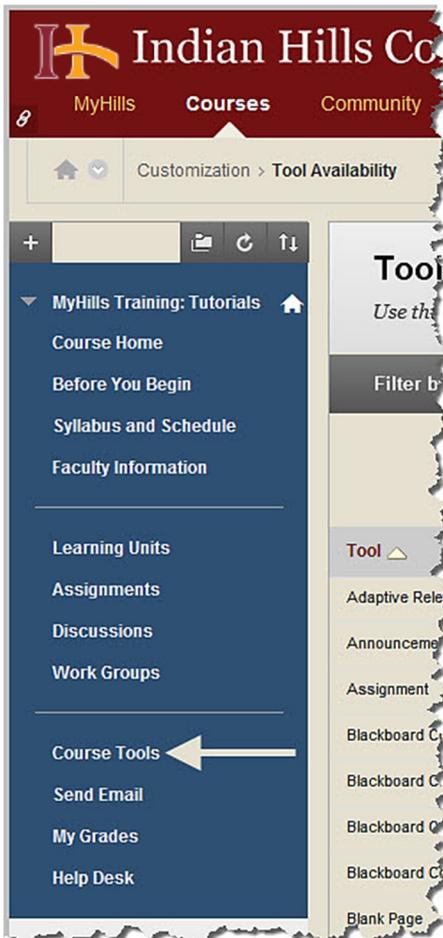


A green “Success...” message should appear at the top of the “Tool Availability” page.



Now, that the “Blog” tool is available, let’s create a “Blog.” From within your course, click “Course Tools,” which is located in the blue “Course Menu.”

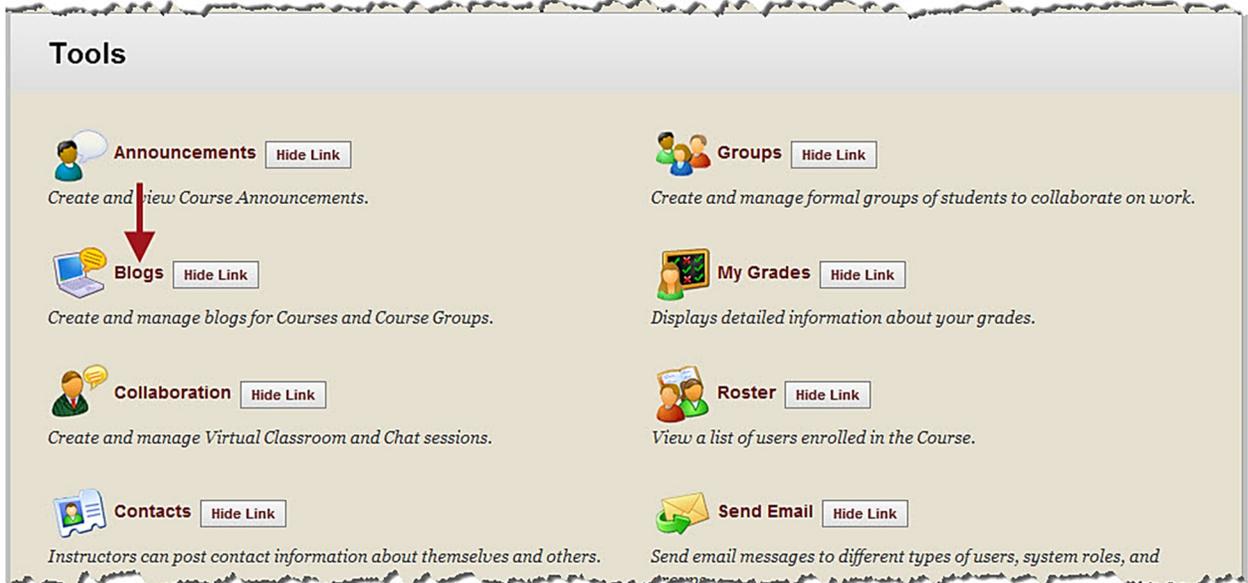
**Note:** If you wish, it is possible to add a “Blog” link to your blue Course Menu. Please see the tutorial “Navigate and Edit the Course Menu” for details on how to add a “Tool Link.”



The "Tools" page will open.



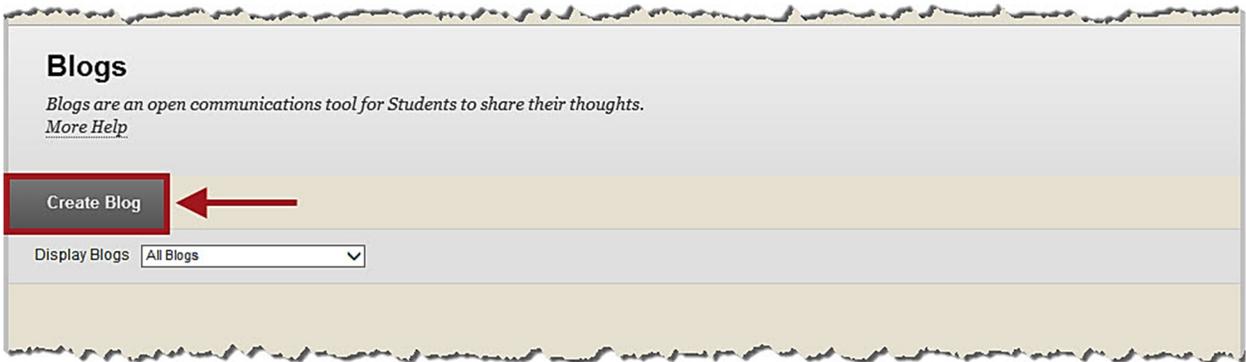
On the "Tools" page, select "Blogs."



The “Blogs” page will open.



Select “Create Blog.”



The “Create Blog” page will open.





Under “Blog Availability” keep “**Yes**” selected for “Available.” This ensures that the blog is available to students.

**Note: If you do not want the Blog to be available to students immediately, set a “Display After” date and time restriction, as described below.**

2. **Blog Availability**

Blog Availability  Yes  No

3. **Blog Date and Time Restrictions**

Limit Availability  Display After

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

If you would like the blog to only be available for a particular time-frame, you may set time and date restrictions. Check the box next to “Display After” and/or “Display Until.” Then, click the calendar icon to select a date and the clock icon to select a time.

3. **Blog Date and Time Restrictions**

Limit Availability  Display After

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

4. **Blog Participation**

Under “Blog Participation,” keep “**Individual to All Students**” selected if you would like each student to only be able to post entries to his/her own personal blog. This option still allows students to comment on each other’s blog entries. Select “**Course**” if you would like one blog to which all students can make entries and comments.

4. **Blog Participation**

Blog Type  Individual to All Students  Course

Allow Anonymous Comments

5. **Blog Settings**

It is recommended that the box next to “**Allow Anonymous Comments**” be unchecked, as students should be held accountable for what they post.



Under “Blog Settings,” select “Monthly” or “Weekly” to organize blog entries by the chosen time-frame.

**Note: “Monthly” will be selected by default.**



If you would like to allow students to edit and delete their Blog entries, check the box next to “Allow Users to Edit and Delete Entries.”

**Note: This is not recommended as it allows the student to potentially change or delete content commented on by other students.**



If you would like to allow students to delete comments made to their blog entries, check the box next to "Allow Users to Delete Comments."

**Note: This is not recommended since it would allow students to delete comments made by other students, as well as the instructor.**



**5. Blog Settings**

Index Entries  Monthly  
*Indexing will organize entries by the chosen time-frame.*

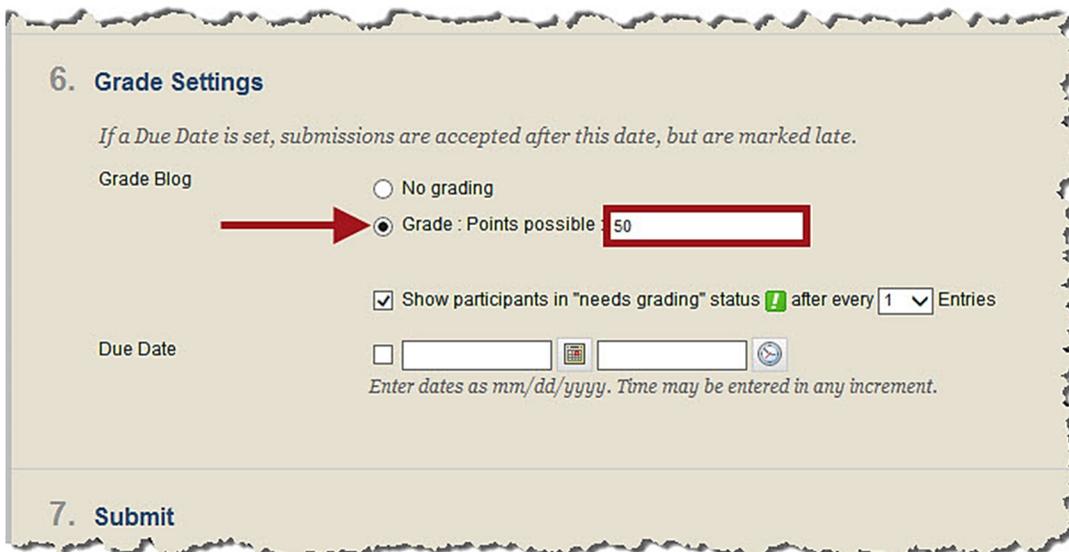
Weekly

Allow Users to Edit and Delete Entries

  Allow Users to Delete Comments

**6. Grade Settings**

Under "Grade Settings," select "Grade" and enter the number of points possible for the entire blog in the box provided.



**6. Grade Settings**

*If a Due Date is set, submissions are accepted after this date, but are marked late.*

Grade Blog  No grading

  Grade : Points possible:

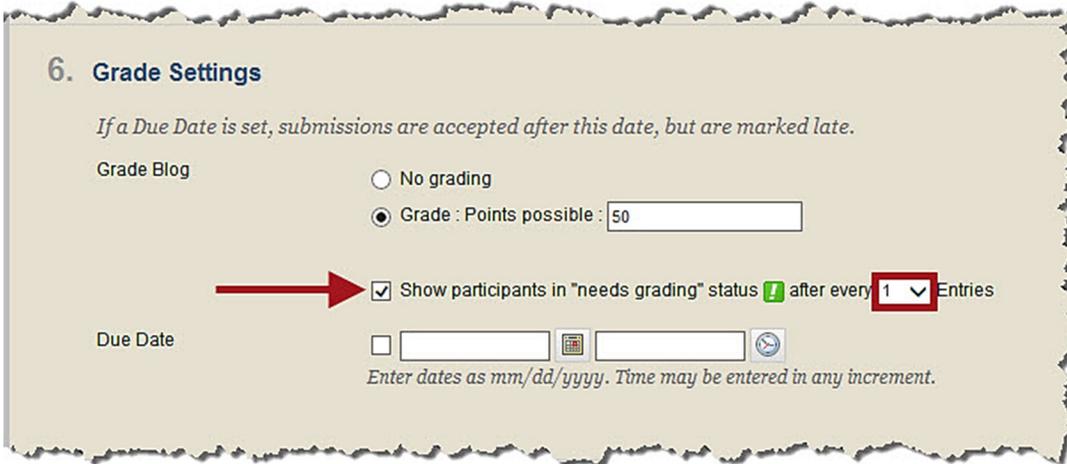
Show participants in "needs grading" status  after every  Entries

Due Date    

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

**7. Submit**

Keep the box checked next to “Show participants in “needs grading” status...” and select the number of required entries from list. After the selected number of “Entries” have been posted by the student, his/her blog will show up in the “Needs Grading” area of your course.



**6. Grade Settings**

*If a Due Date is set, submissions are accepted after this date, but are marked late.*

Grade Blog

No grading

Grade : Points possible :

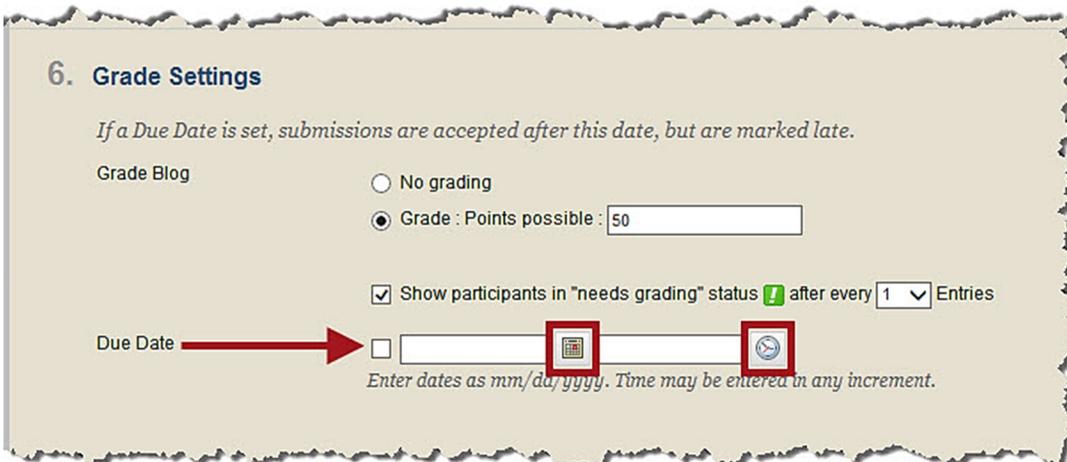
Show participants in "needs grading" status  after every  Entries

Due Date     

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

When “Grade” is selected, you have the option to enter a “Due Date” for the blog. Click the check box to select this option. Then, click the calendar icon to select a date and the clock icon to select a time.

**Note:** It is recommended that you enter a “Due Date” for the blog, as then it will appear for students in their “To Do” module on the “Course Home” page. However, students may still post to the blog after the “Due Date” has passed. If you do not want students to post to the blog after a certain date and time, limit the availability of the blog, which is shown earlier in this tutorial.



**6. Grade Settings**

*If a Due Date is set, submissions are accepted after this date, but are marked late.*

Grade Blog

No grading

Grade : Points possible :

Show participants in "needs grading" status  after every  Entries

Due Date     

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Once you have made your selections, click **“Submit.”**

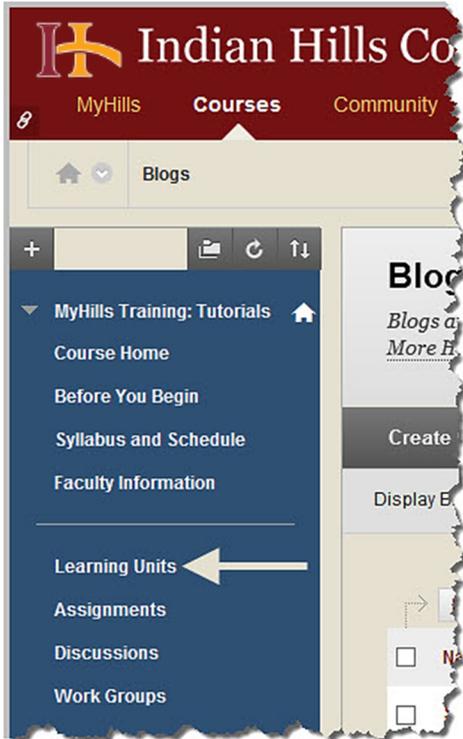


A success message will appear at the top of the “Blogs” page, and the blog you created will appear under “Create Blog.”

A screenshot of the Indian Hills Community College Blogs page. The page has a dark red header with the college logo and name. Below the header is a navigation bar with 'MyHills', 'Courses', and 'Community'. The main content area is titled 'Blogs' and features a green success message: 'Success: Science in the News Blog Created'. Below this is a 'Create Blog' button and a 'Display Blogs' dropdown menu set to 'All Blogs'. A table lists the created blog with columns for 'Name' and 'Type'. The table contains one entry: 'Science in the News' with the type 'Individual'. Each row in the table has 'Delete' and 'Availability' buttons.

Now, let's add a link to the blog we created in a Content Area of the course, such as "Learning Units" or "Assignments."

In the **blue** Course Menu, select the Content Area in which you would like to add the blog link.



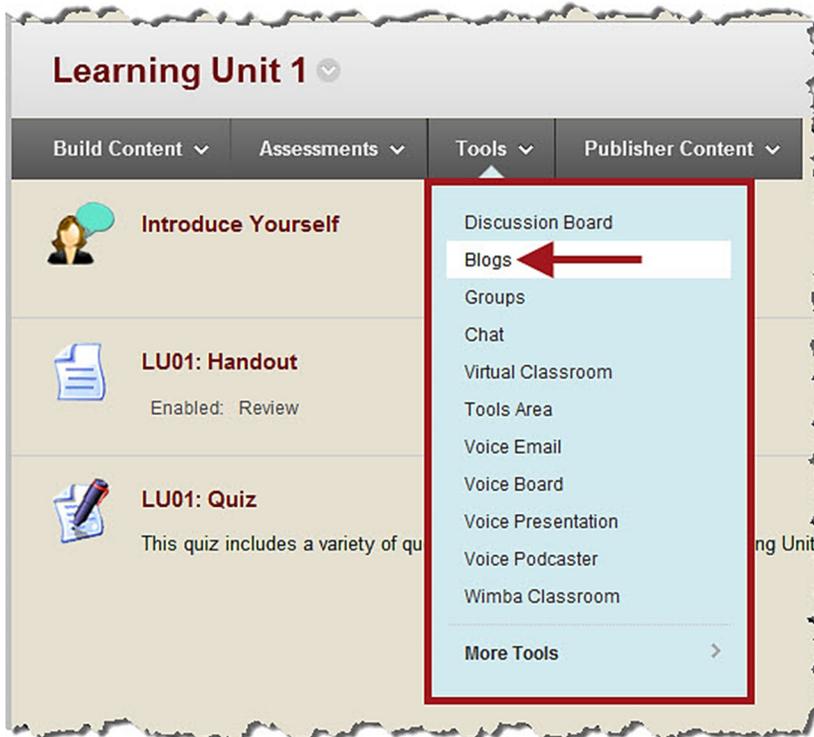
Select the folder to which you would like to add the link (if applicable).



Once you are in the Content Area in which you would like to add the link, hover over “Tools.”



In the sub-menu that opens, select “Blogs.”



The "Create Link: Blog" page will open.



Under "Create Link: Blog," select "Link to a Blog."



Then, select the blog you created in the “Link to a Blog” box.

**1. Create Link: Blog**

*Link to the Blogs page, link to a specific Blog, or create a new Blog.*

Link to the Blogs Page

Link to a Blog

Link to a Blog 

---Select Blog below---

Science in the News

Create New Blog

Click “Next.”

Cancel

On the next page, the “Link Name” field will automatically be populated with the “Name” of the blog (shown earlier in this tutorial).

**Note:** To avoid confusion, it is recommended that the “Name” and the “Link Name” match. Therefore, it is suggested that you do not change the “Link Name.”

**Create Link: Blog**

*\* Indicates a required field.*

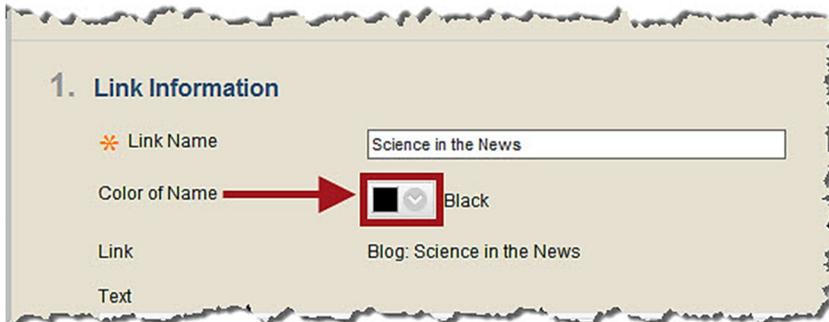
**1. Link Information**

\* Link Name  Science in the News

Color of Name

If you would like the “Link Name” color to be consistent with the color palette set for Indian Hills Community College, you may change the color by clicking the drop-down arrow next to “Black.”

**Note: Please use the Indian Hills color palette or leave the color black.**



1. Link Information

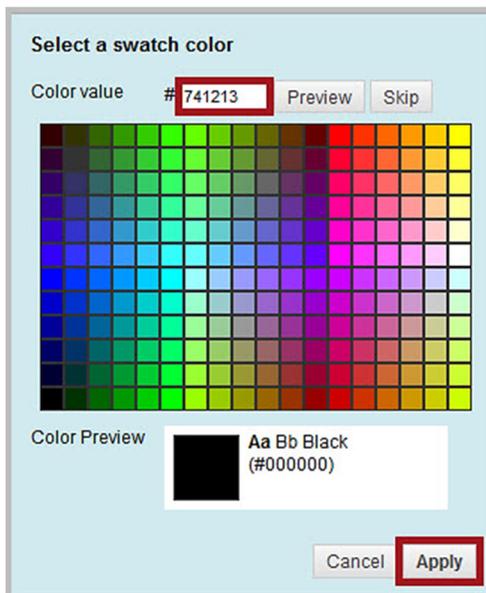
\* Link Name Science in the News

Color of Name  Black

Link Blog: Science in the News

Text

In the window that opens, type “741213” in the “Color value” box. Then, click “Apply.”



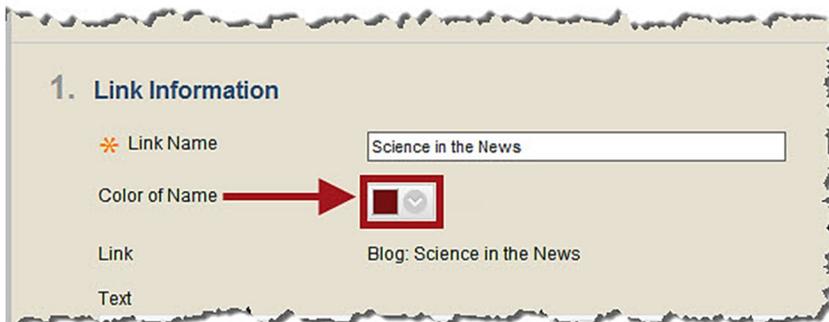
Select a swatch color

Color value # 741213 Preview Skip

Color Preview  Aa Bb Black (#000000)

Cancel Apply

The color should now be **maroon**.



1. Link Information

\* Link Name Science in the News

Color of Name 

Link Blog: Science in the News

Text

You may add additional information about the link in the “Text” box. If added, this information will appear in the Content Area, under the “Link Name.”

**1. Link Information**

\* Link Name

Color of Name

Link

Text

Path:  Words: 0

Keep “Yes” selected next to “Available,” so that the blog link is available to students.

**2. Options**

Available  Yes  No

Track Number of Views  Yes  No

Date Restrictions  Display After

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Choose the option you prefer for “Track Number of Views.”

**Note: “No” will be selected by default.**

**2. Options**

Available  Yes  No

Track Number of Views  Yes  No

Date Restrictions  Display After

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

If you selected time and date restrictions for the blog (shown earlier in the tutorial) you may want to set the same time and date restrictions for the blog link. Check the box next to “Display After” and/or “Display Until.” Then, click the calendar icon to select a date and the clock icon to select a time.

**Note: The “Date Restrictions” set here only apply to the blog link, not the blog itself.**

Available  Yes  No

Track Number of Views  Yes  No

Date Restrictions

Display After      
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until      
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Once you have selected your options, click “**Submit.**”

Cancel **Submit**

You will be taken back to the Content Area. A **green** “Success...” message will appear at the top of the page.

Indian Hills Community College

MyHills Courses Community

Learning Units > Learning Unit 1

Success: Link Science in the News created.

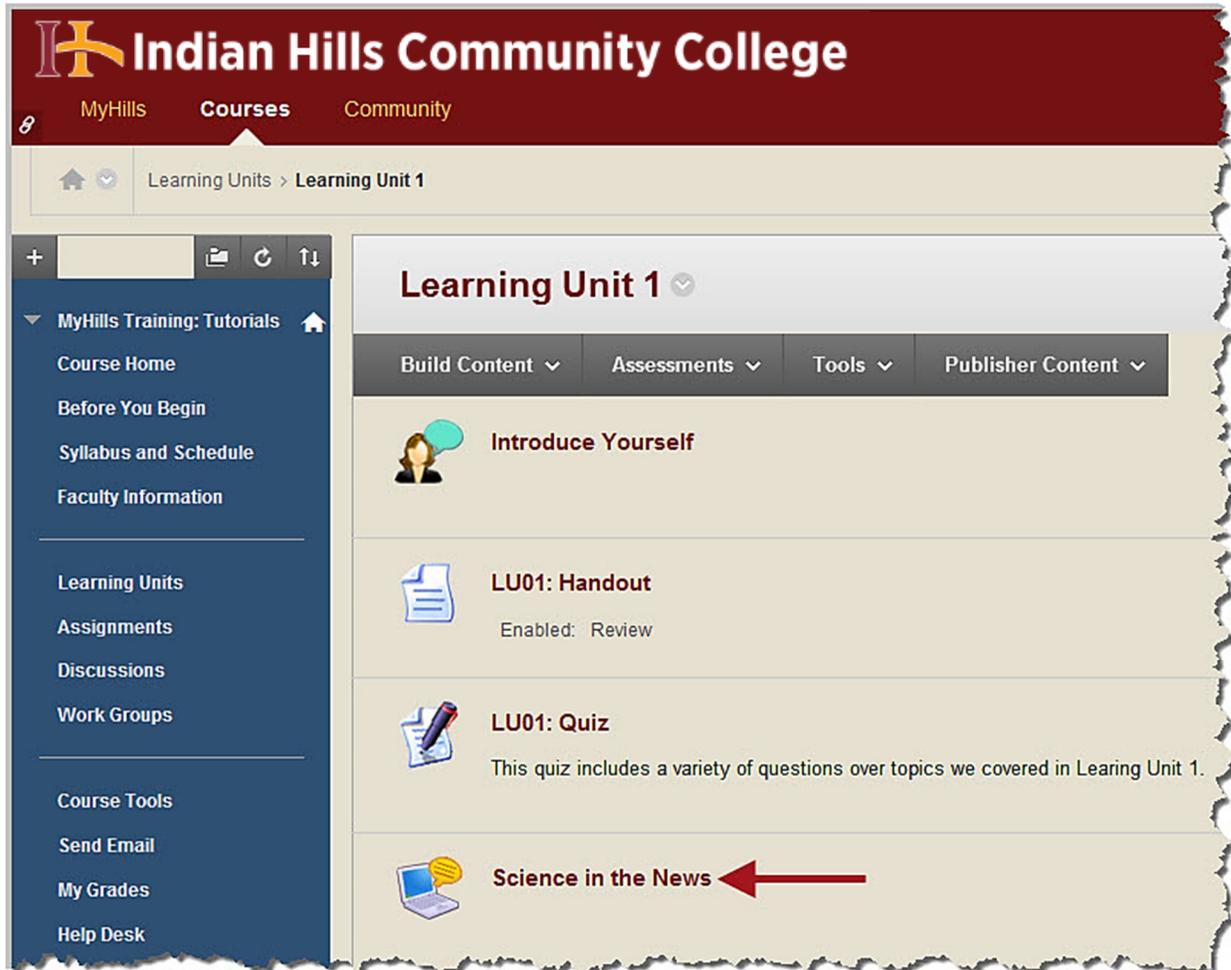
Learning Unit 1

Build Content Assessments Tools Publisher Content

Introduce Yourself

The blog link will be the last item listed on this page. Both students and the instructor may access the blog by clicking the blog link.

**Note: You may change the order of the blog link by clicking and dragging it up to the appropriate point on this page.**



Congratulations! You now know how to create a blog and add a blog link to a Content Area!

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Office of Online Learning

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