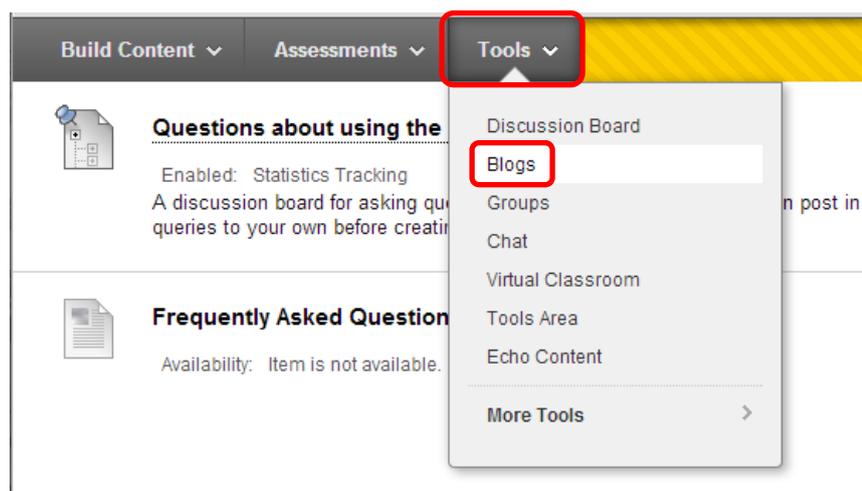


Overview

The Blackboard blog tool is built into myBU and is separate from the Campus Pack blog tool. Due to its closer integration with myBU, the Blackboard blog tool is particularly useful in situations where students will be blogging themselves and where those blogs will be assessed. This guide shows how to set up a blog in the content area of a unit for student use.

Creating a Blackboard Blog

1 – With **Edit Mode 'ON'**, click on the **Tools** menu button and select **Blogs**



2 – In the next screen you can either link to the unit Blogs page or create a new Blog in the content area. If you will be using more than one Blog in the unit or have particularly requirements for how the blog works, it is best to create a new one by clicking on **Create New Blog**.

3 – In the next screen you define various aspects of the blog. The only one you have provide information for is the blog name, but the other settings are useful in different situations.

Blackboard Blogs

1. Blog Information

Name - Give the new blog a name.

Instructions – If students will be creating posts, especially if they are to be assessed, give information on what you expect them to do, and deadlines, and who to contact for help.

2. Blog Availability

Blog Availability – Set **Yes** to make the blog available to students, set **No** to make it unavailable. Setting **No** here will override any settings made in the next option.

3. Blog Dates and Time Restrictions

Limit Availability – Set a time and date for the blog to become available and/or unavailable. For this to work properly, the **Blog Availability** option must be set to **Yes**.

4. Blog Participation

Blog Type – If students will be producing their own blogs to be assessed individually, select **Individual to All Students**. If One or more people will all be contributing to the same general blog, select **Unit**.

If you would like participants to be able to comments on posts anonymously, tick the **Allow Anonymous Comments** box.

5. Blog Settings

Index Entries – Choose whether you would like entries organised by month or week

Allow Users to Edit and Delete Entries – Select this if you would like students to be able to continue editing and modifying their previous blog entries during the course.

Allow Users to Delete Comments – Select this if you would like students to be able to delete comments. If you would prefer a complete record of all commenting activity, do not select this.

6. Grade Settings

Mark Blog – If you will be assessing individual student blogs and providing a grade, select **Grade: Points possible** and enter the total number of points available (typically 100). Selecting this option effectively links the students individual blogs to the Grade Centre, so that they can receive their final grades and feedback through 'My Grades' in a similar way as for online tests or Turnitin submissions.

Selecting grading also opens up further options:

6. Grade Settings

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

Mark Blog

No marking

Grade: Points possible:

Show participants in "needs grading" status  after every Entries

Due Date

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

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
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You can select **the** number of new posts a student has to make in order that a 'needs grading' flag appears for them in grade Centre. This can be a useful way of monitoring student activity and giving timely feedback to their posts.

Due Date - You can also select a **Due Date** for the deadline of the blogging activity. Note that this does not close the blogs off from further editing at the deadline, but rather marks post-due date submissions as 'late'. IT is recommended that you consider also using the **Limit Availability** setting in order to prevent students adding blog entries after the deadline.

Associated Rubrics - It is also possible to create a rubric to assist with marking the students' blogs. This can be particularly useful when blogs are team marked. For more information on creating and using rubrics, speak to your school's Learning Technologist.

4 – Click on **Submit**. This will return you to the screen at step 2, but you will now have the blog you have just set up highlighted. Click on **Next**.

5 – In the next screen you can add further text to appear with the link to the blog. You can also select **Track Number of Views** and edit the availability of the link to the blog.

6 – Click on **Submit** to create the blog

Monitoring and Feeding Back on Blogs

There are several ways that you can monitor student activity within the blog. The most direct way is to go into the blog and look at the most recent posts. However, if many students are posting in the blog, this can become difficult as there

may be many recent posts. The blog tool therefore features a list of all participants that you can use to take a grand overview of activity.

1 – To view all student activity, expand the **More Blogs** area on the right hand side of the blog.

2 – This provides a list of the blog participants. You can filter this list to hide those participants who have not yet posted anything by clicking on the **Hide Empty Posts** button.

3 – The number in brackets after a participant's name indicates the number of posts in their blog. You may also see icons indicating recent activity, as described by the icon key at the bottom of the blog.

4 – In the below example, the participant **Demo User** has posted 1 entry. This is also evidently a new entry, indicated by the pin icon. The green **Needs Grading** icon also indicates that this new entry has met the criteria set by the instructor for the number new of posts at which grading can take place.



5 - Clicking on the participant's name will show you their posts. When viewing a participant's posts, you can leave formative comments on an individual post to help them develop their blog.

6 – To leave a comment on a post, click on the **comment** button beneath the relevant post. This will open up a text box.

7 – Type your comment into the text box. If enabled in the blog settings, you can choose to add this comment anonymously. However, we recommend that you do not tick this box as it is helpful for students to know who has commented on their work.

8 – Click on the **Add** button to submit the comment.

Comment

Comment

Comment on Entry as Anonymous

Cancel Add

Assessing Blogs

When the deadline for assessed blog activity has passed, you can grade and give final feedback to each student via the blog tool itself. Note that this is only possible if you have selected **Grade: Points Possible** in the **Mark Blog** option in the blog set-up screen (see part 3 of **Creating a Blackboard Blog** above).

- 1 – View the blog of the student you wish to mark by selecting them from the list of blogs as described in ‘Monitoring and Feeding Back on Blogs’ above.
- 2 – Read through the student’s blog posts.
- 3 – When you are looking at an individual student’s blog entries, an area called **Blog Grade** will appear in the right-hand column. Once you are ready to give a grade, click on **Edit Grade**.

▼ **Blog Grade**

Edit Grade Grade History

Grade for: Demo User

Grade: 0 out of 100

Grade Date: 15/07/13 16:42

Feedback: --

Grading Notes: --

- 4 – The **Blog Grade** area will expand and provide fields into which you can enter a **Grade Value** and **Feedback**, both of which will be visible to the student from their **My Grades** view of the **Grade Centre**. You can also add **Grading Notes** that will only be visible by other staff on the unit.

▼ **Blog Grade**

Current Grade Value
68 out of 100

Feedback:
You blog posts were both interesting and well thought out. You...

Grading Notes:

Text Editor Cancel **Save Grade**

5 – Once you have added the grade and feedback, click on **Save Grade**. You can come back to the student blog at a later time to amend the grade or feedback.

NOTE: When marking blogs, it is important to consider the visibility of the grades to students. This visibility is controlled through Grade Centre. If you are not familiar with column visibility in Grade Centre and how it relates to online marking, please discuss this with your School's Learning Technologist prior to deploying a blog for summative assessment.

Further support

- Further resources and support are available in the TEL Toolkit: www.bournemouth.ac.uk/tel-toolkit
- Any technical issues should be reported to the IT Service Desk. (01202 9) 65515.
- Further Blackboard resources: https://en-us.help.blackboard.com/Learn/9.1_2014_04/Instructor/080_Collaboration
- Student guides available from **myBU Help tab**.