Blogging Tool

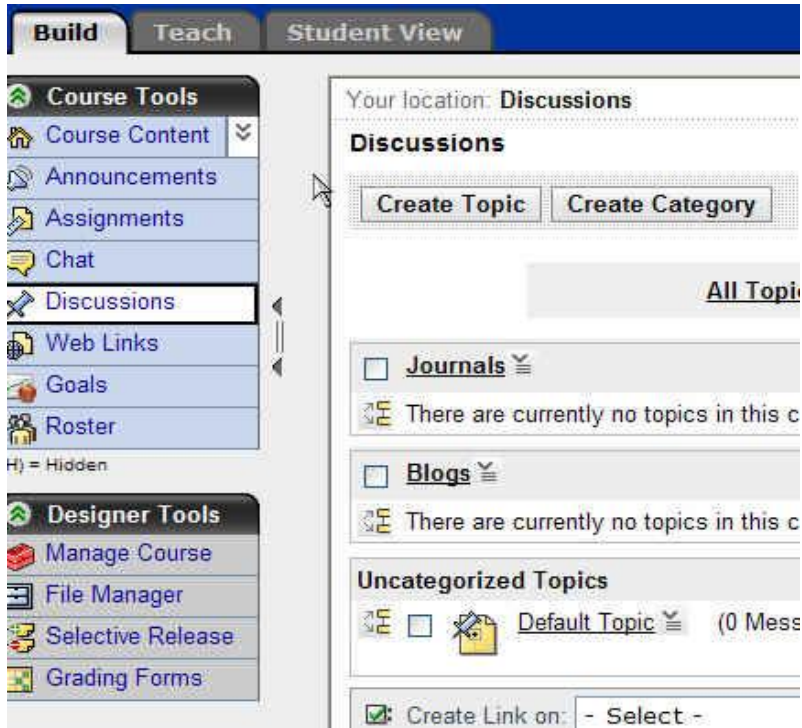## *Creating a Blog using the Discussion Tool*

Step 1: Click the **Build Tab**.

Step 2: In the **Course Menu**, under the **Course Tools** heading, click **Discussions.**

Step 3: Click **Create Topic**.

Step 4: Select **Blog Topic** and click **Next**.

Step 5: In the **Title** text box, enter a title for your blog.
Step 6: Enter a **description** if needed.
Step 7: Select a **Category** to put your blog if applicable.
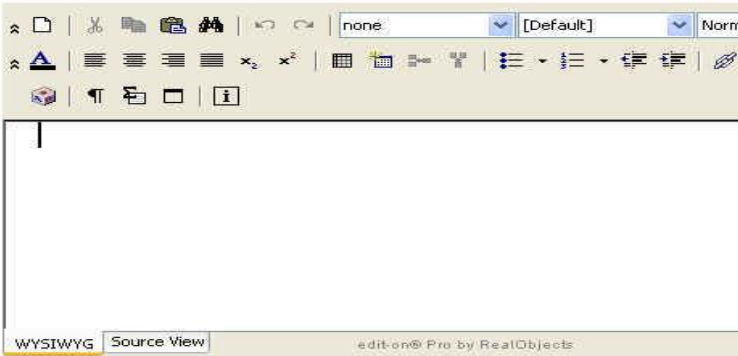
Step 8: Under **Grading**, select your options. (Ex. Topic is not gradable, numeric grade, alphanumeric grade, or grade by rubric)

Step 9: Under **Goals**, select any goals you may want to link to this blog.

Grading
- ◉ Topic is not gradable

  Allow the topic to be graded

  - ○ Numeric grade: Out of [   ]
  - ○ Alphanumeric grade
  - ○ Grade by Grading Form: [Select Grading Form]

  A column is automatically created for this topic in Grade Book
  Grade Book column title: [   ]
  - ☐ Release grade to Students in *My Grades*

Goals
Associate goals with this discussion topic.

[Select Goals]

Step 10: Under **Peer Review**, you can make selections regarding how other students review or respond to blog posts. (Ex. Do not enable peer review, allow students to review messages using a rating scale, allow students to review messages using a rubric/grading form) **See **Peer Review Scale Section** for more on this feature.

☆ **Peer Review** (Expand this area to see more options.)
- ◉ Do not enable peer review in this topic
- ○ Allow Students to review messages using a simple rating scale
  [Create Scale]

- ○ Allow Students to review messages using a grading form
  [Select Grading Form]

Step 11: Under **Topic Behavior Options**, select options for how students post and reply to messages.

☆ **Topic Behavior Options** (Expand this area to see more options.)

Student Posting Rules
- ◉ Students can post messages and reply to messages
- ○ Students can post messages but cannot reply to messages
- ○ Students can reply to messages but cannot post messages
  - ☑ Students can edit their messages after posting them

- ○ Lock this topic for Students (Section Instructors can post in a locked topic)

Step 12: Under **Author Identification,** select whether authors are identified by user names or anonymously.

Step 13: Select **Save** when finished.

**Peer Review Scale Options

You can have students rate other student posts and comment on them. You can have custom rating variables to allow for maximum peer review.

Step 1: Click **"Allow Students to review messages using a simple rating scale"**.
Step 2: Click **Create Scale**.

Step 3: Click **Add Rating** to create a custom rating variable. (Ex. Needs more content, more specific information needed, too vague) Click **Save**.
Step 4: Click **Remove Rating**, to remove a rating from the scale.
Step 5: Click **Save** when finished with the scale variables.

Exercise – Create a Blog

Using the steps for creating a blog, please do the following:

1. Create a new blog.
2. Make it gradable worth 5 points.
3. Make it reviewable to students using a grading scale.

Posting Student Blog Messages
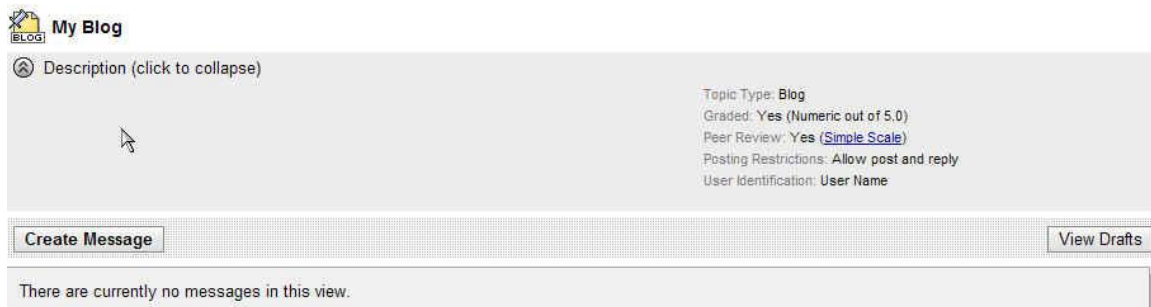
Posting a blog message as a student is very simple.

Step 1:   Click the **Student Tab**.
Step 2:   In the **Course Menu**, under the **Course Tools** heading, click **Discussions**.
Step 3:   Click on the blog title. (Ex. "My Blog" below)

Step 4:   Select **Create Message**.

****Students can view the peer review scale by clicking on the Simple scale link on right hand side above, before they post their first message.

Step 5:   Under **Subject**, enter subject of post.
Step 6:   Under **Message**, type message content here. (Make sure to **enable HTML creator**)
Step 7:   Click **Add Attachments** to add a file to post.
Step 8:   Click **Post** when done with message.

Step 9: Click on **Comments**, to comment on a post.

Step 10: Click **Post Comment** to submit your comments to the post and to read other comments as well.

Comments

> **Subject:** My first post

Create Comment		
1 **Author:** Demo Student		**Date:** January 12, 2007 11:09 AM
This is a great post.		
2 **Author:** Karri Sanchez		**Date:** January 12, 2007 11:18 AM
I liked the Movie a lot.		

Step 11: Click **Comments** to view comments.

> ☐ **Subject:** My first post
> **Author:** Demo Student
>
> I would like to comment on the paper
>
> [Comments]   [Edit Message]
> (**1 Comments / 0 New**)

Step 12: Click **Review this Message** to rate a post.

> Sort by: **Date** ⇩ Author Rating
>
> **Date:** January 12, 2007 11:02 AM
>
> [Review this Message]

Review Message
Select Rating

○	*	Need Improvement
○	**	Below Average
○	***	Average
○	****	Above Average
○	*****	Exceptional

[Save] [Cancel]

Message

Subject: My first post	**Topic:** My Blog
Author: Demo Student	**Date:** January 12, 2007 11:02 AM
I would like to comment on the paper by King Tut.	

The original message displays at the bottom.

Step 13: Click on a rating option using the radio buttons.
Step 14: Click **Save** to save rating.

Viewing Peer Review Ratings

To read the peer reviews from other students on your own posts:

Step 1: Click **View all Reviews** in lower right hand corner of your post.

Step 2: Under **Message Peer Reviews**, you get a detailed graph and a list of peer reviews and ratings.

Step 3: Click on **ok** or **print** if you want to print graph and reviews.

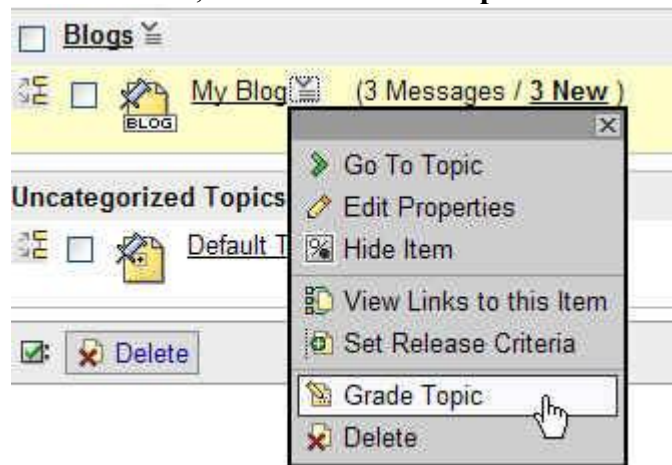### *Grading and Reviewing Blog Posts.*

As an instructor you have various options in which to grade and review student blog posts. An instructor can view all comments, lock down the message, review the message, grade the message or view all the student reviews of the message.

To grade the blog messages:

Step 1: Click the **Teach Tab**.
Step 2: In the **Course Menu**, under the **Course Tools** heading, click **Discussions**.
Step 3: Click on the action link, and select **Grade Topic**.

Step 4: Student activity is on the right. Place to grade is on the left.
Step 5: Click on student name to view students post.
Step 6: Put grade under grade box for each student and hit **Save Grades**.

Grade Discussions for: My Blog

Class Averages
Average Messages Read: 2
Average New Messages Posted: 0
Average Replies Posted: 1
Average rating: ***** (View Rating Report)

Grading Criteria:
Numeric out of 5

Save Grades

Name	Grade
Karri Sanchez	5
Demo Student	