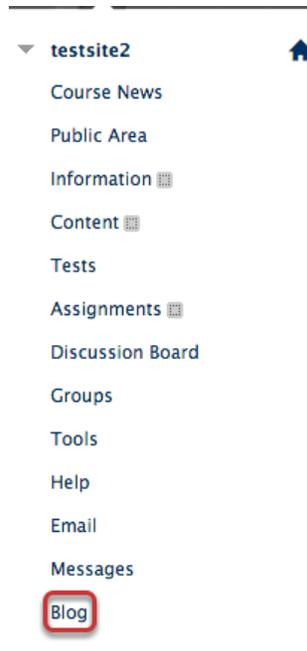


Creating a Blog Entry

This lesson will demonstrate how to create a new blog entry within a course blog.

Accessing the Blog Link, Part 1



To access the Blog tool, click on the **Blog** link in the course menu

Accessing the Blog Link, Part 2



You will now see a list of blogs within the current course site. Click on the name of the blog in which you want to add a new entry to.

Creating a Blog Entry, Part 1



At the top of the page, click on the **Create Blog Entry** button.

Creating a Blog Entry, Part 2

1. Blog Entry Information

* Title 1

Entry Message Text Editor is: ON

2

Path: body

2. Blog Entry Files

Attach File 3

3. Submit 4

*Click **Post** to finish. Click **Cancel** to quit without saving changes.*

1. Enter a title for the blog entry here.
2. Enter the contents of the blog entry in the text editor
3. If you wish to attach a file, click the **Browse My Computer** button to upload a file to the blog entry.



4. When finished, click the **Post Entry** button to post the entry to the blog.