

**Role:**

Instructor

**Objectives:**

In this scenario, you will:

- Navigate to the **Create Blog** page
- Name and describe the journal
- Assign individuals or groups as members
- Define permissions
- Define start and end dates

**Quick Start Guide:****Creating a Private Journal**

A blog is a web site that is designed to be frequently updated by instructors or by one or more students. Entries in a blog are usually displayed in reverse-chronological order.

There are two type of blogs:

- A private journal can have one or more members. Each member can only see his/her own work. The instructor can see all entries created by any member.
- An individual or group blog can have one or more members. Entries can be viewed and commented on by members and non-members.

**Navigation:**

1. Enter a course.
2. Click a content area link in the course menu frame.
3. Click the **Edit View** link located at the top right of the page.
4. In the **Select** field, select **Blog**.
5. Click the **Go** button.

**Steps:****Blog Information**

1. Enter the name of the journal in the **Name** field.
2. Enter the description of the journal in the **Description** field if applicable.
3. If you want students to access the journal, select **Yes** as the **Make the blog available** option.
4. Select the **Private Journal** option.
5. Select **Yes** as the **Allow blog members to view Instructor's entries** option.

**Member Settings**

1. Select the **Blog members** option.
2. If the **Specific groups and course members** option has been selected, select groups from the **Course Groups** box and/or from the individual students from the **Individual Course Members** box.  
Click ► to move the group or member to the **Selected Members** box.
3. Select the **Allow students to permanently delete blog entries** checkbox if applicable.
4. Select the **View Comments** checkbox if applicable.  
If this option has been assigned, select the **Write Comments** checkbox to allow members to add comments.  
**Note:** Comments for any entry are only viewable by the instructors and by the author of the entry.
5. If you want to allow edits during a specific timeframe, select the appropriate **Allow Edits After** and **Allow Edits Until** options.
6. Click the **OK** button to finish.
7. Click the **OK** button to continue.