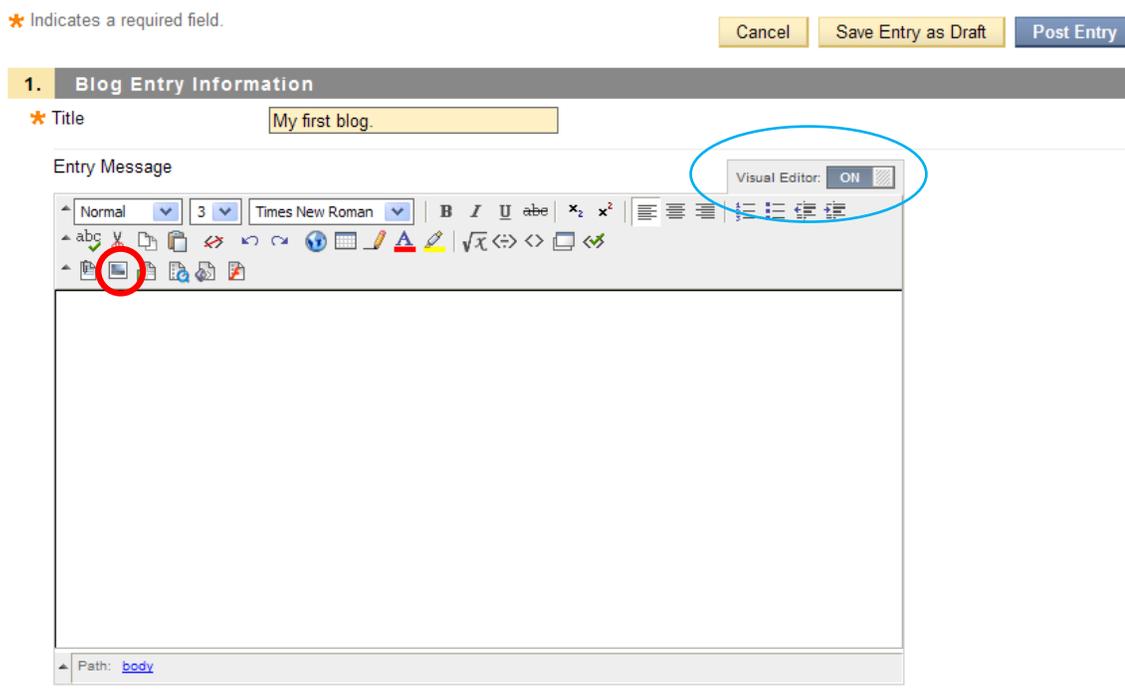


## Tip Sheet: Creating Blog Entries in Blackboard

First, log on to Blackboard and navigate to your BIO365L course. In the navigation menu at the left hand side, select “Communication” then select “Blogs” and finally, select “Activity Blog.”

Click on the “Create Blog Entry” button. Enter a title in the Title box, then make sure to turn the Visual Editor on. The button to do this is at the top of the blog entry box (circled in blue below). You should see a blog entry box that looks like this:



You can now begin typing in the text box. You can use the formatting icons to create text that is bold, italic, superscript, subscript, etc. The formatting icons function very similarly to the formatting icons in Microsoft Word.

For most of your blog entries, you will need to insert graphics files or images into your blog. To do this, place the cursor in your blog entry where you want the image to appear, then select the “Attach Image” icon, which is circled in red in the above image. This will bring up a new window that looks like the one on the following page:

**Insert Image**

Cancel Submit

**1. Select Image**

Browse

or Specify Source URL

For example, <http://www.myschool.edu/>

---

**2. Image Options**

Set Width

Set Height

Image Target URL

For example, <http://www.myschool.edu/>

Launch in new window  Yes  No

Border

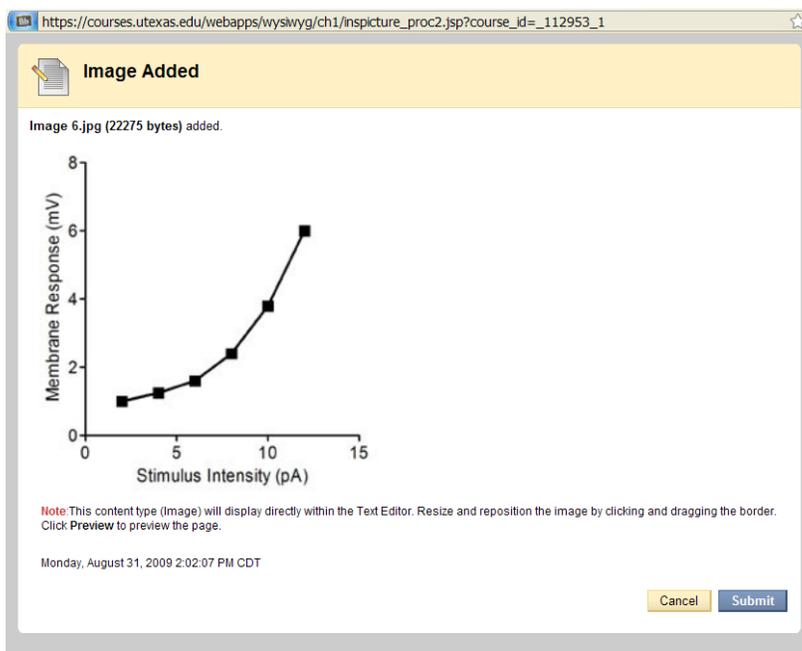
Alt Text

---

**3. Submit**

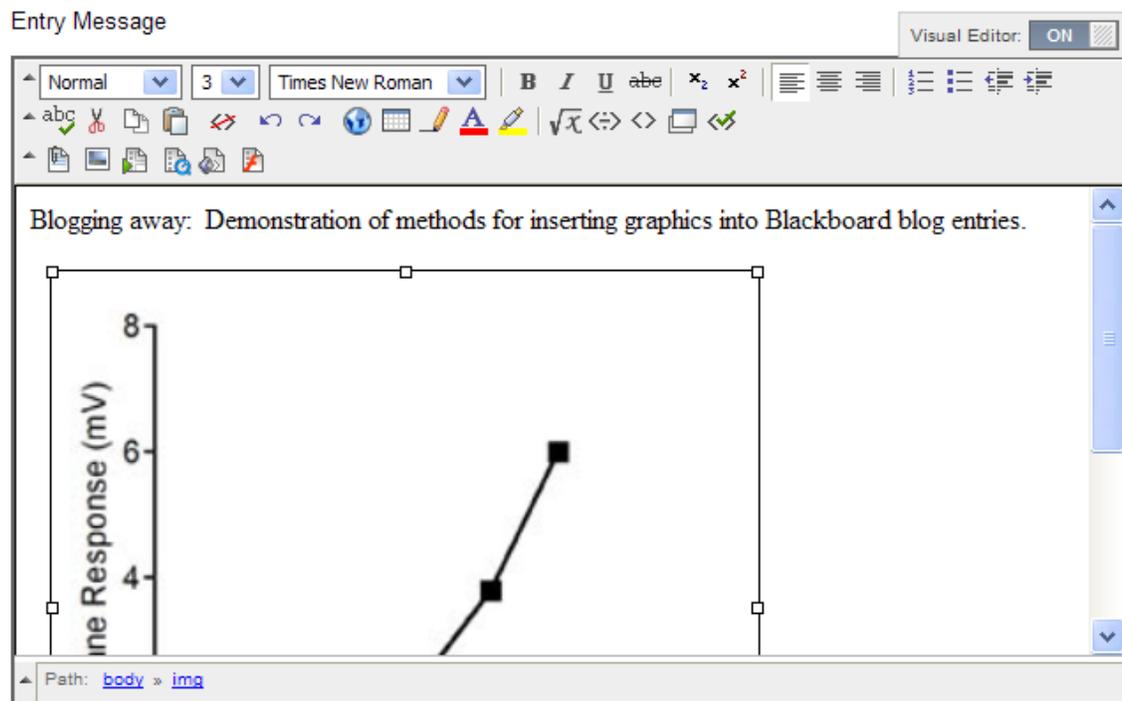
Cancel Submit

To insert a graphic file, click the “Browse” button then locate and select the graphic file you want to include. Set the width to 400 pixels (this makes the image easier to work with in the editor), and make sure to select “No” for the “Launch in new window” radio buttons. When you are finished, click “Submit”. Yet another window opens that looks like this one:



Verify that the image that was added is the one you want to add. If not, click “Cancel” and repeat the process. If it is the correct image, be sure to click “Submit” to include the image in your blog.

The image is now inserted into your blog. You can click and drag the image to different locations in your blog entry, and use the handles to resize the image smaller or larger if you wish.



At any point, you can select the “Save Entry as Draft” button to save your work so you can come back to it later. When you are ready to post your blog entry, just click on the “Post Entry” button. You can come back and edit your own blog entries even after you have posted the blog.

We encourage you to browse the blog entries of your rig-mates and class mates. Use the “Comments” link at the bottom of a blog entry to make a comment or ask a question. Check for comments on your blog entries, because the instructor and TA will be reading and commenting on your blog entries as a way to help you better understand your data and to help you in developing your scientific writing skills.