Quick Start Guide: Contributing to a Blog

After you have created a blog, you can add text, hyperlinks, images, and embedded media.

Note: Students will be able to contribute to the blog when Yes has been selected as the Make the blog available option. They can contribute if to the blog if they have been selected as a member of the blog.

Navigation:
1. Enter a course.
2. Click a content area link in the course menu frame to locate a blog.
3. Click the View link for the blog.
4. Click the new entry link in the blog menu.

Steps:

Adding Text
1. Enter the name of the entry in the Blog Entry Title field.
2. Enter information into the text box.
   - If you copied text from a Microsoft Word document, click 📝 and press ctrl+v on your keyboard to paste in the text from the Paste from Word window. Select the Insert button to insert the content into the blog.
   - If you copied text from another type of document, click 📝 (ctrl+v) to paste in the text.

Inserting Hyperlinks
1. Click the new entry link in the blog sidebar or click the Edit link next to the entry title.
2. Highlight the text that you want to link to another page.
3. Click 📡.
4. If the link is to an existing entry, select the Link to an existing entry option and select the entry from the list of blog entries.
   - If the link is to an external web site, select the Link to an external web site option and enter the address in the URL field.
5. Click the Insert button.
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Steps:
Inserting Local Images
1. Click the new entry link in the blog sidebar or click the Edit link next to the entry title.
2. Click 📚.
3. If the image is stored on your computer, select the Upload an image option and click the Browse button.
4. In the File Upload dialog box, navigate to and select the image.
5. Enter a description in the alt text field.
6. Click the Upload button.
7. Click the Insert button.

Linking to External Images
1. Click the new entry link in the blog sidebar or click the Edit link next to the entry title.
2. Click 📚.
3. If linking to an image on another website, select the Include an image from an external web site option.
4. Enter the address in the URL field.
5. Enter a description in the alt text field.
6. Click the Upload button.

Inserting Embedded Media
1. Click the new entry link in the blog sidebar or click the Edit link next to the entry title.
2. Click 📚.
3. In the Type field, select the type of media being embedded.
4. Enter the address in the URL field.
5. Enter the width and height in the Dimension fields.
6. Click the Constrain proportions checkbox if applicable.
7. Click the Insert button.
8. If done, click the Save button.