



**Role:**  
Instructor

**Objectives:**

In this scenario, you will:

- Navigate to an existing blog
- Add text to the blog
- Insert hyperlinks to an existing blog entry or external web page
- Insert local images or link to external images
- Insert embedded media

## 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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## Quick Start Guide: Contributing to a Blog (continued)

### 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.