This Quick Guide will show you how to set up and manage Blogs within your MyAberdeen course.

What is a Blog?
A Blog (short for web log) is a tool consisting of entries known as posts. Within MyAberdeen, Blogs can be used across the course, or made available to any number of Groups or individuals.

Why use Blogs?
- They allow students to interact with each other and/or with teaching staff, as they can comment on each other’s posts
- They can be moderated by teaching staff and graded
- They provide an opportunity for reflective learning and sharing of ideas
- They are a useful tool for peer review

Step 1 – Creating a Blog
1. Go to Course Tools within the Control Panel and select Blogs, then Create New Blog
2. Give your Blog a name and enter any specific instructions in the text box
3. Ensure that the option Blog Availability is set to Yes
4. Set the date and time restrictions if required
5. Choose whether the Blog is Individual to all Students or a Course Blog
6. Decide if you wish to allow Anonymous Comments (this option is selected by default – deselect to not allow anonymous comments)
7. Under Blog Settings, determine if entries are indexed Monthly or Weekly
8. Decide whether you will Allow Users to Edit and Delete Entries, and if you will Allow Users to Delete Comments
9. If you wish to mark the Blog entries, select Grade and enter the Points Possible. A column will automatically be added to the Grade Centre for this Blog
10. Press Submit

Step 2 – Adding a Blog to a Content Area
1. To make your Blog visible to students, go to a content area and select Tools then Blogs
2. Select Link to a Blog and choose the Blog you wish to link to. Press Next
3. On the next page, add instructions or text and any time/date restrictions for the link as required and press submit

Step 3 – Creating Blog Posts
1. Click on the name of the Blog
2. Select Create Blog Entry
3. Enter a title and the message text. Files can be attached using the Attach File option
4. The entry can be Saved as a Draft or submitted immediately by pressing Post Entry

Step 4 – Commenting on a Blog Post
1. From the More Blogs box on the right hand side of the Blog main page, you can choose to view other user’s posts
2. Select the Comment box at the bottom of the Blog post
3. Enter a comment and select Add

Step 5 – Grading a Blog Post
1. If you have chosen to make your Blog gradable, you will see an option in the main Blog page to Grade Blog
2. Select Edit Grade and give the post a Grade Value
3. Choose whether you would like to give Feedback to the individual user
4. Add Grading Notes if you wish (only viewable by other marking staff)
5. You can also grade Blog entries in the Grade Centre. Go to Control Panel, Grade Centre, and then Full Grade Centre and scroll until you see the column for the Blog. A green symbol will be visible, indicating that an entry **Needs Marking**

6. Click on the drop-down menu next to this symbol and select **View User Activity**

7. This will take you back to the main page for the Blog