



DARE TO DO MORE

Creating A Blog Entry

Step 1. To begin, Access Blog. Your instructor has set up the placement blog in the course.

Blackboard **STAGE**

Home Help LaGuardia Library Live @ LaGuardia Blackboard 9.1 My Career

BTC200.5217.98279

- Start here
- Syllabus
- Staff info

Module 1

- Tests
- Discussion Board
- Class Activity
- Send email
- My Grades
- Blog

Start here

Welcome to BTC200

[In depth Video Introduction to BTC200](#)
(There will be some minor changes to our class this time around; however the essence of the class is cover on the video above)

1. **(Mandatory)**, Students will [create an account](#) on Connect. *Please refer to Syllabus section for more details on this task.*
2. **(Mandatory)**, Students will [create an account](#) on [GCFLearnFree.org](#). *Please refer to Syllabus section for more details on this task.*
3. **(Mandatory)**, Create a [Dropbox](#) Account (This is where you'll submit Home work, extra credit work + your ePortfolio Artifact) Once an account has been established, create a folder with your full name (legal full name) and share it with your instructor by using the following email jtroshani@lagcc.cuny.edu
4. **(Mandatory)**, Must follow your Instructor on Twitter [@Jetmir Troshani](#). *Please refer to Syllabus section for more details.*
5. **(Mandatory)**, Join Instructor's [Facebook Page](#).

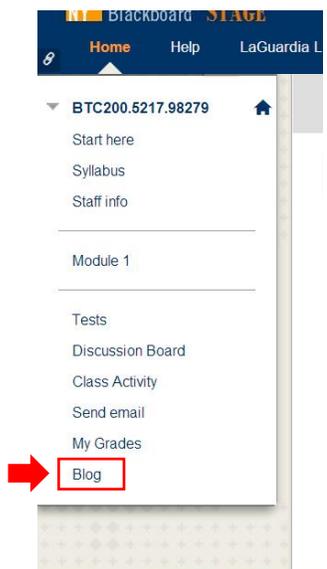
"Do not Purchase a book for this class. Students will buy the Connect+ Licence instead.

LaGuardia Community College

31-10 Thomson Ave, Long Island City, New York 11101

Created by ISMD's Dept. Training Team.

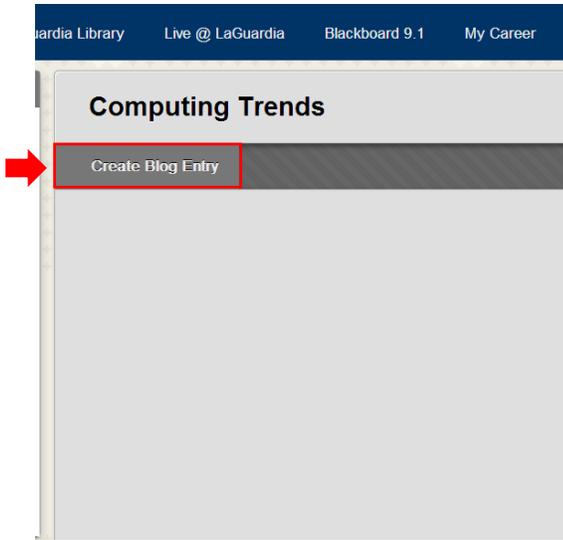
Step 2. Links to blogs can be in other areas of the course but for this example we are using the course menu. Click on **BLOG**



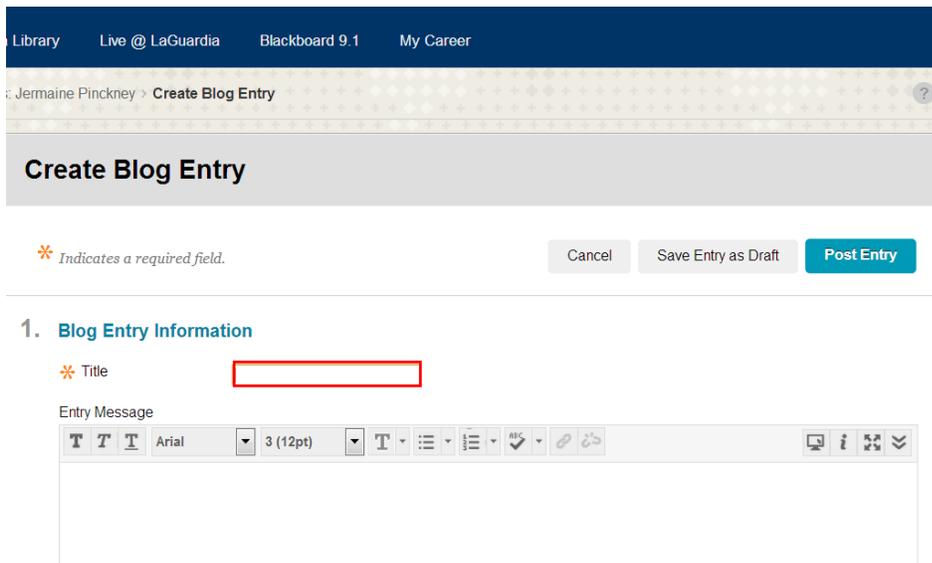
Step 3. Click on **Computing Trends**.



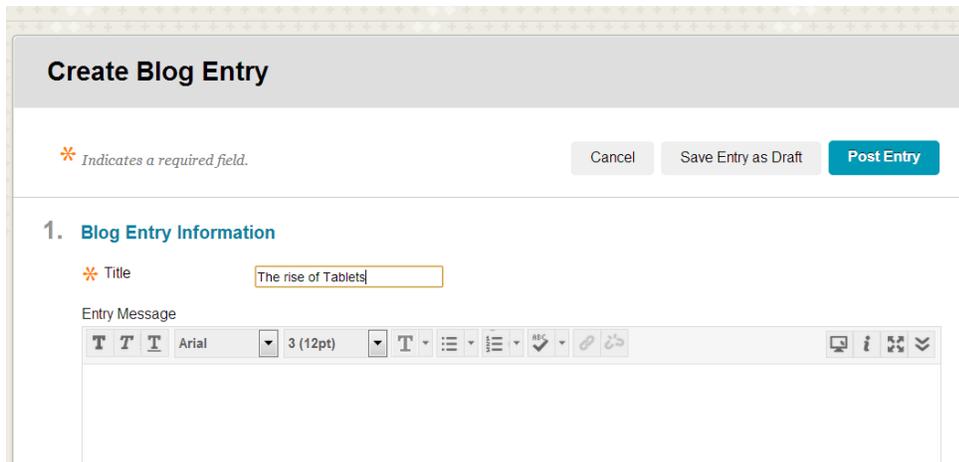
Step 4. Create a blog entry.



Step 5. Enter a brief name for the new blog entry.

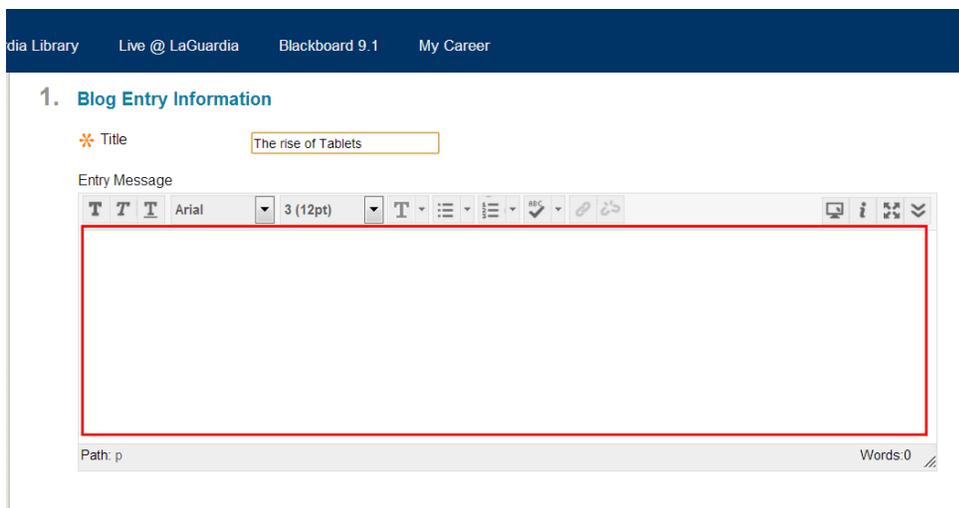


Step 6. This is how your name should be placed



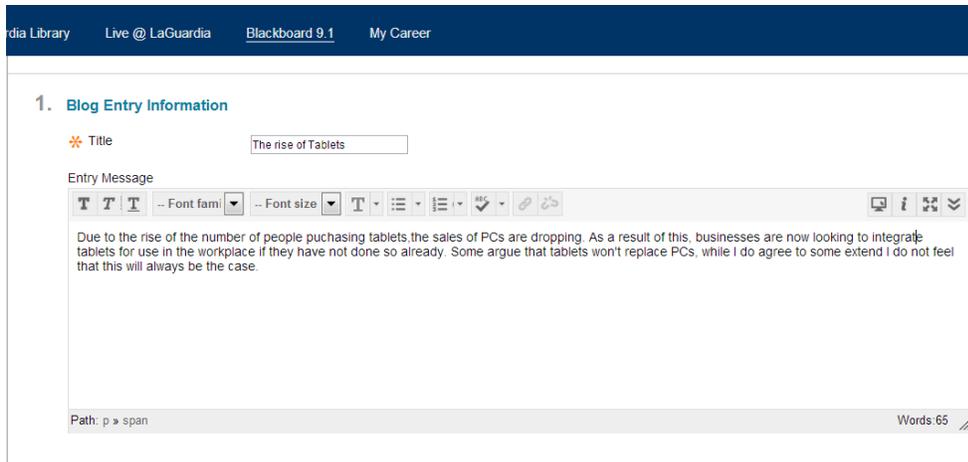
The screenshot shows the 'Create Blog Entry' interface. At the top, there are three buttons: 'Cancel', 'Save Entry as Draft', and 'Post Entry'. Below the buttons, a note indicates that an asterisk (*) denotes a required field. The first section, '1. Blog Entry Information', contains a 'Title' field with the text 'The rise of Tablets' and a red asterisk. Below the title is the 'Entry Message' section, which includes a rich text editor toolbar with options for bold, italic, underline, font face (Arial), font size (3 (12pt)), text color, background color, bulleted list, numbered list, link, and unlink. The text editor area is currently empty.

Step 7. Enter your message in the text editor.

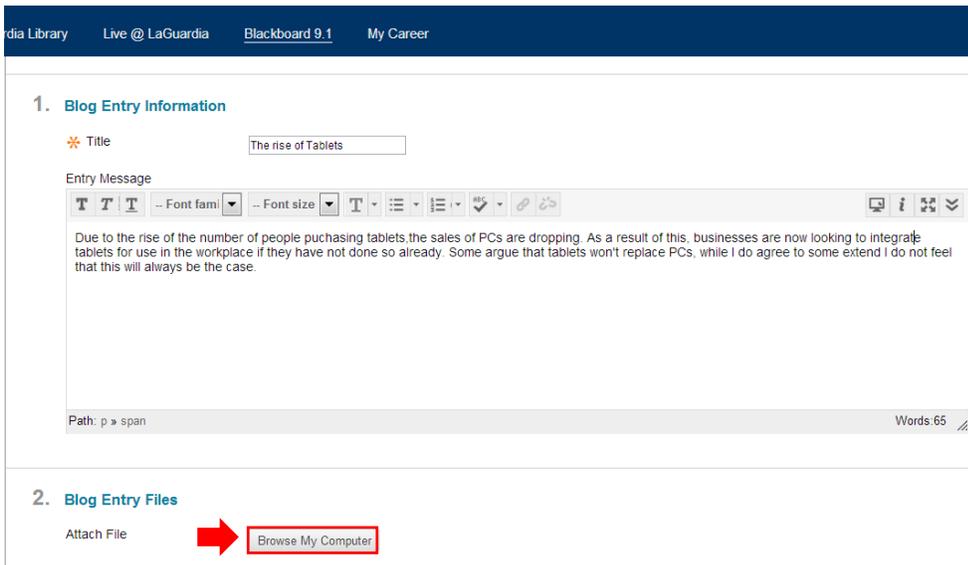


This screenshot shows the same 'Create Blog Entry' interface as the previous one, but with a red rectangular box highlighting the text editor area. The title field still contains 'The rise of Tablets'. The text editor toolbar is visible above the red box, and the text editor area itself is empty. At the bottom left of the text editor, it says 'Path: p', and at the bottom right, it says 'Words: 0'.

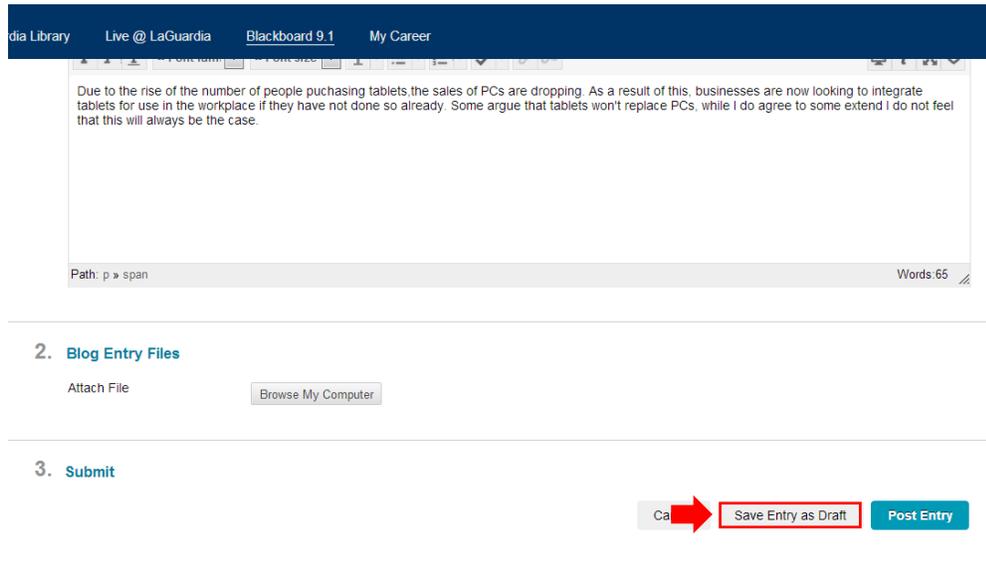
Step 8. This is how your message should be placed.



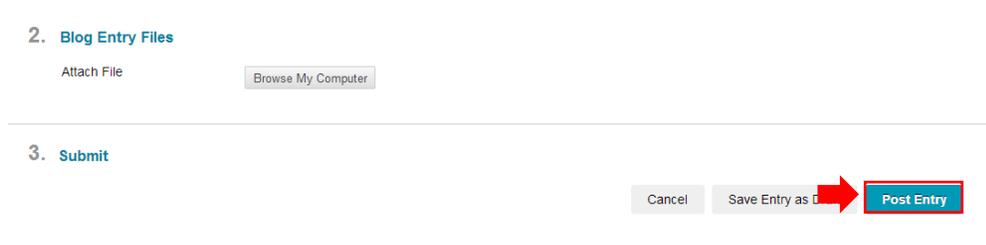
Step 9. You can add one or more attachments to the blog entry by using the blog entry file options.



Step 10. You have the option of saving an unfinished blog entry as a draft. Drafts are not published so you can go back later and finish your entry before sharing it with others.



Step 11. Click **Post Entry**



Step 12. The posted blog entry displays on the blog page.

The screenshot shows a web interface for a blog. At the top, a green notification bar reads "Success: The rise of Tablets Blog Entry Created". Below this is a header for "Computing Trends" with buttons for "Create Blog Entry" and "View Drafts". The main content area is titled "Thursday, October 24, 2013" and features a blog entry titled "The rise of Tablets" by "Jermaine Pinckney" at "Thursday, October 24, 2013 9:47:01 AM EDT". The entry text discusses the decline in PC sales due to the rise of tablets. A "Comment" button is located at the bottom of the entry. On the right side, there is a sidebar with "About this Blog" (Jermaine Pinckney (2)), a "Grade" section showing "10/24/13 9:47 AM" and "/100", and an "Index" section with a link to "October 2013 (2)" and a sub-link to "The rise of Tablets".