



ReggieNet: Blogs Tool

Blogs

With the Blogs tool, you may:

- Create blog posts viewable by all members of the site, or admins only.
- View and leave comments for the blog entries of other users.
- Receive comments on your blog entries from other users, as well as leave your own comments.
- Add RSS news feeds for the blogs of other users, as well as for your own.

If the Blog tool is not already added to your site, you can add

Accessing the Blogs Tool

You'll see a list of the blogs that other site participants have created and to which you have access, along with the number of blog entries for each blogger and the date and time of their most recent activity. In addition, ReggieNet displays an RSS feed icon for each blog.

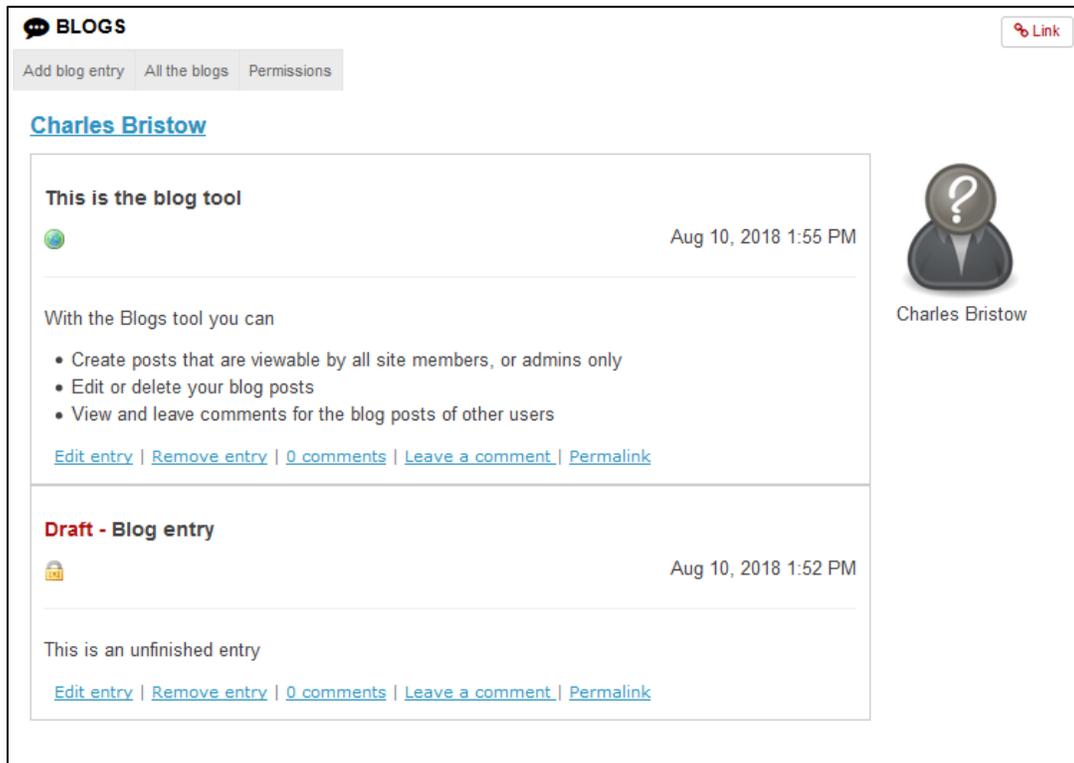
ReggieNet also displays the **My blog** link, for access to all of your own blog entries, as well as the date and time of your last activity.

Blogger	Entries	Last Updated
Charles Bristow	1	May 21, 2018 2:40:29 PM
zzDemo6 zzStudent6	1	Jul 27, 2018 9:06:46 AM
zzDemo7 zzStudent7	1	Jul 27, 2018 9:05:37 AM

Viewing and Managing Your Blog Entries

1. Click the **BLOGS** in the breadcrumb bar at the top of the page to return to the main page for the Blogs tool.

2. Click the **My blog** link. ReggieNet displays a page similar to this one:



The screenshot shows the ReggieNet Blogs tool interface. At the top, there is a header with the word "BLOGS" and a "Link" button. Below the header, there are navigation tabs: "Add blog entry", "All the blogs", and "Permissions". The main content area displays a user profile for "Charles Bristow" with a question mark icon. Below the profile, there are two blog entries. The first entry is titled "This is the blog tool" and was posted on "Aug 10, 2018 1:55 PM". It contains a list of actions: "Create posts that are viewable by all site members, or admins only", "Edit or delete your blog posts", and "View and leave comments for the blog posts of other users". Below the list are links for "Edit entry", "Remove entry", "0 comments", "Leave a comment", and "Permalink". The second entry is titled "Draft - Blog entry" and was posted on "Aug 10, 2018 1:52 PM". It contains the text "This is an unfinished entry" and the same set of links as the first entry.

3. On this page, you may view all of your blog entries, both published and in draft mode. You may also take a variety of actions:
 - To edit an entry, click the **Edit entry** link.
 - To remove an entry, click the **Remove entry** link
 - To view comments for a blog entry, click the **comments** link.
 - To leave a comment for an entry, click **Leave a comment**

Adding a Blog Entry

1. Click **Add blog entry**. ReggieNet displays the **Add a new blog entry** page.
2. In the **Title** box, enter a title for the blog entry. An entry here is required.
3. In the text box, add your content. An entry here is required.
4. Specify who may view your blog entry.

You can choose to make your post available to site administrators (Instructors) only; all members of the site; or public. Note: If you select **This entry is publicly viewable**, you must still provide the entry's URL to users.

- Choose who can see this entry
- Only site administrators and I can see this entry
 - All members of this site can see this entry
 - This entry is publicly viewable

5. If you want to publish your blog entry, click **Publish Entry**. If you want to save your work but do not want to publish the entry, click **Save Draft**. If you do not want to save your work, click **Cancel**.

Editing a Blog Entry

1. If the main page for the **Blogs** tool is not displayed, click **BLOGS** in the breadcrumb bar and click the **All the blogs** tab at the top of the page.
2. Click the **My blog** link.
3. For the appropriate blog entry, click the **Edit entry** link. ReggieNet displays the **Edit a blog entry** page.
4. Make all appropriate changes to the entry's content and/or settings.

Removing a Blog Entry

1. If the main page for the **Blogs** tool is not displayed, click **BLOGS** in the breadcrumb bar and click the **All the blogs** tab at the top of the page.
2. Click the **My blog** link.
3. For the appropriate blog entry, click the **Remove entry** link. Click **OK** in the pop-up dialogue box that appears. Or, if you do not want to remove the entry, click **Cancel**

Viewing Blogs of Other Users

1. If the main page for the **Blogs** tool is not displayed, click **BLOGS** in the breadcrumb bar or click **All the blogs** in the Blogs menu bar at the top of the page.
2. From the **Blogger** column, click on the appropriate name. ReggieNet displays that user's blog. You'll see all the blog entries to which you have access, with the most recent entry on top.
3. To view comments left by other users, click on the **comments** link, which includes the number of comments. To see a blog entry in a separate window, click the **Permalink** link.
4. Depending on the permissions you've been granted, ReggieNet may also display a **Leave a comment link** for each entry.

Leaving Comments for Blog Entries

If the site owner has granted you the appropriate permission, you may leave a comment for a blog entry by another user. To leave a comment, follow these steps:

1. For the appropriate blog entry, click on the **Leave a comment** link. ReggieNet displays the existing comments for the entry, along with a box for leaving your own comment.
2. Enter your comment in the box and click **Publish comment**. Or, click **Cancel** to leave no comment.

Adding an RSS feed for a Blog

To add an RSS feed for a blog, follow these steps:

- If the home page is not displayed, click the **Reset** button or click **All the blogs** in the Blogs menu bar at the top of the page.
- For the appropriate user, click on the RSS icon at the right of the page. ReggieNet displays a separate window, where you may select an RSS subscription option.