

USING YOUR BLACKBOARD BLOG

Logging on to your group:

1. Go to the CUNY Portal: <http://portal.cuny.edu>.
2. Log in.
3. Click on the *Blackboard* icon in the left column headed “Applications/Resources.”
4. Click on *Spring 2013 18th Century Novel: ENGL. 3133 EW6 [1576] (Brooklyn)* in the right column headed “My Courses.” It is the last entry in the list.
5. Click on *Blogs* in the left column (the list is not alphabetized).
6. Click on *View*, which appears under the name of your group in the list on the Assignments page.
7. The Blog page appears.

Making an entry in your group blog:

1. Click *New Entry*, which appears in the right column headed “Actions.”
2. A blank Blog Entry screen appears.
3. Enter the name of your assignment (e.g., Assignment 1) in the text box headed “Blog Entry Title.”
4. Type your assignment or text in the empty screen.
If you copied text from a Microsoft Word document, press the **ctrl** key and **v** at the same time to paste your text.
5. Click the *Save* button to save and send your work; click the *Cancel* button to delete it.
6. Saved text appears on the Group Blog.
Check to be sure your entry went through.

Editing your entry once saved:

1. Your text will be in the Group Blog page.
2. Click *Edit*, which appears at the top of the screen, after the title of your entry.
3. The Block Entry page appears.
4. Make your corrections.
5. Click the *Save* button to save and send your work; click the *Cancel* button to delete your text

Deleting a saved entry:

1. Your text will be in the Group Blog page.
2. Click *Delete*, which appears at the top of the screen, after the title of your text.
3. The Delete Entry page appears.
4. Just follow the instructions. The procedure is self evident.

Responding to other students' entries:

1. Read the blog entries in your group blog for the current assignment and choose at least one entry to comment on.
2. Click on *Comments*, which appears in the bottom right of each entry.
3. An Add Comment screen appears.
4. Type your comment in this screen.
5. Click on the *Add comment* button.

Note: If no one in your group has responded, you may choose another group and add your comment there