Share information using the Blog tool

The Blog tool is a way to share information on topics that interest you. Use this page to post and respond to questions, engage in discussions, and share opinions and comments with other users. Blog entries can be public or private.

The Blog tool has three main areas:

- My Blog for creating and maintaining your own blog.
- Blog Watch for reading other users' blogs.
- Blog List for setting up which other users' blogs you want to watch.

From the My Blog page or the Blog Watch page, you can change the following settings for your blog on the **Settings** page.

Setting	Description
Show a link to your user profile from your blog	Allow users who are viewing your blog to also view your profile
Make entries public by default	Selects the **Make Public** option for new blog entries so they are automatically shared with other users by default.
Allow comments by default	Selects the **Allow comments** option for new blog entries by default. Note that this option is only available if the **Make entries public by default** option is selected.
Receive email when comments are added	Select this option to receive an email notification when a new comment is made on one of your blog entries.
Allow blog to be read by anyone	Allow users who are not logged into Brightspace Learning Environment to view your blog through an external URL. The **External URL** field contains the URL to share your blog. Note that you cannot access private blog entries by URL.
Publish your blog as an RSS feed	Allow readers of your blog to link to your Site Feed and view your blog using an external RSS aggregator. To publish your blog in this way, you must enter a title for it in the Feed Title field.
Persistence	Enter a value in the **Persistence**field to determine how long blog entries stay in your Blog Watch list. For example, if you enter 10, entries will remain in your Blog Watch for 10 days after being posted. If you set the value to 0, blog entries remain in your Blog Watch indefinitely.

View your own blog

1. On the **My Blog** page, use the **All Entries**, **Public Entries**, and **Private Entries** tabs to view your blog entries.
2. To view how your blog appears to others, click **Preview Blog**.

Tip: The Permalink field at the top of the Preview page lists a URL for your blog that can be accessed from any browser.

Write a blog entry

1. On the **My Blog** page, click **New Entry**.
2. Enter a title. The title appears in the blog entry list after you publish it.
3. Add content to your blog.
4. If you want to allow other users to view your blog entry, select **Make entry public**.
5. If you want to allow other users to comment on your blog entry, select **Allow Comments**.
6. If you want the blog entry to show a different date from the current date and time, change the **Entry Date**. To revert to the default values, click **Now**. The Blog displays the most recent entries first, according to the entry date you set.
7. Click **Save**.

After you create your blog entry, click **Preview** to view your blog as it appears to others and to view the permalink and social media links to share your blog outside of your course.

Edit blog entries

1. On the **My Blog** page, from the context menu beside the title of the entry you want to edit, click **Edit**.
2. Update the entry as desired.
3. Click **Save**.

Find and follow other users' blogs

The Blog Watch keeps a list of blogs by your peers and other users that you want to follow. To populate your Blog Watch, you add blogs from the Blog List. Your Blog Watch is empty by default.

1. Click **Blog List**.
2. Do one of the following:
   - Search for a user's blog by entering any portion of their first or last name in the **Search For** field.
   - Navigate the list of users. You can sort the table by clicking any of the column names. If you go to a new page, you lose the users that you selected on the previous page.
3. Select the check box beside any user that you want to watch.
4. Click **Add**.

To see recent posts from the blogs that you follow, click **Blog Watch**.

Publish your blog as an RSS feed

You can publish your blog as an RSS feed which any external news reader (RSS aggregator) can read. Depending on your organization, you might not have permission to use the RSS feed functionality.

1. Click **Settings**, then select **Publish your blog** as an RSS feed.
2. Enter a title and a description.
3. Click **Save**.
4. Share the External URL with other users to share your blog.

Add blog comments

1. In the blog entry you want to comment on, click the **Add Comment** link. The writer must enable comments on their blog in order for you to see the **Add Comment** link.
2. In the **Comment** field, enter your comment. Select **Make this comment anonymous** to submit an anonymous comment.
3. Click **Save Comment**.

Delete blog comments

You can remove comments on your own blog. You cannot delete comments on another user's blog.

1. On the **My Blog** page, click **Edit** from the context menu of the blog entry or click the **Comments** link inside the entry.