Add Link to Blog in Content Area

You can add a blog to a content area by following these steps:

1. Access any content area, such as Course Content.
2. Click Tools > Blogs
3. On Create Link: Blog page click Link to the Blogs Page if the blog exists, or click Create New Blog
4. If you clicked on Create New Blog, on the Create Blog page enter the following:
   - Name, Instructions, Blog Availability, Blog Date and time Restrictions, Blog Participation, Blog Settings, Grade Settings
5. Click Submit.

Add Blog Tool to Course Menu (Navigation Bar)

If you want students to access the blogs tool often, you can add a link to the course menu for one-click access to the tool. You can customize the name of the link as needed.

1. Change Edit Mode to ON and point to the plus sign above the course menu. The Add Menu Item drop-down list appears.
2. Select Tool Link.
3. Type a Name for the link.
4. From the Type drop-down list, select Blogs.
5. Select the Available to Users check box.
6. Click Submit.