

Blog

Description

The **Blog** tool can be used in Courses to record a journal of events or to fulfill other writing assignments.

Purpose

Use the Blog tool to provide your thoughts or feedback, or to offer feedback to your fellow Course members.

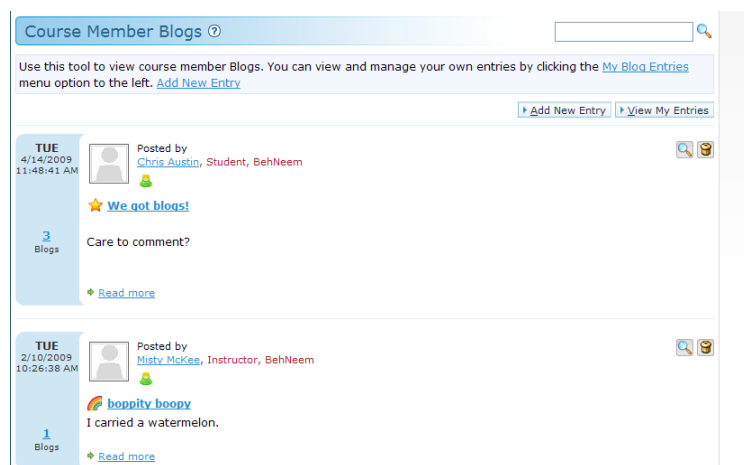




Figure 1


Definitions


Add New Entry allows you to add a new Blog entry to your Course Blog

View: Clicking the  button to the right of a Blog entry or the **Read More** link allows you to view the entry in its entirety.

View Comments: Clicking on the number of comments link allows you to view comments that have been made to a Blog entry.

Edit: Clicking the  button allows you to edit a Blog entry.

Copy: Clicking the  button allows you to copy your Blog entry to another Course Blog or to your own ePortfolio's Blog.

Delete: Clicking the  button allows you to delete a Blog entry.

Adding a New Entry

To Add a New Entry

1. Click the **Add New Entry** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Entry Title	The title will identify an entry from other entries.
Tags	Tags are similar to Keywords that describe the content of an entry. They are used when Epsilen members search for blog entries.
Entry Body	The content of a Blog entry is a complete set of thoughts on a particular subject. See "Using the HTML Editor."
Entry Icon	Select an icon to go along with the theme for an entry.
Status	Show a Blog entry to allow all course members to view it. Hide a Blog entry to make it private and only visible by you.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Blog** page where you will see a new entry.

Figure 2 displays the **Add Entry** screen.

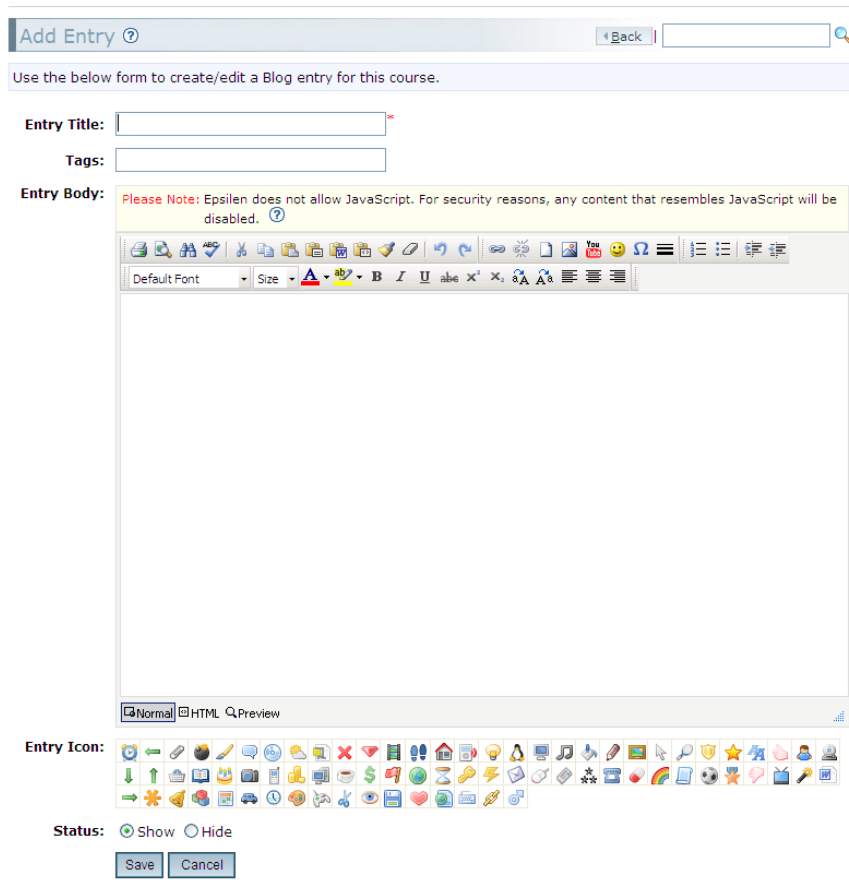


Figure 2

Using the HTML Editor

Description

The HTML editor allows you to create a rich-text environment. It is used throughout Epsilen for your convenience in entering text and/or HTML content to achieve your intended results.

Figure 1 displays the HTML editor.

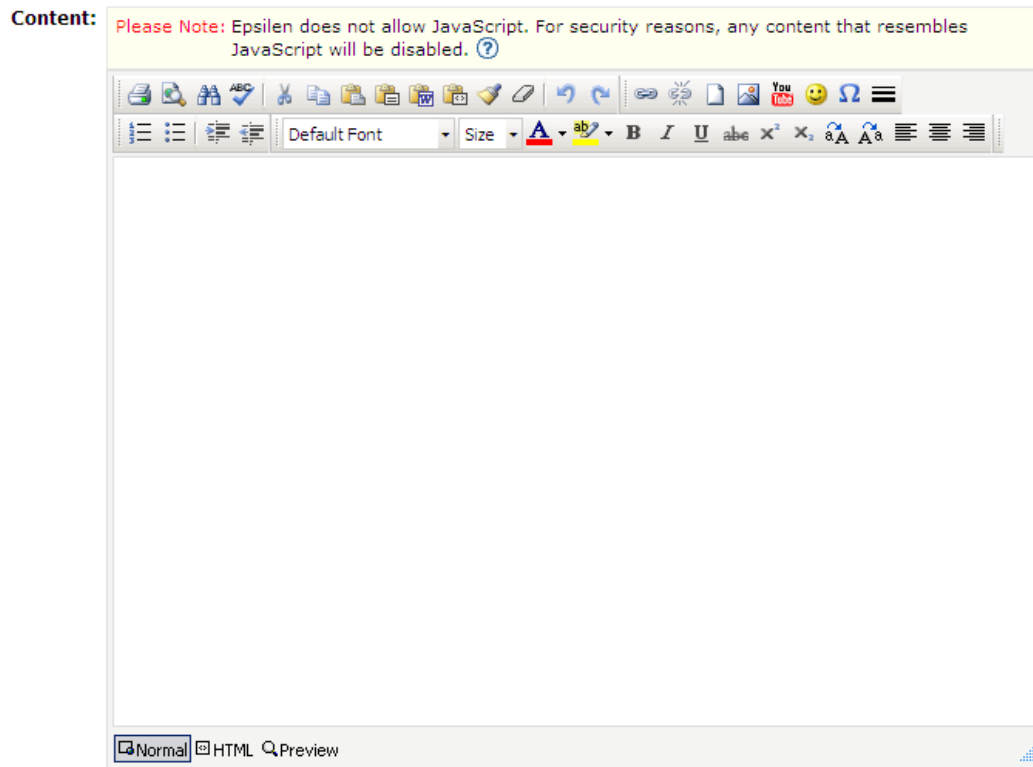


Figure 1

Definitions



Normal View allows you to type, add content and edit content.

HTML View allows you to type and add HTML markup to the content.

Preview View allows you to see the content as it would appear to your users. In this view, the content is not editable.


The function of each button in the HTML editor is described in the following table.

Button	Function
	Print the content in the HTML editor.
	Preview the content in the HTML editor by opening a popup window.
	Find and replace the specified text.
	Spell-check the content.
	Cut the specified content.
	Copy content from the HTML editor.
	Paste content into the HTML editor.
	Paste plain text into the HTML editor.
	Paste text from Microsoft Word into the HTML editor.
	Paste as HTML content.
	Clean up HTML (remove tags, etc.).
	Remove formatting.
	Undo last action.
	Redo last (undone) action.
	Insert a hyperlink.
	Remove hyperlink functionality from selected text.
	Insert a file.
	Insert an image.
	Embed a YouTube video.
	Insert an emoticon (smiley).
	Insert a special character.
	Insert a horizontal line.
	Insert numbered list.
	Insert bulleted list.
	Indent text.
	Outdent text.

<p>Arial Verdana Comic Sans MS Courier Georgia Impact Lucida Console Tahoma Times New Roman ♦✕■γ_β⊕✕■γ_β+</p>	<p>Select desired font.</p>
<p>Not Set 1 (8pt) 2 (10pt) 3 (12pt) 4 (14pt) 5 (18pt) 6 (24pt) 7 (36pt)</p>	<p>Select desired text size.</p>
	<p>Change color of selected text.</p>
	<p>Highlight selected text.</p>
<p>B</p>	<p>Boldface selected text.</p>
<p><i>I</i></p>	<p>Italicize selected text.</p>
<p><u>U</u></p>	<p>Underline selected text.</p>
<p>abc</p>	<p>Strikethrough text.</p>
<p>x²</p>	<p>Superscript text.</p>
<p>x₂</p>	<p>Subscript text.</p>
<p>↻A</p>	<p>Convert text to upper case.</p>
<p>↻Aa</p>	<p>Convert text to lower case.</p>
<p>≡</p>	<p>Left-justify text.</p>
<p>≡</p>	<p>Center text.</p>
<p>≡</p>	<p>Right-justify text.</p>

Editing an Entry

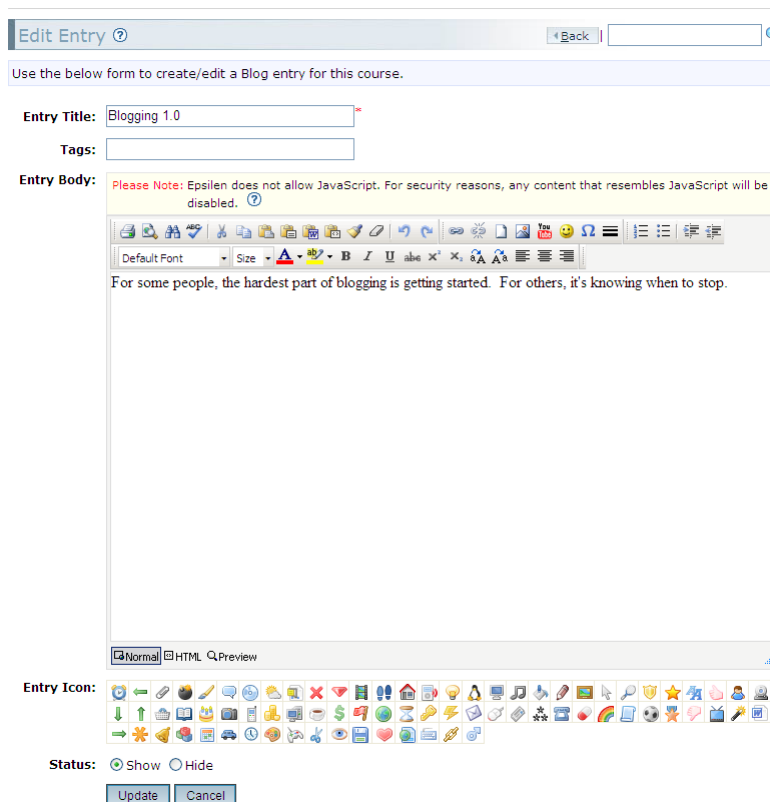
To Edit an Entry

1. Click the  button.
2. Complete the fields/choices as described in the following table:

Field	Function
Entry Title	The title will identify an entry from other entries.
Tags	Tags are similar to Keywords that describe the content of an entry. They are used when Epsilen members search for blog entries.
Entry Body	The content of a Blog entry is a complete set of thoughts on a particular subject. See "Using the HTML Editor."
Entry Icon	Select an icon to go along with the theme for an entry.
Status	Show a Blog entry to allow all Epsilen course members to view it and any visitors to your Public ePortfolio (if your Blog tool is visible). Hide a Blog entry to make it private and only visible by you.

3. When you have finished filling out the information, click the **Update** button. You will be returned to the **Blog** page where you will see a modified entry.

Figure 3 displays the **Edit Entry** screen.



The screenshot shows the 'Edit Entry' interface. At the top, there's a title bar 'Edit Entry' with a 'Back' button and a search icon. Below it, a light blue instruction bar says 'Use the below form to create/edit a Blog entry for this course.' The form has several sections:

- Entry Title:** A text input field containing 'Blogging 1.0' with a red asterisk on the right.
- Tags:** An empty text input field.
- Entry Body:** A rich text editor. It features a yellow warning box: 'Please Note: Epsilen does not allow JavaScript. For security reasons, any content that resembles JavaScript will be disabled.' Below this is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color, font size, font face, link, unlink, list, indent, outdent, undo, redo) and a text area containing the text: 'For some people, the hardest part of blogging is getting started. For others, it's knowing when to stop.' At the bottom of the editor are tabs for 'Normal', 'HTML', and 'Preview'.
- Entry Icon:** A grid of various icons for selection.
- Status:** Radio buttons for 'Show' (selected) and 'Hide'.
- Buttons:** 'Update' and 'Cancel' buttons at the bottom.

Figure 3

Adding a Comment

To Add a Comment

1. Click the **Add a comment** link while viewing a Blog entry.
2. Complete the fields/choices as described in the following table:

Field	Function
Email Me	Checking this option allows you to subscribe to alert emails that are sent whenever someone adds a comment to this Blog entry.
Your Name	Your name allows others to see who made a comment.
Comment	Your comment as it pertains to the Blog entry you are viewing.

3. When you have finished filling out the information, click the **Save Comment** button. You will remain on the **View Blog Entry** page where you will see your new comment.

Figure 4 displays the **View Blog Entry** screen with Add Comment form.

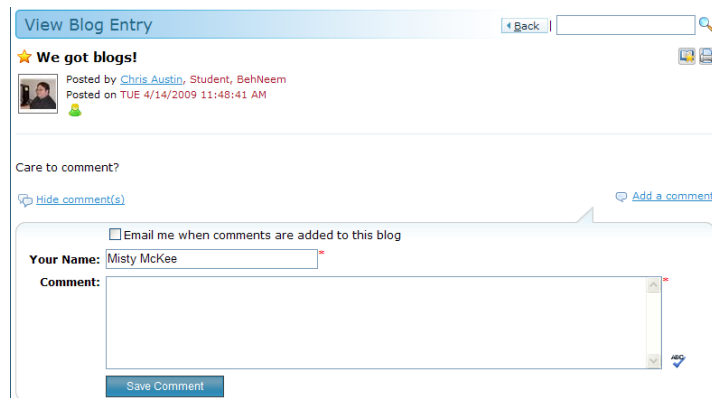


Figure 4

Figure 5 displays the **View Blog Entry** screen with Comments.

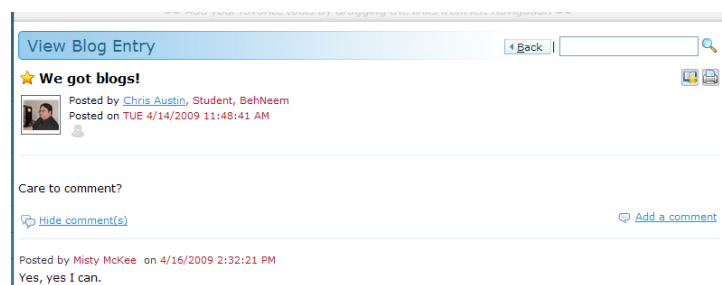


Figure 5

My Blog Entries

1. To view all of the **Blog Entries** that you have added, click on **My Blog Entries** on the left side panel (Figure 6).

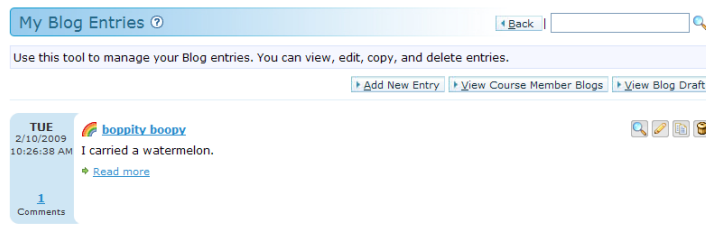


Figure 6

View Course Member Blogs

1. To view the complete list of blogs by everyone in the course, click **View Course Member Blogs**.
2. This lists each person in the course as well as the number of blogs they have posted (in blue, Figure 7).

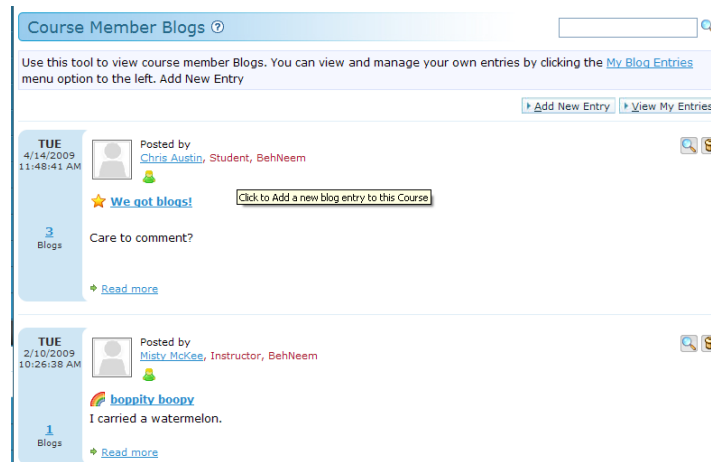


Figure 7

- By clicking on the hyperlinked number, you can view the complete list of course members' blogs (Figure 8). From there you can click on the hyperlink to read a specific blog entry.

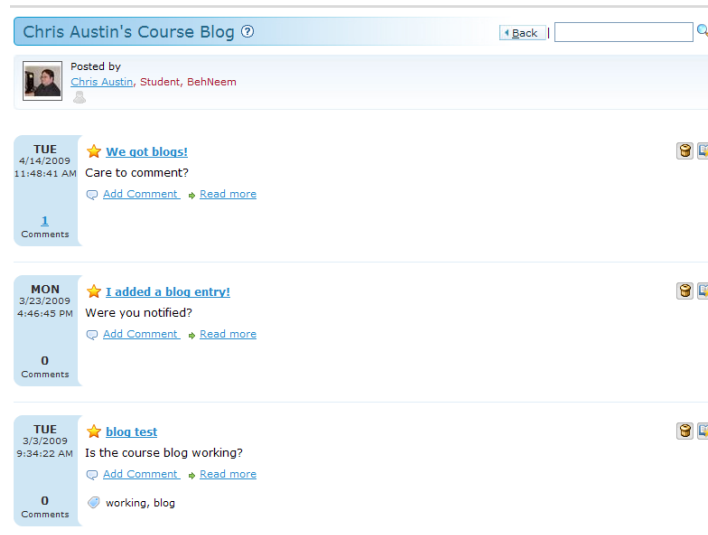



Figure 8

Printing a Blog

- To print a Blog, click on the specific entry that you would like to print, then click . The blog will display in a printer-friendly format. Choose the correct printer (Figure 9).

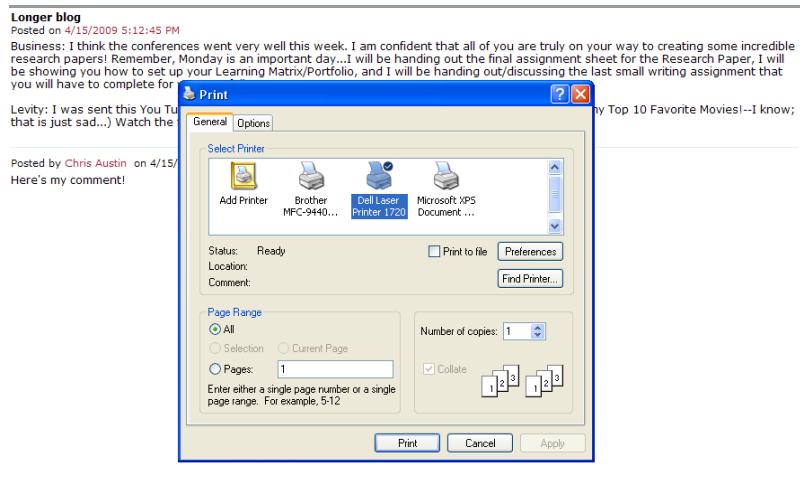


Figure 9