

# Collaborative Tools in Blackboard Learn

This is an overview of the new collaborative tools available to all courses.

For more information, please email us at edutech@bu.edu

## Blogs

### Setting up a Blog

1. Select Edit Mode ON > select Tools on the Course Menu > click Blogs > click the Create Blog button.
2. Enter a Name for the blog and any specific Instructions in the text box.
3. Click Yes to make the blog available to users.
4. Determine the Blog Participation by clicking Individual to All Students or Course and choose between Monthly or Weekly index entries.
5. Click the checkboxes to Allow Users to Edit and Delete Entries and Allow Users to Delete Comments if desired.
6. Determine the grading option by clicking No grading or Grade. (When the Blog assignment is gradable, it will automatically add a column to the Grade center.)
7. Click Submit.

### How to make a Blog post

1. Select Tools on the Course Menu > click Blogs > select the appropriate Blog > click the Create Blog Entry button.
2. Enter a Title and text in the Entry Message text box.
3. Attach a file if desired and enter a descriptive Link Title.
4. Click Post Entry or Save Entry as Draft for later posting. Drafts may be viewed by clicking View Drafts from the main Blog page..

### How to comment on a Blog post

1. Select Tools on the Course Menu > click Blogs > open the desired Blog.
2. Click Comment for the appropriate post and enter a comment in the comment field > click Add.

## Journals

### Setting up a Journal

1. Select Edit Mode ON > select Tools on the Course Menu > click Journals.
2. Click the Create Journal button.
3. Enter a Name for the Journal and any specific Instructions in the text box.
4. Click Yes to make the Journal available to users.
5. Use the Display After and Display Until date and time fields to Limit Availability of the Journal.
6. Determine the Journal Settings > click Submit.

### Creating a Journal Entry

1. Select Tools on the Course Menu > click Journals and select the appropriate Journal.
2. Click the Create Journal Entry button.
3. Enter an Entry Title and text in the Entry Message text box.
4. Attach a file if desired. File name is used as a title of the file by default. Type a descriptive assignment name in the Link Title if desired.
5. Click Post Entry or Save Entry as Draft for later posting. Drafts may be viewed by clicking View Drafts from the main Journal page.

### How to comment on a Journal entry

1. Select Tools on the Course Menu > click Journals and open the desired Journal.
2. Click Comment for the appropriate entry and enter a comment in the comment field.
3. Click Add.

## Wikis

### Setting up a Wiki

1. Click Edit Mode ON > select Tools on the Course Menu > click Wikis.
2. Select the Create Wiki button.
3. Enter a Name for the Wiki and any specific Instructions in the text box.
4. Click Yes to make the Wiki available to users.
5. Determine the Wiki Participation by choosing the desired student access options.
6. Determine the grading option by clicking No grading or Grade. Enter the Points Possible if you choose the Grade option. When the Wiki assignment is gradable, it will automatically add a column to the Grade Center then click Submit.

### Setting up a Wiki page

1. Select Tools on the Course Menu > click Wikis.
2. Open the desired Wiki by clicking the name.
3. Click the Create Wiki Page button.
4. Enter a Name for the Wiki page and text in the Content text box then click Submit.

### Editing content in a Wiki

1. Select Tools on the Course Menu > click Wikis.
2. Open the desired Wiki by clicking the name of the Wiki.
3. Click Edit Wiki Content and modify as you want then click Submit.