About Campus Pack Blogs

Xavier University uses Campus Pack software, in conjunction with Blackboard, to provide publishing and social networking tools, like blogs, for your courses. Blogs are a group space where members of the course can take notes or share ideas through entries that the rest of the students and instructors, and other guests if desired, may have access to, depending on how Permissions are set up. The comments area is a great place for encouraging student questions and further discussion.

Creating a Blog for your Course

There are two types of blogs available to your course, the Course Blog and Content-Area Blogs.

Course Blog
Every course automatically has a Course Blog that is accessible through course Tools, unless the instructor chooses to disable the link. To access the Course Blog:
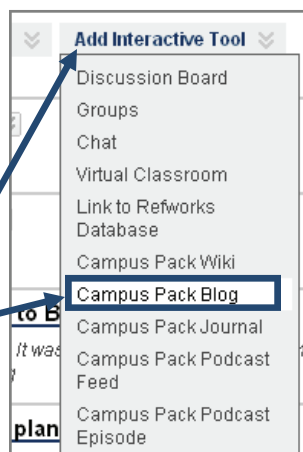1. Click on **Tools** in the course menu.
2. Click on **Campus Pack Blog Tool**.

    Campus Pack Blog Tool

3. You may see a message that you are connecting to Campus Pack, which could take a minute to load.

By default this blog is visible to everyone in the course. Look in the sections "Adding Blog Entries" and "Modifying Blog Permissions" for instructions on adding entries to a blog and changing blog permissions.

Content-Area Blogs
New blogs can be created within your course content for individual topics or students or for groups of students. To create a content-area blog:
1. Click on Course Documents, Assignments, or another content area in your course menu where you would like the blog link to appear.
2. Move your mouse over **Add Interactive Tool** and select **Campus Pack Blog** from the drop-down menu that appears.

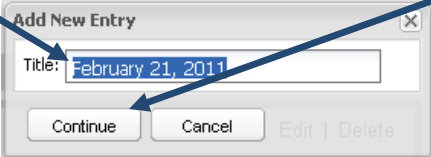## Creating a Blog for your Course (cont.)

3. You may see a message that you are connecting to Campus Pack, which could take a minute to load.
4. To create a new blog, make sure **New** is selected on the next page and click **Submit**.
5. Complete the blog creation form:
   A. **Title**: Enter a Title for your blog that will display on the course content page
   B. **Description**: Enter an optional description that will display under the title
   C. **Create Grade Book Entry**: If you would like the blog to show up in the course's Grade Center, check the box and a column will be created.

   If you choose to create a grade book entry, complete the following fields:
   D. **Entry Name**: Enter the heading that will appear in your grade center for the blog.
   E. **Points Possible**: Enter the number of points the blog is worth.
   F. **Display Grades to Students**: Check the box if you want to display blog grading to students.
6. Click **Add** to create the blog. Continue this process for each blog you would like to create.

Adding Blog Entries
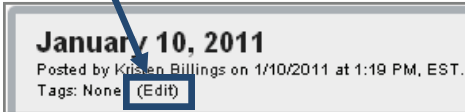
To create a new blog entry:

1. Click **View** under the blog name or enter your Course Blog to begin.

    New Blog 1 — View

2. Click **Add New Entry** on the right side of the page.

    Add New Entry

3. In the pop-up window that opens, give your entry a title or leave the date as your title and click **Continue**.

4. Enter Tags for your entry. **Tags** are keywords you create to organize blog entries to make it easier for readers to locate entries related to a particular topic. Once you choose a tag for a post, be sure to reuse it for all subsequent posts on the same topic. To add Tags:

Adding Blog Entries (cont.)

A. Click **Edit** next to the current list of Tags.

January 10, 2011
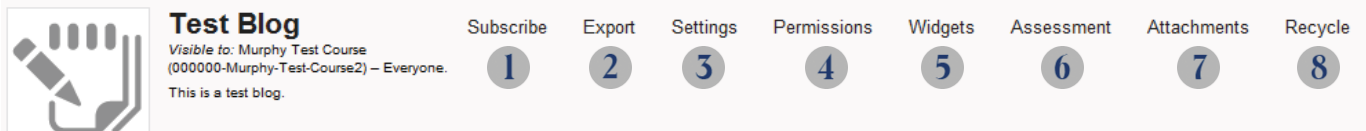Posted by Kristen Billings on 1/10/2011 at 1:19 PM, EST.
Tags: None (Edit)

B. In the window that opens, type your Tags, separated by commas, in the text box.
C. Click **Submit**.

5. Type your entry in the text box. You'll be able to add to or edit this later.
6. Click **Save & Exit** when finished. Your new entry will appear at the top of the list of entries, which are displayed in reverse-chronological order.
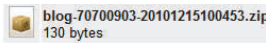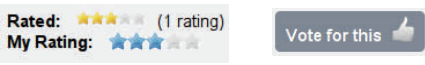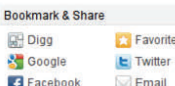7. To edit or delete an entry, click on the **Edit** or **Delete** links to the right of the entry title.

Edit | Delete
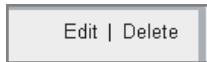
Commenting on an Entry

1. Open the entry by clicking on the title of the entry.
2. Click in the text box that says **Add a comment**.

Add a comment...

3. A Subject field and a text box for your comment will appear.
4. When you've finished with your comment, click **Post**.

The Navigation Bar (for Instructors)

Test Blog
Visible to: Murphy Test Course
(000000-Murphy-Test-Course2) – Everyone.
This is a test blog.

Subscribe 1	Export 2	Settings 3	Permissions 4	Widgets 5	Assessment 6	Attachments 7	Recycle 8

1 **Subscribe** Change the subscription, or email notification settings, of the blog.

2 **Export** Choose 'Export' to export your blog to an HTML site compressed into a .zip file.

blog-70700903-20101215100453.zip
130 bytes

3 **Settings** Change the title, description, thumbnail image and design theme for your blog.

4 **Permissions** Choose who you would like to have access to view, author (make new pages & edit content) and own (complete control) the blog. See the next section for further instructions.

5 **Widgets** Add widgets, or functional add-ons, to your blog. By default, keyword tagging and viewer commenting are active widgets. Other widgets available for use include owner discussion (private notes), viewer feedback (private feedback), viewer voting, viewer rating, and "AddThis", where users can share the blog entry on social networks.

Bookmark & Share
Digg Favorites
Google Twitter
Facebook Email

Rated: ★★★☆☆ (1 rating)
My Rating: ★★★☆☆
Vote for this 👍

6 **Assessment** View statistics, including who has viewed the blog, made entries or added comments.

7 **Attachments** Manage attachments included in the entire blog.

8 **Recycle** Retain the settings and structure of the blog but delete old content, comments, etc.

Modifying Blog Permissions (cont.)

Changing a blog's Permissions allows you to make a blog more private by limiting who can see or comment on the blog or to make the blog open for others to view. Instructions for changing Permissions are below.

1. Click **View** under the blog name or enter your Course Blog to begin.
2. Click on the **Permissions** link at the top and to the right of the blog name.
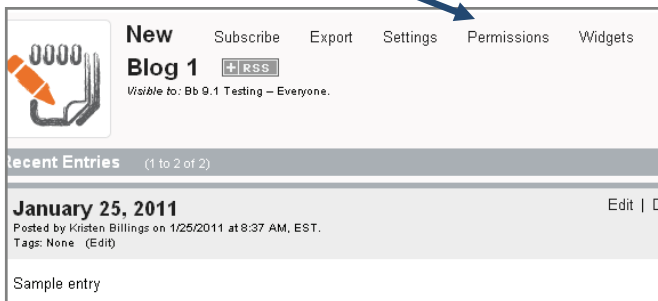
3. Complete the Permissions page:

   A. Click on the tab for the type of permissions you want to change. There are three types of permissions:

      - **Viewers** have reading and commenting privileges.
      - **Authors** can post new entries and edit old ones.
      - **Owners** control the blog and its settings.

   By default, everyone in the class is a Viewer, all students are Authors, and all instructors and teaching assistants are Owners.

   The Viewers/Authors/Owners area displays the users or group of users who currently have that type of permission, depending on the tab you've selected. To limit permissions to certain individuals or groups, you must first remove the course, which appears by default. To remove permissions, click on the user or group to highlight it and then click **Remove**.
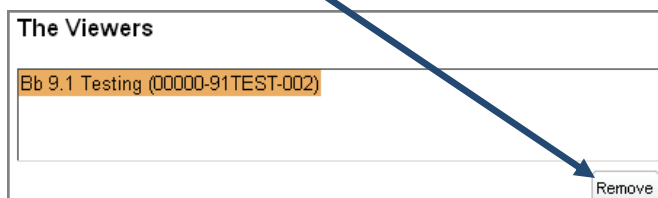

Modifying Blog Permissions (cont.)

   C. Add permissions in the **Add Viewers/Authors/Owners** area by clicking on the desired category filter on the far left. The categories include:

      - **Course name**: allows you to select groups or individuals to add from those in the course.
      - **Everyone**: allows you to select everyone at Xavier. In order to view blogs, users must have a Xavier Blackboard account.

      - **People**: allows you to select groups or individuals at Xavier who are not in the course.
      - **Courses**: allows you to select another course at Xavier you would like to give access.
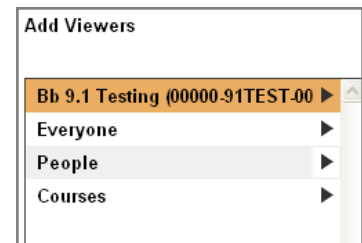
   D. After clicking on the category, select from the list that appears to the right the individuals or groups you would like to assign permissions.
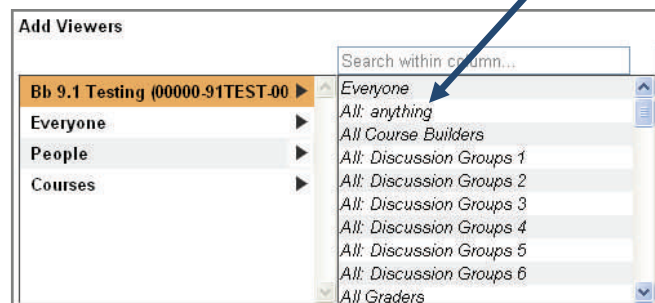
   E. With the individual or group highlighted, click the **Add** button on the lower right. Your selection will move to the box above.

   F. If you would like to give permissions to someone else, click **Invite a Person via Email**. The person must have a Blackboard account at Xavier.

   G. If desired, set a time restriction on the permissions you are assigning.

   H. Click **Save** when you are finished setting permissions.