



Blogs and Wikis Student Tutorial

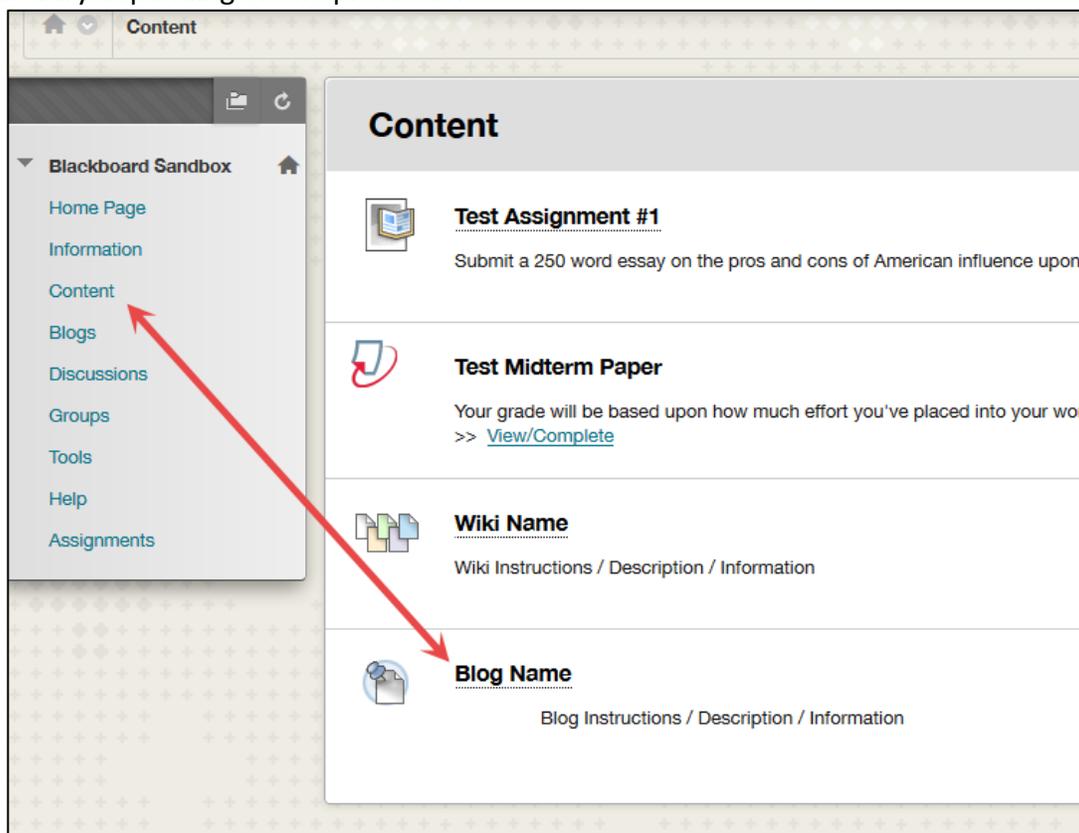
New York City College of Technology

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Getting Started

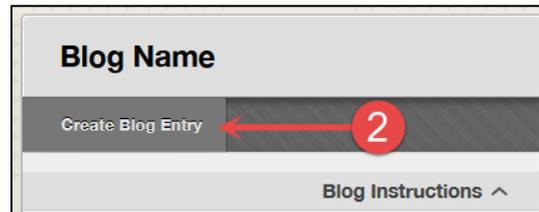
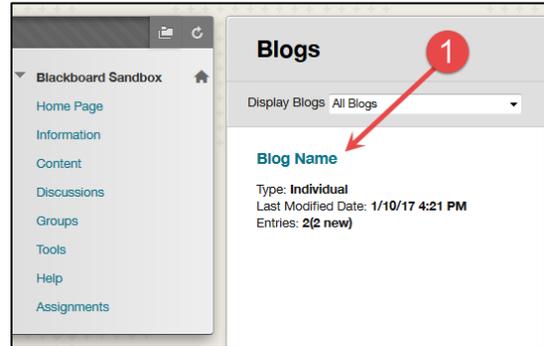
To get started, look under the Content or Blogs section your professor has created. Location can vary depending on the professor.



Creating a Blog entry

1. Select the blog you want to create an entry for from the Blog listing page.
2. Click on **Create Blog Entry**.
3. From the **Create Blog Entry** page, type a name in the **Title** box.
4. Type blog entry into the **Entry Message** box. You can format text, add html tags, include image(s), audio, video(s), mashups, URLs and other multimedia.
5. Click **Post Entry** to submit the blog entry.

Note that you can save a post as draft and work on it later from the View Drafts area located on the upper right.



Create Blog Entry

Blog Entries make up the content of a Blog. Depending on the Blog settings, Entries may be edited or deleted by their authors. Blog Entries can be saved as a draft to edit or delete at a later time. [More Help](#)

* Indicates a required field.

Cancel Save Entry as Draft **Post Entry**

BLOG ENTRY INFORMATION

* Title ← 3

Entry Message
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

← 4

Path: p + span Words:2

BLOG ENTRY FILES

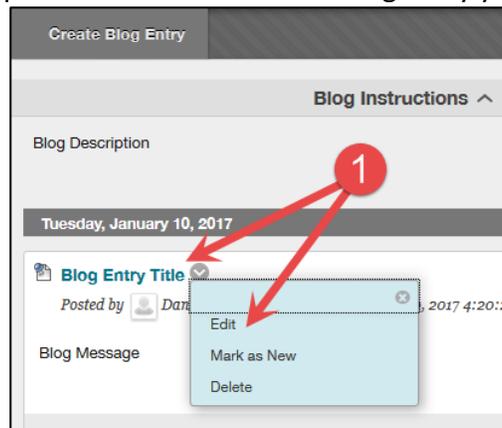
Attach File

← 5

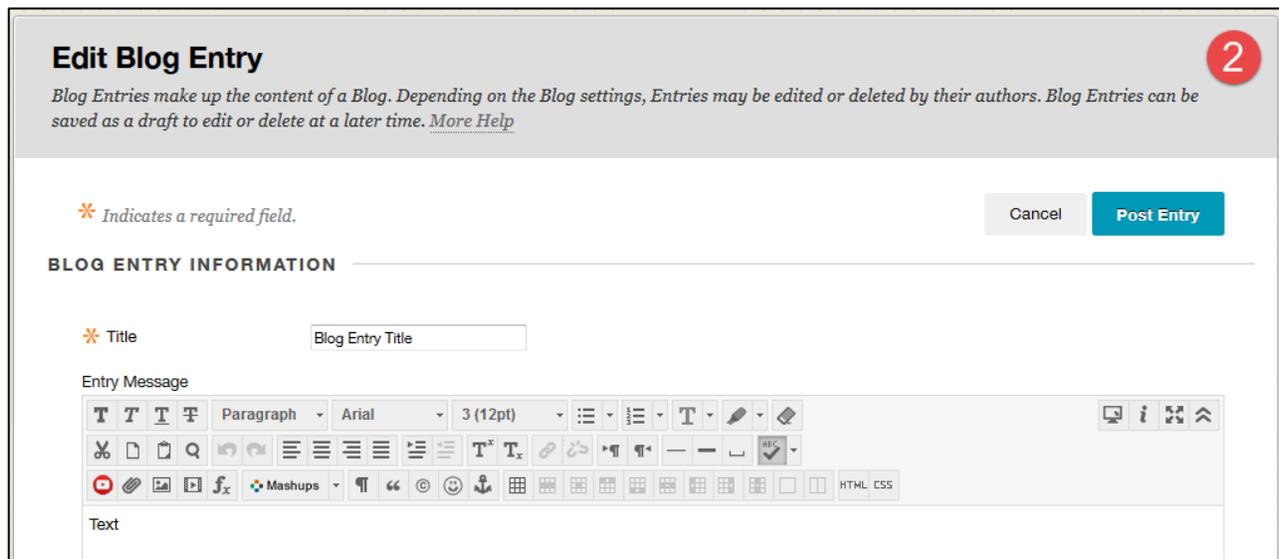
Editing and deleting blogs

Note that your instructor must enable the editing feature before you can edit your blog.

1. Click the small drop-down arrow next to the blog entry you want to edit and click **Edit**.



2. Make the necessary changes and click the **Post Entry** button.

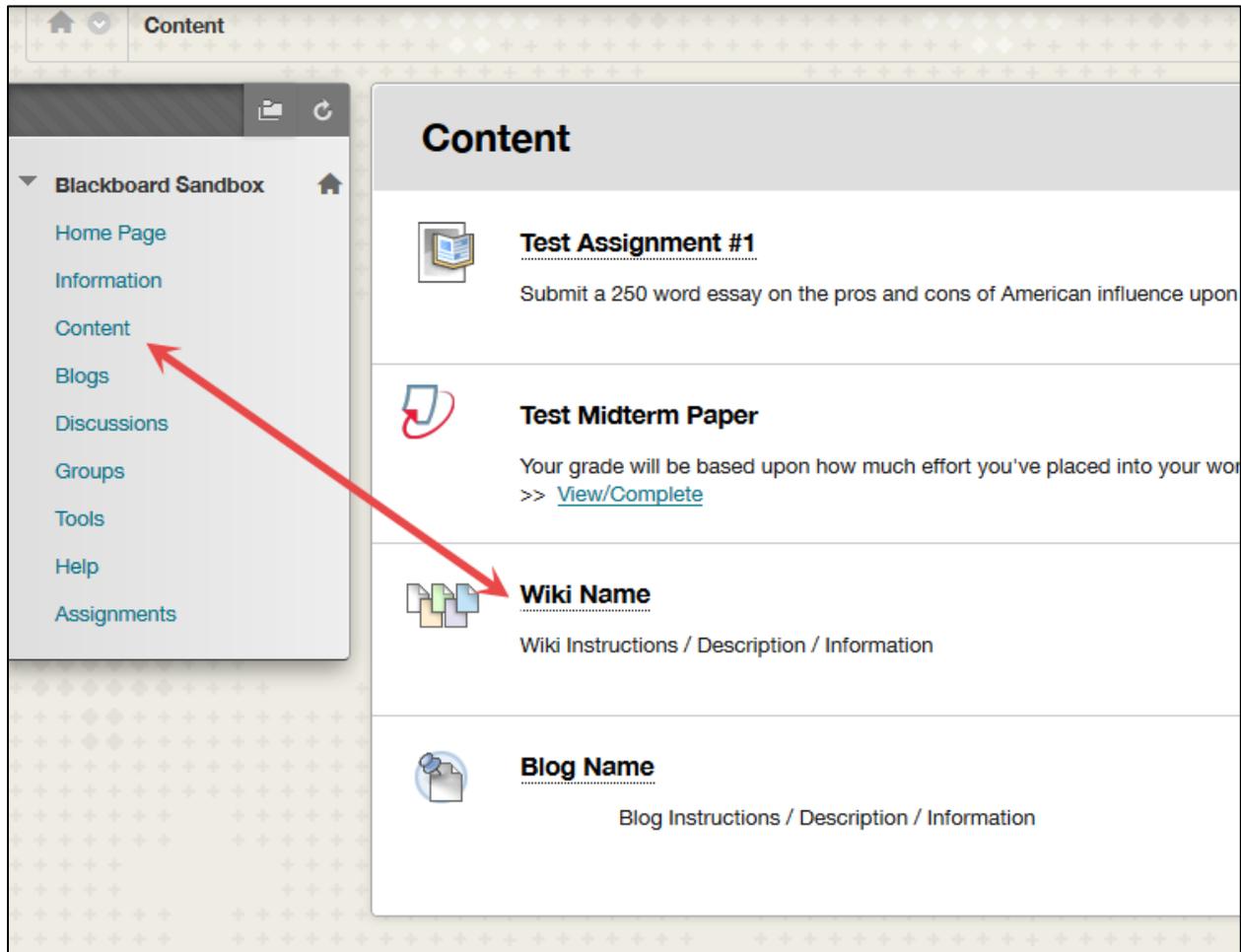
A screenshot of the "Edit Blog Entry" form. The title "Edit Blog Entry" is at the top left, and a red circle with the number "2" is at the top right. Below the title is a paragraph of text: "Blog Entries make up the content of a Blog. Depending on the Blog settings, Entries may be edited or deleted by their authors. Blog Entries can be saved as a draft to edit or delete at a later time. [More Help](#)". On the right side, there are "Cancel" and "Post Entry" buttons. Below this is a section titled "BLOG ENTRY INFORMATION". The "Title" field is marked with an asterisk and contains the text "Blog Entry Title". Below the title is the "Entry Message" field, which has a rich text editor toolbar with various icons for text formatting, alignment, and insertion. The text area below the toolbar is currently empty and labeled "Text".

Creating a Wiki page

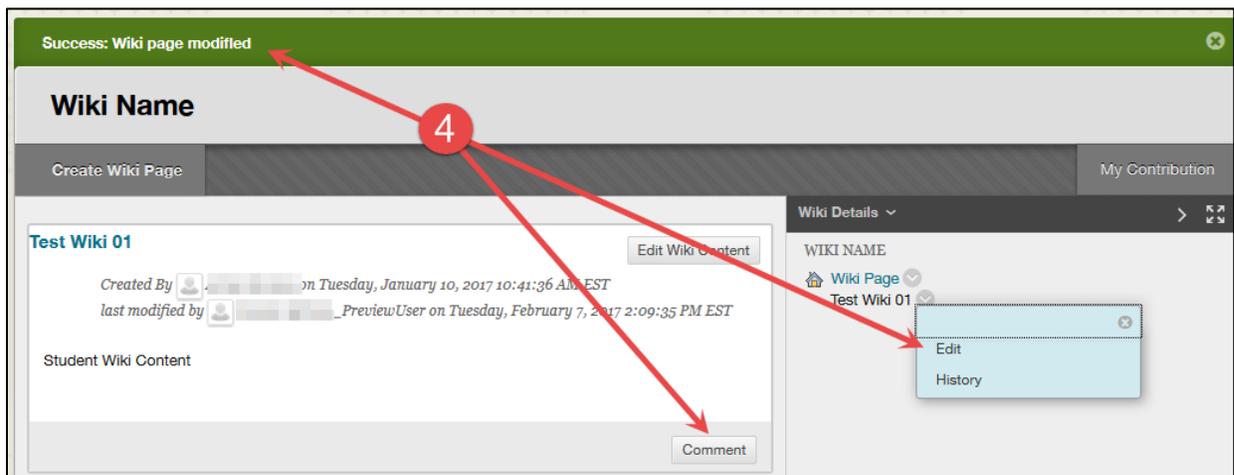
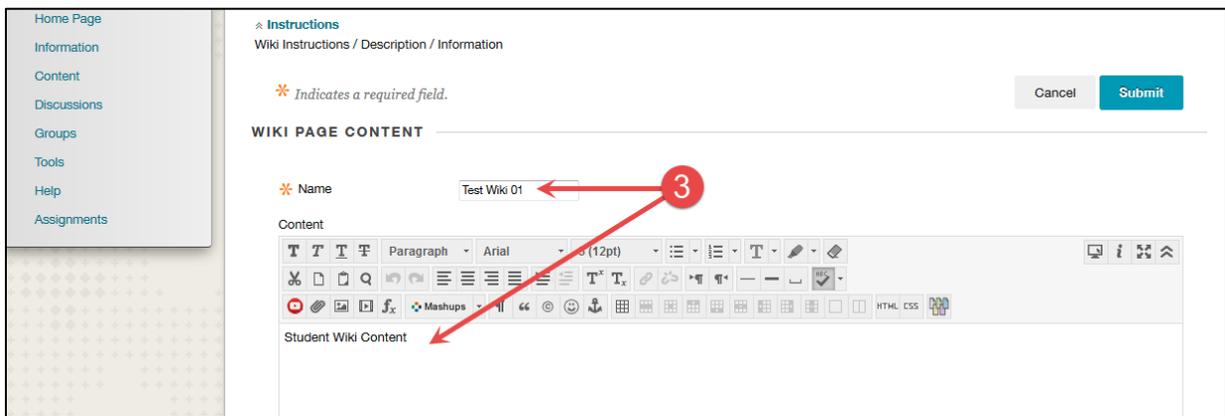
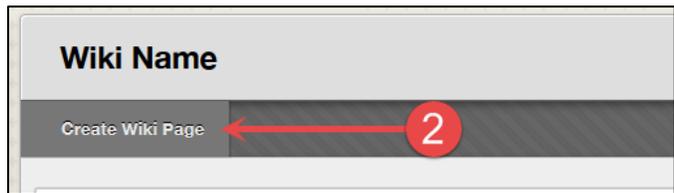
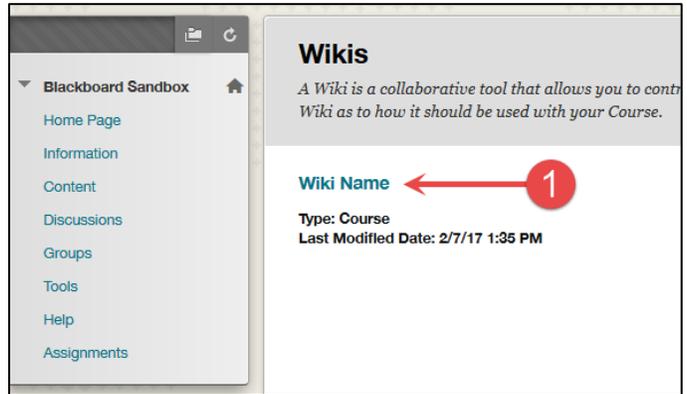
Note that the instructor or any wiki member can create and edit the home page, however, only the instructor can delete it.

Getting Started

To get started, look under the Content or Wikis section your professor has created. Location can vary depending on the professor.

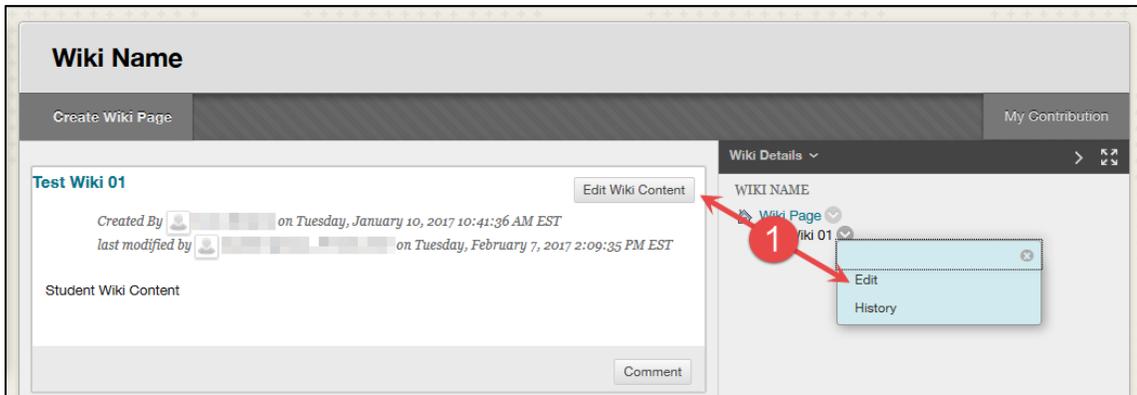


1. Click on the name of the Wiki.
2. Click on **Create Wiki Page**.
3. Type a title in the **Name** box. Add your Wiki entry into the Content box and click on the **Submit** button.
4. You will be prompted with a message, “**Success: Wiki page created**”. You will be able to edit your wiki page and make comments from this page.



Editing Wiki Content

1. In the side panel of the Create Wiki Page, click on the small drop-down arrow to open the contextual menu and select **Edit**.



2. Make any necessary changes. Click the **Submit** button when you are finished.

