

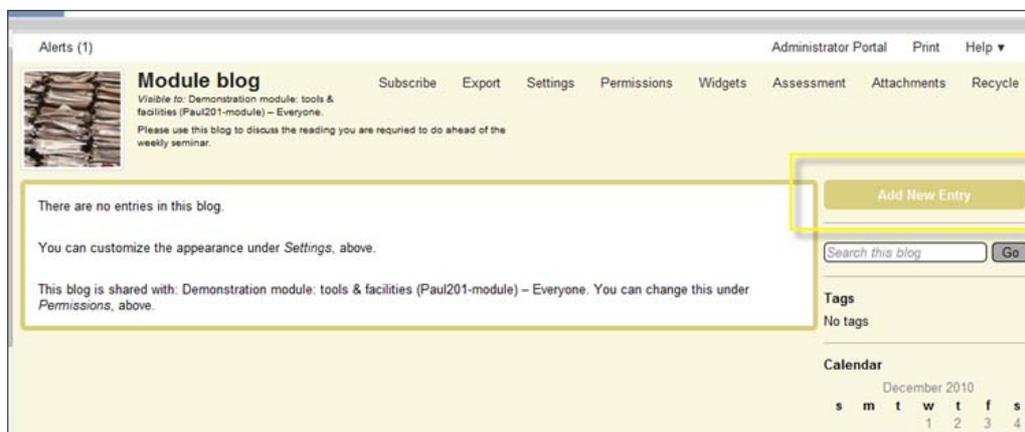
Blog/journal (Campus Pack) tool - student guide

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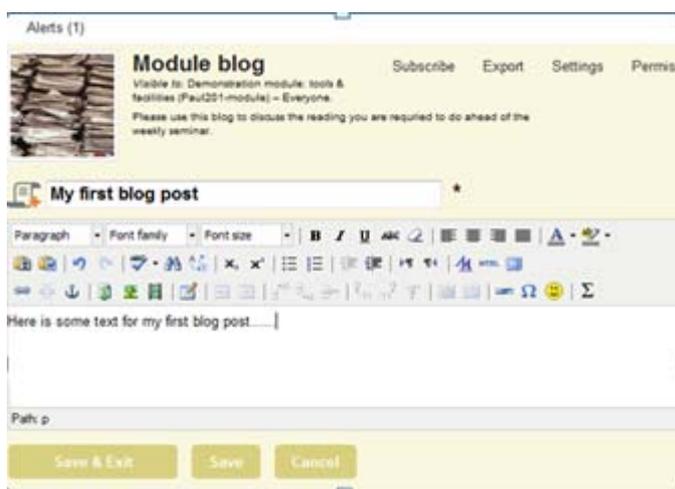
This guide shows the use of the blog tool (Campus Pack) in VITAL. For any questions on the tool, please contact your module leader.

Add a new blog/journal post

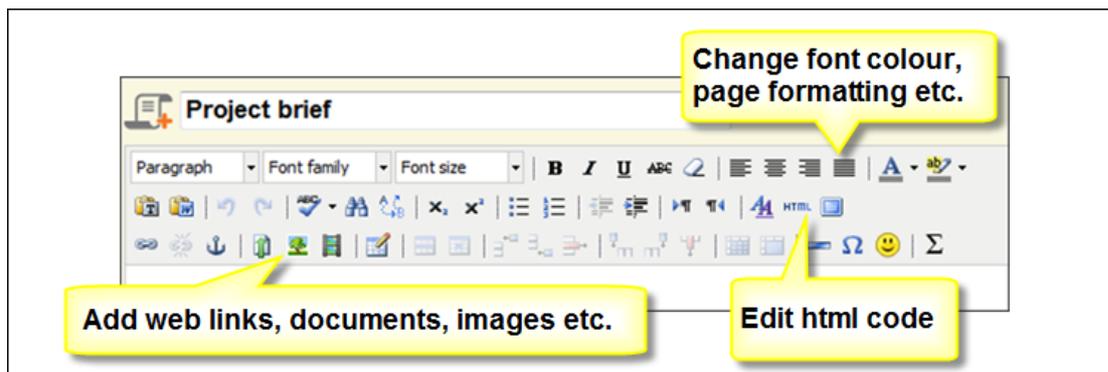
1. Click on the **Add New Entry** button:



2. Add a **title** for the new blog post (it will default to today's date) and then click on the **Continue** button. This will open a new window where you can add your blog post message etc.



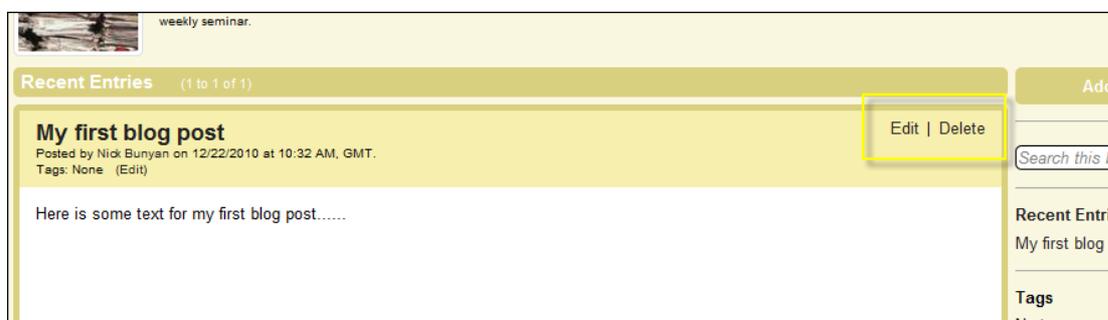
As well as adding text to a blog post message, you have a range of formatting options (similar to a word processor) and you can add images, web links, documents and short video clips etc.



3. If you writing a long message etc. make sure (especially if you are working off campus) after a few minutes that you click on the **Save** button - occasionally this page will 'time out' if there is a problem with your Internet connection etc. and you may lose what you have written.
4. Click on the **Save & Exit** button to complete your blog post message.

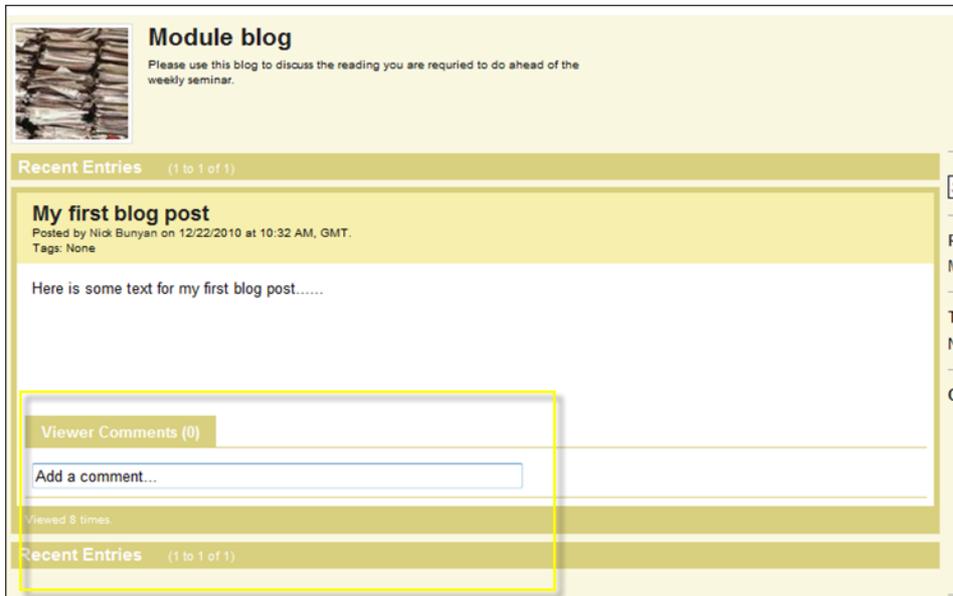


5. To edit or delete a blog post click on the **Edit** or **Delete** links to the top right of the blog post (delete may not always be enabled by your tutor):

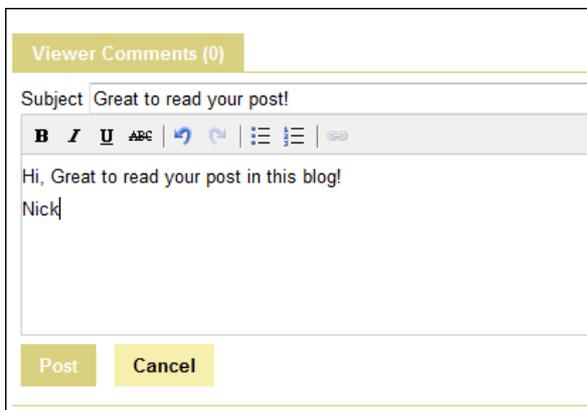


Adding comments to blog posts

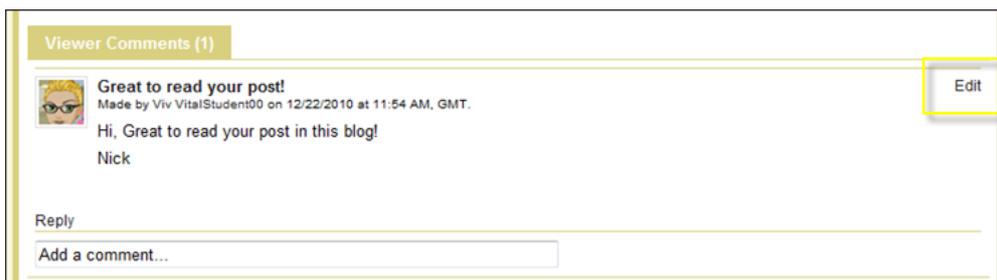
By default, each blog post will have a comment tool attached. If this is enabled, you can comment on others' blog posts. Journals are not public, so comments may only be between the tutor and you.



1. Click on the **Add a comment** box to add a comment to the post. For example:



2. Click on the **Post** button to add your comment.
3. Click on the **Edit** link a comment.



Note: only blog owners can delete comments - if you cannot see a delete button, please ask your tutor whether it is a function that can be allowed.

4. You can also reply to specific comments which will create a simple threaded discussion. For example:

Viewer Comments (1)

 **Great to read your post!**
 Made by Viv VitalStudent00 on 12/22/2010 at 11:54 AM, GMT.
 Hi, Great to read your post in this blog!
 Nick

Hide Replies | Reply

 **Re: Great to read your post!**
 Made by Victor VitalStudent01 on 12/22/2010 at 11:59 AM, GMT.
 Hi Viv,
 Yes, you have made a very useful point....
 Victor.

Hide Replies | Reply

 **Re: Re: Great to read your post!**
 Made by Victoria VitalStudent02 on 12/22/2010 at 12:00 PM, GMT.
 I agree!

Reply

Add a comment...

Receiving email alerts from new blog/journal posts

You can receive email alerts when new blog posts or comments have been added by others.

1. To receive email alerts click on the **Subscribe** link at the top of blog page:

Alerts (1)

 **Module blog** [Subscribe](#) [Export](#) [Settings](#) [Permissions](#)
 Visible to: Demonstration module: tools & facilities (Paul201-module) – Everyone, Viv VitalStudent00.
 Please use this blog to discuss the reading you are required to do ahead of the weekly seminar.

Recent Entries (1 to 1 of 1)

My first blog post
 Posted by Nick Bunyan on 12/22/2010 at 10:32 AM, GMT.
 Tags: None (Edit)

Here is some text for my first blog post.....

2. This will open the following page - select the email alert option and click **Save**:

Alerts (1)

 **Module blog** [Subscribe](#) [Export](#) [Settings](#) [Permissions](#)
 Visible to: Demonstration module: tools & facilities (Paul201-module) – Everyone, Viv VitalStudent00.
 Please use this blog to discuss the reading you are required to do ahead of the weekly seminar.

Subscriptions

Email Notifications

Receive periodic emails summarizing the latest activity
 You'll receive emails, at most once an hour, that summarize the latest activity in content you're subscribed to.

[Save](#) [Cancel](#)

This will send an email alert to your university email account.