GUIDE TO CAMPUSPACK BLOGS

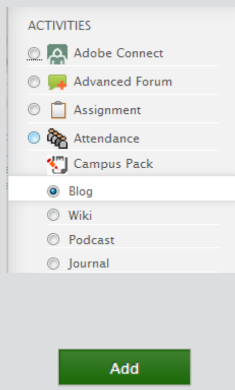
When you create a course blog using the Campus Pack blog tool, it provides a centralized location for all posts written by you and your students. CampusPack allows you to:

- **create** a single blog for the course, or multiple blogs for groups, or one per student in your class,
- **view** all student submissions in a single location,
- **easily assess** how often your students use the blog to interact,
- **present** a custom look specific to your course

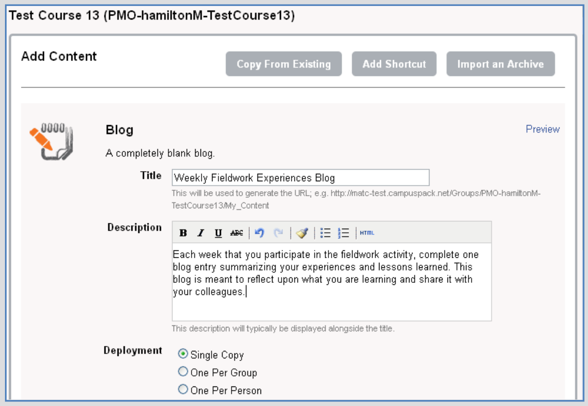
For these reasons, the CampusPack Blog tool is superior to the Moodle Blog tool and therefore, our recommended blog solution.

Set-up a Campus Pack Blog

1. In your Moodle course--with editing turned on--**Select add a resource or activity > CampusPack > Blog** and hit "Add". This opens the CampusPack user interface.



2. Give your blog a **Title and Description**.



3. Under the **Deployment settings**, indicate how you want to assign the blog:

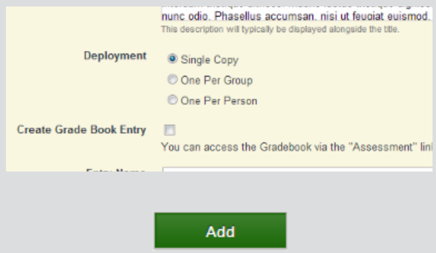
   a. Single Copy (Class blog) – Create a single blog for the whole class to view and edit.

   b. One Per Group – If you have created Groups of students, select this option. Use the group selection tools that appear to assign one blog per group. Only you and the specific group members can view and edit each blog.

   c. One Per Person – Creates an individual private blog for each student. Only you and the individual student can view and edit the blog.

   The settings you indicate here will automatically assign Viewing and Authoring Permissions to your students.

4. When you have completed the form, click the "Add" button. A New Campus Pack Blog will be added to your Content Area page.



Viewing a Blog and Adding an Entry

When a blog is first created, it contains no content. Before making the blog available to students, it is a best practice to add an entry to guide student's performance. To do this, you will have to view the blog.

To View a Single Copy (Class) Blog

1. Click the "View" link of the blog as it appears in its content area.

2. You will immediately be taken to the blank blog page where you see tools for creating and managing entries.

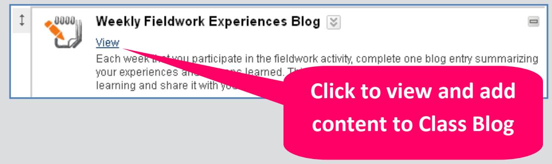
To View a Group or Individual Blog

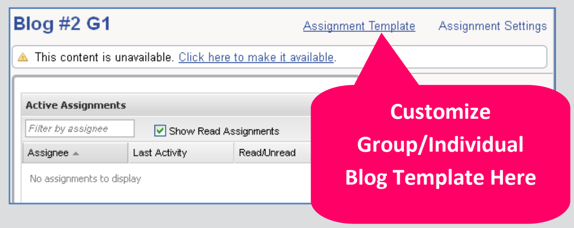
Unlike a Single Copy blog, **Group and Individual blogs** utilize an "Assignment Template". Each group or individual student will have access to a blog with the content you add to this template to guide their performance.

1. Click the **"View"** link of the blog as it appears in its content area as described above.

2. You will be taken to the group or individual's **"Active Assignments"** blog page, which summarizes recent blog activity.

3. Click the **"Assignment Template"** link and you will see the blank blog template and tools for adding entries.





PLEASE NOTE: Once students have begun using the template to create their own content, you cannot go back into the template and make additional entries.

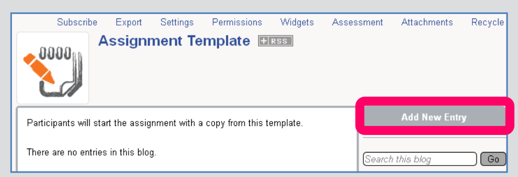
Add an Entry to a Blog or Blog Assignment Template

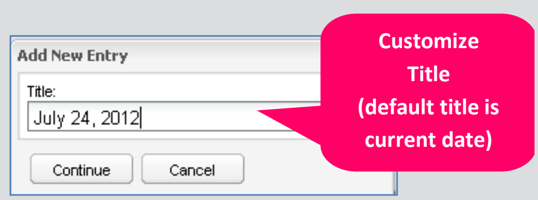
When viewing a Single Copy blog or Group/Individual blog Assignment Template, you can create entries and content this way:

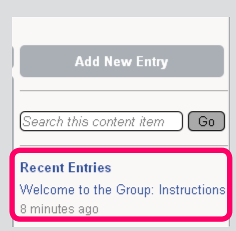
1. Click the **Add New Entry** button and complete the "Add New Entry" pop-up form that appears to give the entry a title. Then, click "Continue".

2. The familiar text-editor box will appear. Use the text-editors tools to create and style your blog post content. When you are done, click **"Save & Exit"**.

3. The entry will be added to the blog under "**Recent Entries**" side menu and be added to the chronological list of blog entries. Each student viewing the blog will see this entry.







To Edit Blog Settings

To edit your blog settings, view the blog and use the management tools that appear at the top of the page.

For Single Copy "Class" Blogs

1. **View** the Single Copy blog.

2. Click the **"Settings"** link at the top of the page.

3. On the **"Settings"** page, make your adjustments to the blog title, description, availability, and style.

4. Click the **"Save"** button to save your changes.

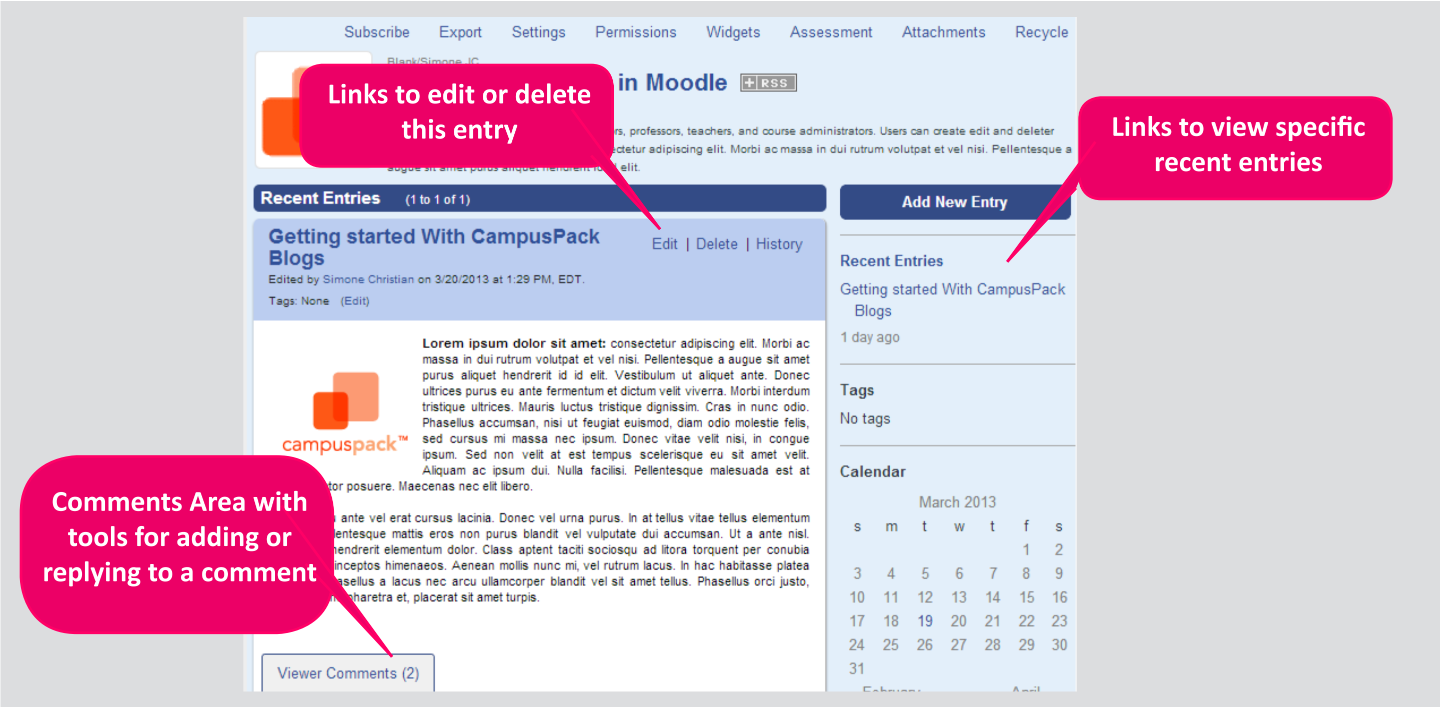
For Group or Individual Blogs

- View the group or individual blog **Active Assignments** page.

  a. To control availability - click the "Click here…" link to toggle the blog availability on or off.
  b. To edit the blog description, deployment, and style, click the "Assignment Settings" link. When done making your changes, click the "Save" button.

Basic Blog Navigation and Management

You can navigate through the blog using these links and instructions.



Use the Filter to View Specific Entries – Indicate your viewing preferences using the "Deleted Entries" and "Author Filter" drop down menus. The page will automatically refresh to show content matching these preferences.

To Edit an Entry – You or your student can make changes to a blog entry by clicking the "Edit" link.

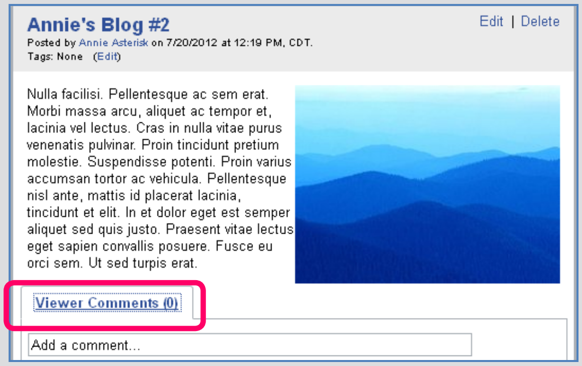
To Delete an Entry – You or a student author of a blog entry can delete the entry by clicking the entry's "Delete" link. A prompt will appear; you must select a deletion option:

1. ***Delete –*** You or your student can mark a blog entry as "deleted". The entry will still remain in the system, but be removed from view. The entry can be reviewed through the Filter's "Deleted Entries" show/hide menu.

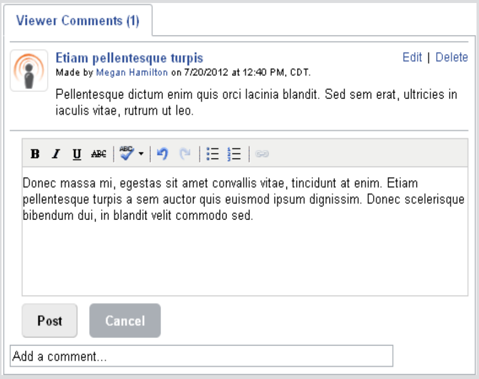
   NOTE - You can republish a deleted blog entry. When viewing the blog through the Filter options, select the "Edit" link. On the "Edit" page, click the "Save & Exit" button.

2. ***Purge –*** Only instructors have this option. "Purge" completely and irreversibly removes the entry from the blog.

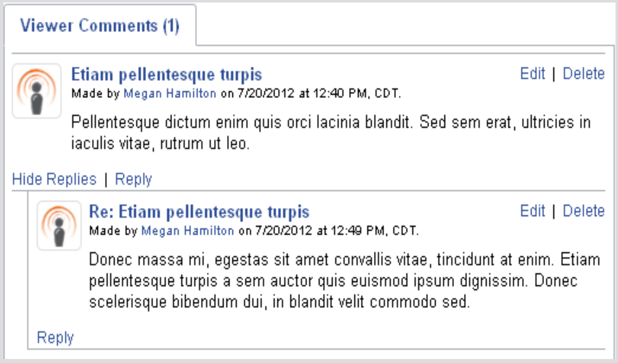
To View Comments – By default, each blog entry is equipped with a comments widget. Click the "Viewer Comments" link at the bottom of the entry to view any comments that have been added.



To Add Comments – When viewing the comments area, click the "Add a Comment" text-field and complete the form that appears. Click the "Post" button to add the comment to the entry.



To Reply to a Comment – Instructors and students can reply to comments by clicking the "Reply" link that appears underneath a comment. Complete the reply form that appears and click the "Post" button. Similar to replies to a thread in a discussion board, the reply will be nested under the original comment



To Edit an Entry – The instructor or student can make changes to a blog entry by clicking the "Edit" link.

Blog Management Tools

In the header of every blog page, you have access to the following tools to manage the blog:

- ***Subscribe –*** Click "Subscribe" to sign-up for periodic e-mail notifications summarizing the latest blog activity
- ***Export –*** Click "Export" to save the blog off-line as a complete Website, individual pages, or an importable archive
- ***Settings –*** Click "Settings" to customize the title, description, availability, and graphic style of the blog
- ***Permissions –*** Click "Permissions" to review and edit the viewing, authoring, and ownership permissions of the blog
- ***Widgets –*** Click "Widgets" to add, customize, and review additional tools that have been added to the blog. Available widgets include: comments, tags, categories, voting/ratings, share buttons, and Google Analytics
- ***Assessment –*** Click "Assessment" to see a summary of each student's activity in the blog
- ***Attachments –*** Click "Attachments" to view your blog content library. Anytime a document, image, or video is uploaded to the blog, this is where the files are stored. Each blog is granted 10 GB of file-space. The "Attachments" area will tell you how much file space is being used, what files have been attached to specific blog entries, and give you tools for viewing and deleting attachments.

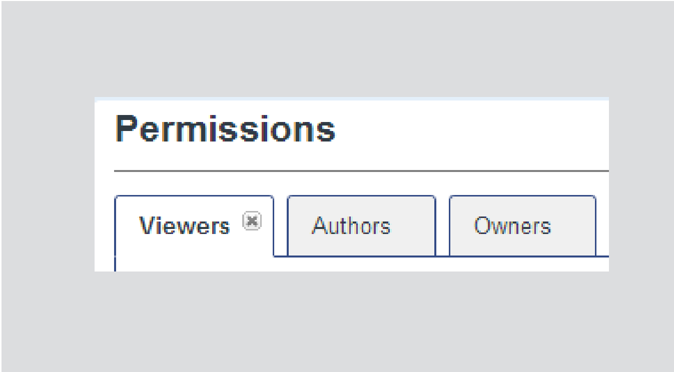
  NOTE - Deleting an attached file does not automatically remove the attachment's link on the blog entry. The deletion results in a broken link that must be removed when editing the blog entry

- ***Recycle –*** Click "Recycle" to permanently remove all content, uploaded files, comments, and pages from the blog.

Reviewing and Adjusting Permissions

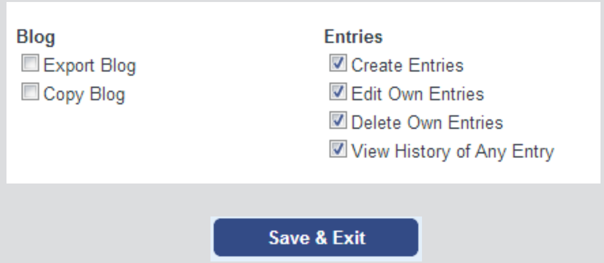
Once you have created a blog, it is a best practice to review the viewing, authoring, and owner permissions of the blog. This is to understand who can access the blog and what actions they may perform. Changes can be made to permissions.

1. In the header of blog page, click the "Permissions" link.
2. On the "Permissions" page, review the information listed under the each tab for Viewers, Authors, and Owners. You will see who in the course has each role and what permissions are currently associated with the role.
3. To edit the actions that users of each role may perform, **click the Customize link** that appears on the tab being viewed.



4. The “Permissions” form will appear. Indicate your preferences by selecting/deselecting the check boxes. For example, ***if you only want students to be able to create their own blog entries, but not edit or delete them, uncheck the check boxes associated with these actions.***

5. When you are done, click the “**Save and Exit”** button at the bottom of the page



Adding and Customizing Widgets

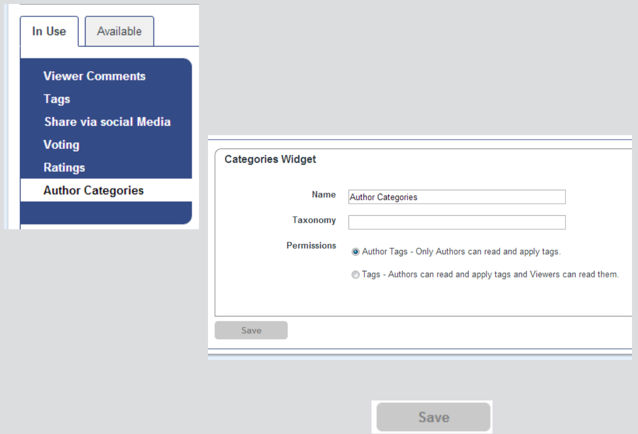
1. On the blog page, click the **Widgets** link. The “Manage Widgets” page will appear. The “In Use” tab will show you the widgets that are currently applied to the blog.

   Note - By default, each blog comes equipped with the “Viewer Comments” widget in use.

2. Select the **“Available”** tab to choose a widget from the list of available widgets. To add a widget to your blog, select a widget and click the **“Add”** button.

3. The widget will be added to the **“In Use”** tab. Select the widget in this tab to customize the widget’s name and settings. When done, click the **“Save”** button to add the widget to all blog entries.

   Note - Use discretion when adding new widgets. They appear in the title bar of blogs posts and can add clutter and distraction to the page.



Viewing Student Work and Assessing Participation

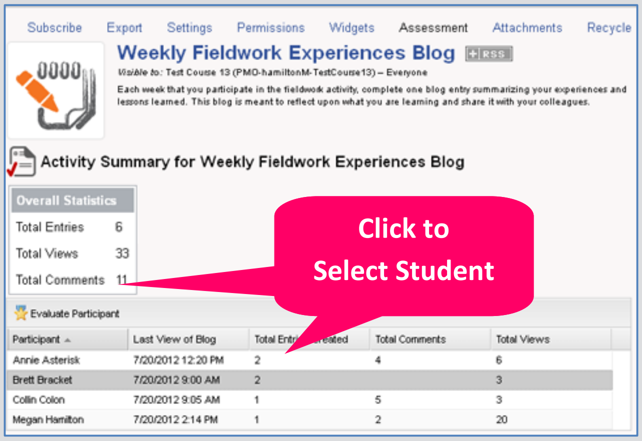
View and Assess a Single Copy Blog

1. In the content area of the course where the blog is posted, click the blog “View” link.

2. You will be taken to the class blog, where you can review its contents.

3. To view class participation statistics
   a. Click the “Assessment” link at the top of the blog
   b. Review the “Activity Summary” that appears.

4. To review participation statistics of a student in detail
   a. Double-click on student in the Activity Summary list
   b. Review the “Activity Summary” that appears for the selected student



To View and Assess a Group or Individual Blog

1. In the content area of the course where the blog is posted, click the blog "View" link.

2. You will be taken to the blog "Active Assignments" page. Select an individual or group blog from the "Active Assignments" list to view the blog content.

3. To view participation statistics of the individual or group:
   a. Click the "Assessments" link at the top of the blog.
   b. Review the "Activity Summary" that appears.

4. To review the participation statistics of group member:
   a. Double-click on student in the Activity Summary list
   b. Review the "Activity Summary" that appears for the selected student