Click on the **Blogs** tool from your left hand tool menu to create your blog. The **Blogs** tool consists of the following:

- **Add blog entry** button to create a new blog entry.
- **My blog settings** button to update your profile and profile picture to be associated with all of your blog entries.
- **Permissions** button to edit permissions to your blog.
- **Add blog entry** button to create a new blog entry.
- **Edit your blog settings (e.g. your blog image or URL)** button to update your profile and profile picture.
- **Edit permissions to your blog** button to update your blog settings.

**Adding Images to Blogs**

You can copy and paste a URL from an already public source (such as a social networking site), or you can add photos to your Resources to create a site-specific URL.
Blogs in Sakai

Compose your blog post using the text editor box as seen below:

Add a new blog entry

- **Title:** Enter the title of your blog entry.
- **Paste a plain text** tool or **Paste from word** tool: Paste your content here.
- **Select text and then click on this tool to insert a hyperlink**
- **Styles** - Select text formatting.
- **Format** - Adjust the text style.
- **Font** - Choose the font.
- **Size** - Set the font size.
- **Image** - Click here to add an image that is already in Resources.

Choose who can see this entry:
- **Only site administrators and I can see this entry**
- **All members of this site can see this entry**
- **This entry is publicly viewable**

- **Publish entry** - Publish the blog entry.
- **Save Draft** - Save the draft of the blog entry.
- **Cancel** - Cancel the blog entry.

Blog entries are present under your name and continue down the page as more entries are added.

Your blog entry title

Your content goes here

Decide who can view your blog entry by selecting the appropriate permissions

Your respective blog entries, added using 'Add blog entry' button

Edit your basic blog settings from 'My Blog Settings' button- these appear across all your blog entries under given course

Sakai ver. 10
Instructional Technology and Research Support (ITRS) 4/29/2015