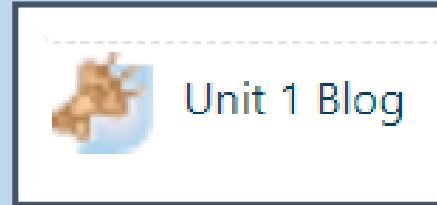


Using the Blog on Moodle

Quick Start Student Guide

Add a post to the blog

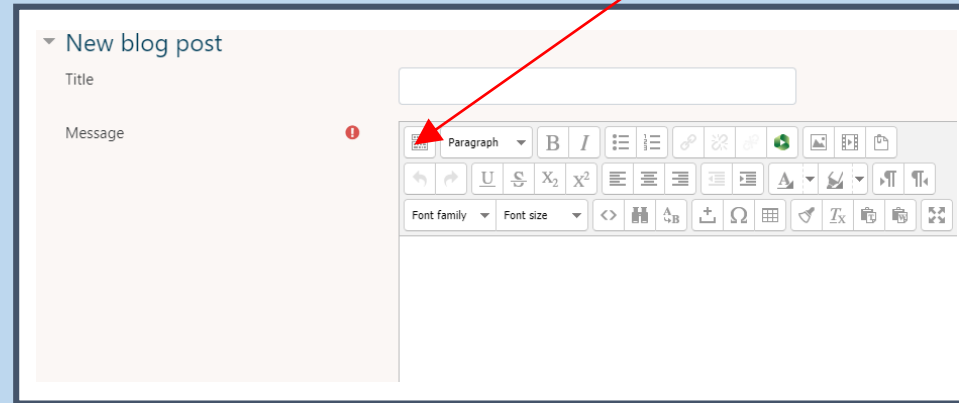
Click on the blog link on the Moodle page.



Select new blog post.

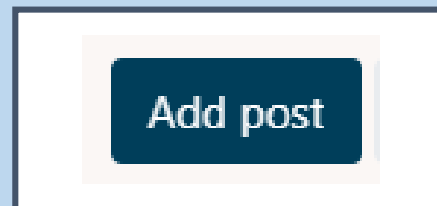


Give your post a title and type your content into the **Message** box.

A screenshot of the "New blog post" form. It features a title input field at the top, followed by a large "Message" text area. To the right of the text area is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, etc.), alignment, and insertion. A red arrow points from a text box to the first icon in the toolbar.

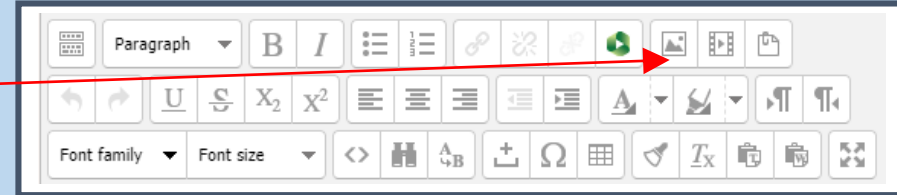
Click this button to see all the formatting buttons.

Scroll to the bottom and click **Add post**.

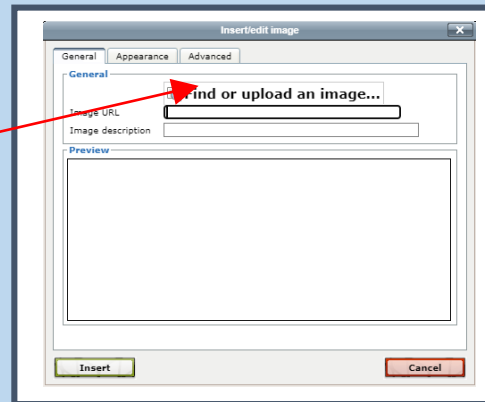


Add an image to a blog post

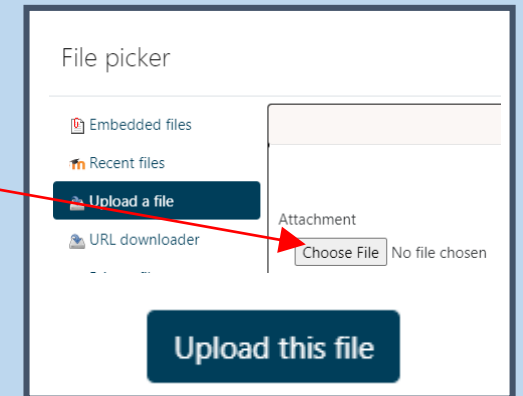
Click on the add image button



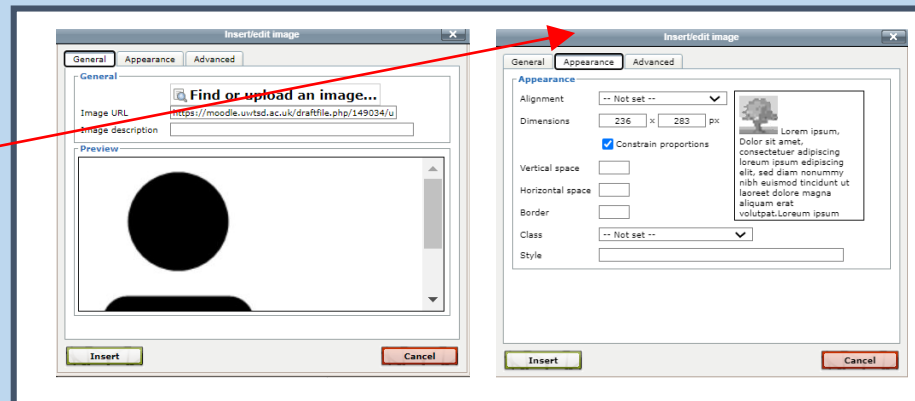
Click **Find or upload** an image



Click **Choose File**, select your image and then click **Upload this file**.



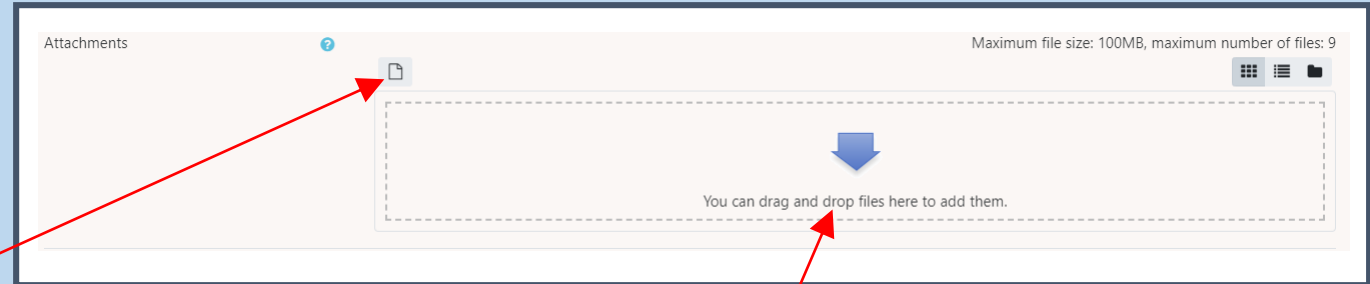
You will see this box – click the **Appearance** tab for resizing options. Click **Insert** to place the image.



You can also re-size by right-clicking the image in the **Message** box and dragging the edges.

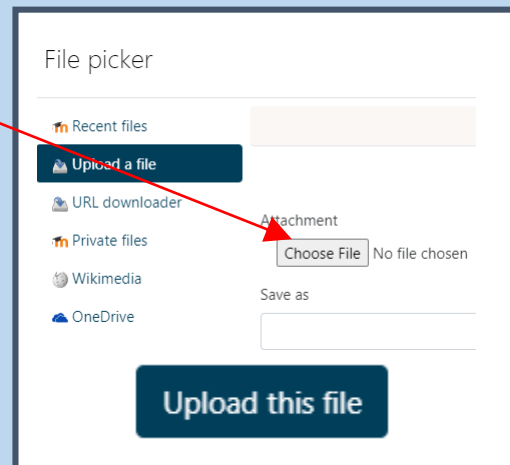
Add an attachment to a blog post

You may be asked to add submit a task as an attachment to a blog post.

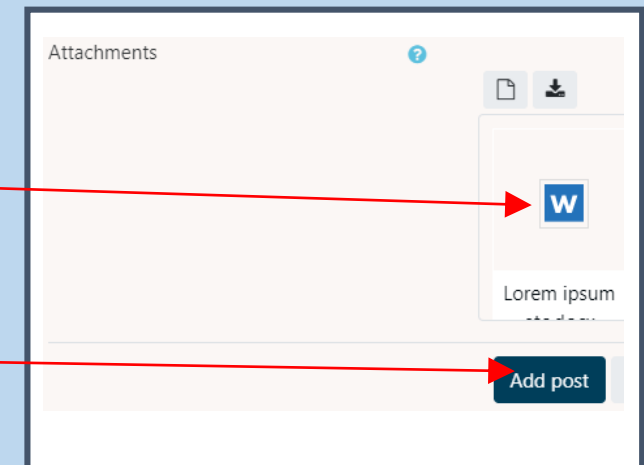


At the bottom of the new blog post editor you will see the Attachments box. Add your attachment by dragging a file to the **drop area** or by clicking the **Add File** button.

Click **Choose File**, select your file and then click **Upload this file**.



Your file will appear in the drop area – then click **Add post**.



A guide to the editor

Here is a guide to some of the most useful buttons in the editor.

