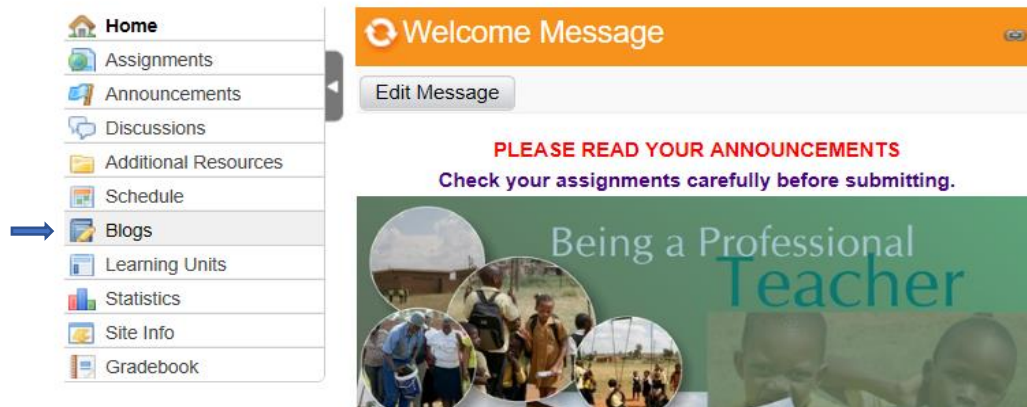


How to post to your Blog

Click on 'Blogs' on the menu on the left of your screen:



When the Blog opens you will see a list of student names. Click on the arrow on the top right until you see your name.

The screenshot shows the 'Blogs' page. The left menu is the same as in the previous image. The main content area has an orange header with the word 'Blogs' and a search icon. Below the header are four buttons: 'Home', 'View authors', 'View my blog', and 'Create new post'. The 'View authors' button is highlighted with a blue arrow. Below the buttons is a section titled 'Authors' with a table of student names and their post counts. The table has columns for Author, Posts, Date of Last Post, Comments, and RSS. The authors listed are A ELSWORTHY, A ESSOP, A GROBBELAAR, A KEKANA, A VAN ROOYEN, A VENTER, A VILJOEN, A VORSTER, A WITTSTOCK, and C CAHILL. All have 0 posts. There are also pagination controls showing '1 to 10 of 53 rows' and a dropdown menu set to '10'.

Author	Posts	Date of Last Post	Comments	RSS
A ELSWORTHY	0	-	0	
A ESSOP	0	-	0	
A GROBBELAAR	0	-	0	
A KEKANA	0	-	0	
A VAN ROOYEN	0	-	0	
A VENTER	0	-	0	
A VILJOEN	0	-	0	
A VORSTER	0	-	0	
A WITTSTOCK	0	-	0	
C CAHILL	0	-	0	

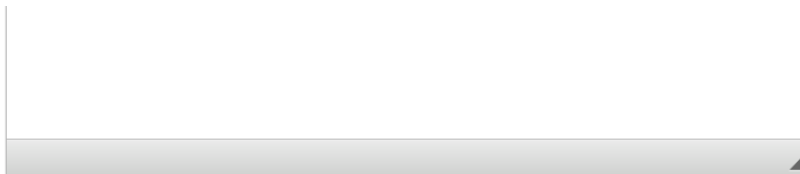
Click on your name, and then on 'Create new post':

The screenshot shows the 'Blogs' page with the 'Create new post' button highlighted by a blue arrow. The page displays the message 'There are no posts yet'.

Enter the title of your post, e.g. Activity 4.1, and enter your response in the blank space:

The screenshot shows the Sakai Blogs 'Post Editor' interface. On the left is a navigation menu with items: Home, Assignments, Announcements, Discussions, Additional Resources, Schedule, Blogs (highlighted), Learning Units, Statistics, Site Info, and Gradebook. The main header is orange with 'Blogs' and a 'Go' button. Below the header are buttons for 'Home', 'View authors', 'View my blog', and 'Create new post'. The 'Post Editor' section has a 'Title *:' label and an empty text box. Below that is a 'Content:' label and a large rich text editor with various formatting tools like bold, italic, underline, strikethrough, link, unlink, list, and table. A note in red text reads: 'Note: Should the Editor below not be active, i.e. you cannot place your cursor in the editing space, please refresh the screen by either pressing F5/Refresh on the keyboard, or right-click on the screen and choose the browser Refresh option.'

Don't forget to click on 'Publish' at the bottom of your screen when you are done!



- Only tutors and I can see this post
- All members of this site can see this post



How to comment on a Blog

Scroll through the names until you see a date next to someone else's name:

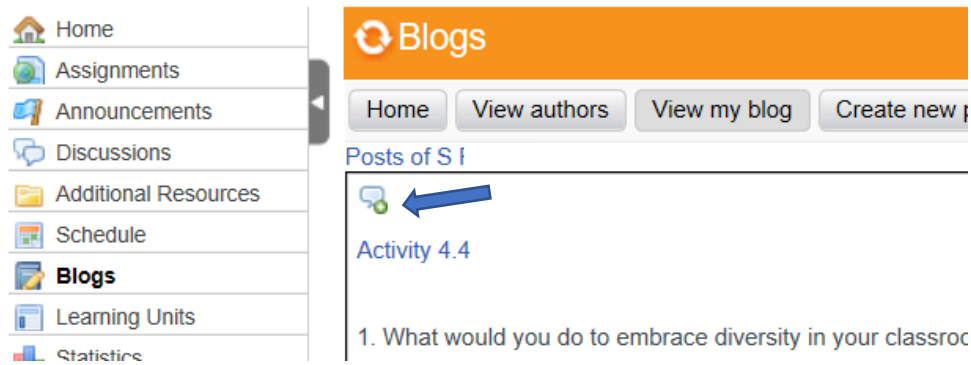
The screenshot shows the 'Blogs' section of a learning management system. On the left is a navigation menu with items like Home, Assignments, Announcements, Discussions, Additional Resources, Schedule, Blogs, Learning Units, Statistics, Site Info, and Gradebook. The main content area has an orange header with 'Blogs' and navigation buttons: Home, View authors, View my blog, and Create new post. Below this is a table titled 'Authors' with columns for Author, Posts, Date of Last Post, Comments, and RSS. The table contains 10 rows of author information. A blue arrow points to the row for 'S ROLFE', which has 5 posts and a date of '14 Feb 2018 @ 10:16'. The table also includes pagination controls showing '41 to 50 of 52 rows' and a dropdown for '10' items per page.

Author	Posts	Date of Last Post	Comments	RSS
S MAJOLA	0	-	0	
S PORTER	0	-	0	
S ROLFE	5	14 Feb 2018 @ 10:16	0	
S SADLER	0	-	0	
S VEERASAMY	0	-	0	
T BALOYI	0	-	0	
T MABOGWANE	0	-	0	
T MASUKU	0	-	0	
T TJOTJO	1	15 Feb 2018 @ 18:06	0	
W MSIBI	0	-	0	

Click on the person's name. You will see a list of the entries for this person. Click on the entry you wish to read.

The screenshot shows the 'Blogs' page after clicking on 'S ROLFE'. The navigation menu is the same. The main content area has an orange header with 'Blogs' and navigation buttons: Home, View authors, View my blog, and Create new post. Below this is a checkbox labeled 'Show title only' with an RSS icon. The main content area displays a list of five blog entries, each with a comment icon and a title: 'Activity 4.4', 'Activity 4.2', 'Activity 4.1', 'Learning Activity 3.5', and 'Teaching and Learning Philosophies (Activity 3.3)'. Each entry is enclosed in a box with a thin border.

Read the entry, and then click on the 'speech bubble' icon under the person's name:



Type in your comment, and remember to click on 'Save' when you have finished:

Add your comment:

The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for editing text, including source code, undo, redo, search, and text color. Below the toolbar are several rows of icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment, indentation, and list creation. There are also icons for inserting links, images, tables, and tables. Below the toolbar are dropdown menus for 'Styles', 'Format', 'Font', and 'Size', followed by font color and background color buttons. The main area is a large empty text box. At the bottom of the text box, there are two buttons: 'Save' and 'Cancel'. A blue arrow points to the 'Save' button.