Creating a blog

Blogs are single page websites that list entries made by date order. Blog is short for WebLog. They are often created as a personal journal which is regularly updated by the creator. Normally blogs are automatically made public, but blogs in REfLECT are confidential to you, unless you choose to share them with others.

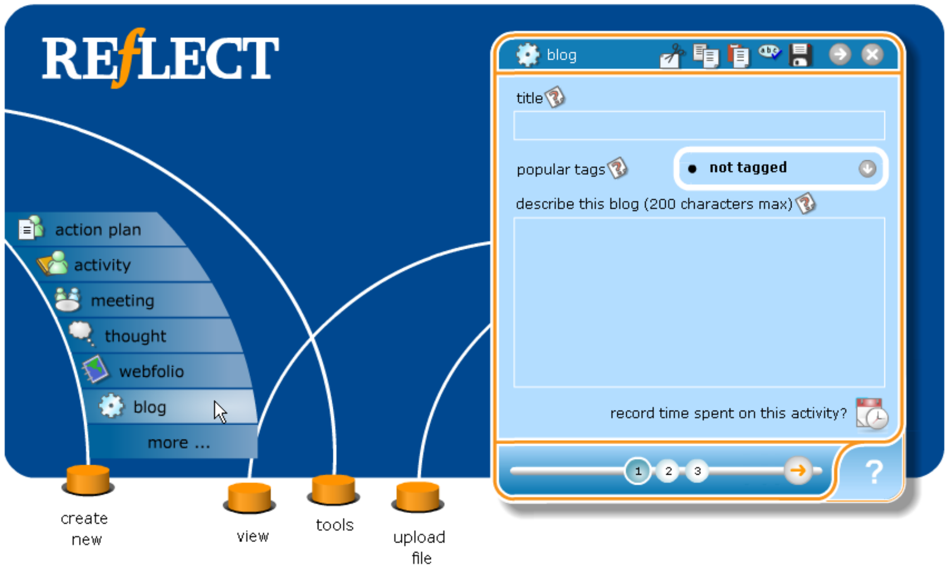
Blogs can be used for many things e.g. as a CPD journal to provide material for further reflection; as a project diary; to keep track of progress on placements, or how working with a particular group is progressing.

A blog is an on-going process, and this tip sheet will guide you through the creation process, showing you how to create a blog, ready for your posts.

At the end of this tip sheet, your blog will look something like this:

This tip sheet also contains information on customising your blog's appearance.

Click the **create new** button and choose **blog** from the menu.



In the pad that opens there are areas to add a **title**, select **tags** and add a **description** for your blog. The drop down menu contains your most used tags. More information on tagging can be found on the tip sheet 'tagging an asset'.

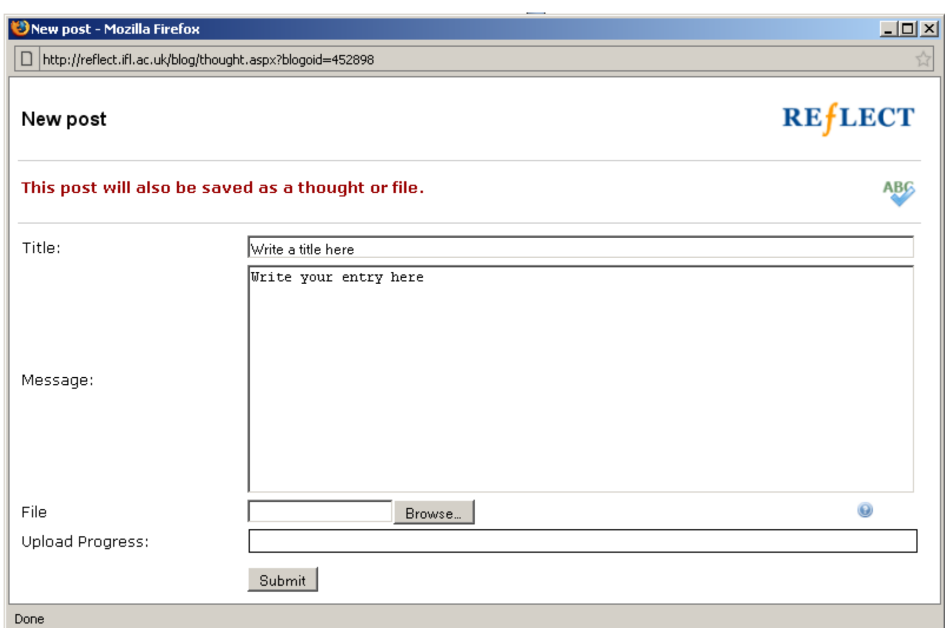
Move to the next step by clicking the **number 2** button or the **next arrow** at the bottom of the pad. In this step you can alter the appearance of your blog.

Click on the drop down menu and select a template for your blog. Once you have chosen a template you can click the coloured boxes below the small preview area to select a different template with the same theme.

You can create a **custom template** by selecting the last option of the drop down menu; **create new template**, however this is not essential. Once you are happy with the template, you can view it, by clicking the **magnifying glass** on the bottom right of the pad. Please note, the template is only visible on screen and not on printouts.

TIP! To add posts to your blog now, use the **view and post to blog** option.

To add posts to your blog click the **post new** button on the right of the blog. A new pop-up will open, which looks like this:



In the pop-up there are areas to add a **title**, a **message**, or to **upload a file**. The **message** area is the body of your post, where you can write your entry. If you wish to **upload a file**, it will not be added until the post is complete and the submit button is clicked. Close the blog to return to REfLECT.

Move to the next step by clicking the **number 3** button or the **next arrow** at the bottom of the pad.

The last page of the asset creation pad has a list of options;

- **view and post to blog**
- send to a person, the web, a gateway, a blog, a CPD record, word or a printer
- add a review, add or edit a link or evidence
- tag the asset

More information on tagging and sharing/sending are available from their respective tip sheets. If your asset is CPD related, you can send it to your CPD record. More information is available from the tip sheet ‘adding assets to a CPD record’.

Click on the **green tick button** to save and close your asset.

Tip! Remember to **record time spent on this activity** during the process. Click this button  whenever you see it.