

BLOG Checklist

Use this as a checklist for your BLOGs

Check "Done" when you have completed a task. This is for you only and not to be submitted.

Title	Done
Minimum 500 words – divide into at least 3 paragraphs. Answer all questions posted in the BLOG and add some of your original ideas on the topic. You may add personal opinion and/or experiences but that should not be an extensive part of the BLOG.	
Comment to at least two of your classmates.	
Post a <u>live link</u> that relates to the BLOG topic and post a short paragraph about why your professor and classmates should follow the link and new information.	
At the bottom of your post - add <u>at least</u> two APA style references that you used to research the topic.	
Before signing off click on your uploaded BLOG for content and check that your link is LIVE.	

Important:

1. Once the BLOG closes it cannot be reopened and you will receive no credit for the BLOG. The point of BLOGs is the group experience so submitting something late via email will get you no credit.
2. Post early – you have the ability to edit your BLOG up until it closes. Note that if you edit at the last minute that is the time I will see as your completion. You may lose points for posting at the last minute.
So create and edit your BLOG early to avoid losing points.
Having technical problems is not an excuse for not posting on time. If you start early you will be able to troubleshoot any problems.
3. The link that you are sharing MUST BE LIVE. That means that when we click on it we are taken directly to website or other source.
4. Regarding your links, no YouTube videos or other non-academic links. You have access to the college library directly from Blackboard so you need to search and post peer reviewed academic resources.
5. Do not share verbatim text from your academic resources. And make sure you add APA In-Text Citations within your BLOG when appropriate.

How to Make a LIVE LINK.

Unfortunately Blackboard is a little tricky with this.

You should write your BLOG in MS Word (or other word processing program) save it and then cut-n-paste your entire text including your hyperlink to the edit box of the Bb BLOG site.

In MS Word, make sure you have the complete <http://NYTimes.org> address and press enter at the end of the address. When you press enter you will know it is LIVE because the link will change color and it will become underlined.

<http://NYTimes.org>