

### Guidelines for Course Blogging

In this course you are required to write a minimum of 3 posts of at least 100 words each for our class blog on the OpenLab. Our blog will allow us to continue discussions outside of class, and your professors will participate along with you. Your professors will post blogging prompts on the course OpenLab site, and we will announce them in class, along with the due dates for each post. You will be blogging in response to assigned readings of articles and book chapters, and assigned viewings of films and videos. A reading/viewing response blog post should summarize the reading or film *briefly*, then respond to the blogging prompt. What questions did the reading or viewing answer for you? What questions did it raise for you?

If you include or discuss text, images, or multimedia in your blog posts that are not from the assigned readings, please **cite your source**. Source title, author, date, and URL (if it's a website) is sufficient for these posts. Also, please give each of your blog posts one or more **tags**. We'll talk more about tags in class, but for now you can think of them as keywords. Try to pick a few words that describe the topic of your post. Do not assign Categories; use tags instead. Blog posts need not be written in formal academic style, but please use proper spelling, grammar and punctuation when you blog.

#### How to Post on the Course Blog:

1. Go to <http://openlab.citytech.cuny.edu> and log in. Go to **My OpenLab > My Courses > LIBARCH2205ID-D942-Spring2019**
2. From the course site, click the plus sign and select **post**. Give your post a title and type your post. You can also post from the **Site Dashboard** on the right side of the screen. From the Dashboard, click **Add New** under the **Posts** menu on the left navigation bar to create a new post.
3. On **Add New Post**, enter a title for your post and then paste or type your blog post into the large field in the middle of the screen. Don't forget to title your post!
4. There are two ways to format posts: Visual or text (HTML). If you know HTML feel free to use it. Otherwise you may want to select Visual and use the toolbar buttons along the top of the field to add bold, italics, etc.
5. Give your post one or more tags by entering them into the field under **Post Tags** on the right side of the **Add New Post** page. Check off the appropriate category: *reflection* for reading/viewing response reflections, *research experiences* for post-research-visit reflections
6. If you'd like to take a look at your post before publishing it on the course blog, click the **Preview** button on the upper right side of the **Add New Post** page.
7. When you're ready to publish your post to the blog for all to see, click the blue **Publish** button on the right side of the **Add New Post** page. **Be sure to publish each post!**
8. To view the blog after publishing your post, click **Visit Site** under the name of the site at the top of the **Add New Post** page.

To post a comment on the blog, click the "Leave a Comment" link on any blog post. Log in to the OpenLab before commenting.

For both blog posts and comments, it's a good idea to write in a word processor or text editor and paste the finished and spell-checked text into the **Add New Post** page or comment box.

Please contact your professors if you have any questions or run into any problems; message through the OpenLab or email at [jmontgomery@citytech.cuny.edu](mailto:jmontgomery@citytech.cuny.edu) or [aleonard@citytech.cuny.edu](mailto:aleonard@citytech.cuny.edu)

Blog posts count towards your class participation grade, which is 10% of your grade. Each blogging assignment is due BEFORE THE START OF CLASS for which it is assigned.