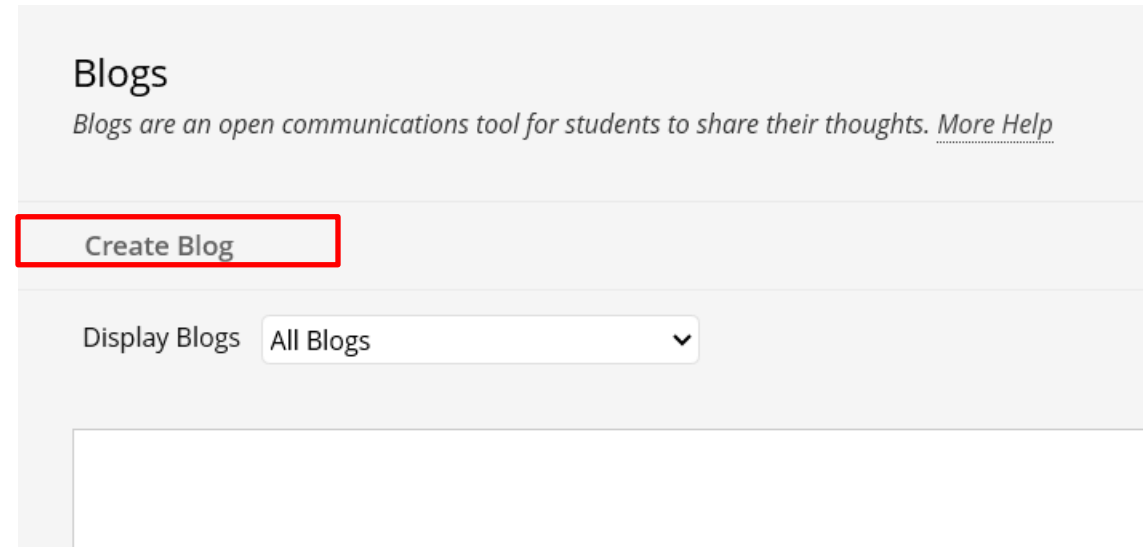
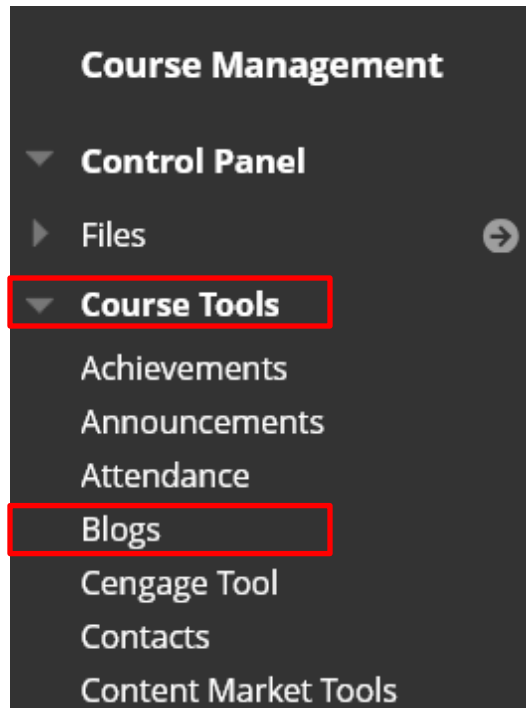


ISTANBUL OKAN UNIVERSITY O'LEARN USER GUIDE FOR INSTRUCTORS



How to Create a Discussion Board, Blog, and Wiki?

How to Create a Blog?



You can create a course-specific blog by accessing the "Blogs" section under Course Tools.

Create Blog

A Blog is a collaborative tool that allows Students to post their personal reflection about the Course or discuss and analyze Course-related materials. [More Help](#)

★ Indicates a required field.

BLOG INFORMATION

★ Name

Instructions

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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☰	☷	☷	☷	☷	☷	☷	☷	☷	☷	☷	☷	☷	☷	☷	☷	☷	☷	☷
☷	☷	☷	☷	☷	☷	☷	☷	☷	☷	☷	☷	☷	☷	☷	☷	☷	☷	☷

In this section, you must fill in the Blog Information.

BLOG AVAILABILITY

Blog Availability ☒ Yes ☐ No

BLOG DATE AND TIME RESTRICTIONS

Limit Availability

☐ Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

BLOG PARTICIPATION

Blog Type

☒ Individual to All Students ☐ Course

☒ Allow Anonymous Comments

BLOG SETTINGS

Index Entries

☒ Monthly
Indexing will organize entries by the chosen time-frame.

☐ Weekly

☐ Allow Users to Edit and Delete Entries

☐ Allow Users to Delete Comments

GRADE SETTINGS

If a Due Date is set, submissions are accepted after this date, but are marked late.

Grade Blog

☒ No grading

☐ Grade : Points possible :

Click **Submit** to finish. Click **Cancel** to quit without saving changes.

For your blog settings:

Date and time restrictions as desired

Blog participation

Blog options

Once the steps above are completed, click the **Submit** button.



TEST 

If a Blog or Journal can be graded, a grade assigned to an individual member is applied only to that individual. [More Help](#)

Create Blog Entry

Blog Instructions ^

Add Alignments

No Alignments found.

Friday, May 30, 2025

 **TEST BLOG** 

Posted by  NISA KUCUK at Friday, May 30, 2025 3:40:02 PM

Comment

Blog Details v



NISA KUCUK (1)



INDEX

May 2025 (1)

[TEST BLOG](#)

Through the blog instructions, you can view all responses submitted by students. From **Blog Details**, you can see group members, entries, comments, and feedback. After sharing content or files, fill in the **Grade** field and click **Submit**.

How to Create a Wiki?

The image shows a screenshot of a web application interface. On the left is a dark sidebar titled "Course Management". It contains a list of items: "Control Panel", "Files", "Course Tools", "Achievements", "Announcements", "Attendance", "Blogs", "Cengage Tool", "Contacts", "Content Market Tools", "Course Calendar", "Course Messages", "Date Management", "Discussion Board", "Glossary", "Goal Performance", "Goals", "Journals", "Microsoft Teams", "Rubrics", "SafeAssign", "Self and Peer Assessment", "Send Email", "Tasks", "Tests, Surveys, and Pools", and "Wikis". The "Course Tools" and "Wikis" items are highlighted with red rectangles. To the right of the sidebar, the main content area has a light gray header with the title "Wikis" and a subtitle: "A Wiki is a collaborative tool that allows Students to contribute and modify one or more pages of Course-related materials. [More Help](#)". Below this header is a button labeled "Create Wiki", which is also highlighted with a red rectangle.

From Course Tools, click on Wikis, then select Create Wiki and fill in the wiki information.

Create Wiki

A Wiki is a collaborative tool that allows Students to contribute and modify one or more pages of Course-related materials. More Help

★ Indicates a required field.

WIKI INFORMATION

* Name

--

Instructions

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

0 WORDS POWERED BY TINY

WIKI DATE AND TIME RESTRICTIONS

Wiki Availability

☒ Yes ☐ No

Limit Availability

☐ Display After  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

WIKI PARTICIPATION

Student Access

☐ Closed to Editing ☒ Open to Editing

Student Comment Access

☐ Closed to Commenting ☒ Open to Commenting

WIKI SETTINGS

Grade Wiki

☒ No grading

○ Grade : Points possible :

Click **Submit** to finish. Click **Cancel** to quit without saving changes.

Cancel

Submit

Wiki Information includes:

Name

Date and time restrictions

Wiki participation

Wiki settings

After making the necessary adjustments, click the **Submit** button.

TEST

Create Wiki PageParticipation Summary

Wiki Instructions ^

Add Alignments

No Alignments found.

Wiki TEST

Created By  User Name

on Friday, May 30, 2025 4:13:18 PM TRT

Edit Wiki Content

Comment

Wiki Details v

TEST

 Wiki TEST v

The created wikis will appear as shown. Students can click on the desired wiki to leave comments.

How to Create a Discussion Board?

Course Management

▼ Control Panel

► Files

▼ Course Tools

Achievements

Announcements

Attendance

Blogs

Cengage Tool

Contacts

Content Market Tools

Course Calendar

Course Messages

Date Management

Discussion Board

Glossary

Goal Performance

Goals

Journals

Microsoft Teams

Rubrics

SafeAssign

Self and Peer Assessment

Send Email

Tasks

Tests, Surveys, and Pools

Wikis

Discussion Board

This page lists every discussion board, including those that are specific to groups. Click a Discussion Board to access the forums.

DISCUSSION BOARD	FORUMS	PARTICIPANTS	POSTS
2024-2025-NK	0	0	0

Displaying 1 to 1 of 1 items

Show All

Edit Paging...

From Course Tools, click on Discussion Board.

Discussion Board

Discussions are a good way to encourage students to think critically about your coursework and interact with each others' ideas. You can create discussions around individual course lessons or for your course in general. [More Help](#)

Create Forum

Search

No items found.

Access the Discussion Board from Course Tools to create forums for student participation.

FORUM INFORMATION

Description

B *I* U Paragraph Open Sans,ari... 10pt

Available

Enter Date and Time Restrictions

☐ Display Until  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

After clicking Create Forum, fill in the forum information.

FORUM SETTINGS

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing Threads/Replies

☒ Standard View

☐ Participants must create a thread in order to view other threads in this forum.

If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.

Grade

☒ No Grading in Forum

☐ **Grade Discussion Forum:** Points possible:

☐ Grade Threads

Alignments

☐ Forum alignments

☒ Thread alignments

Subscribe

☐ Do not allow subscriptions

☐ Allow members to subscribe to threads

☒ Allow members to subscribe to forum

☐ Include body of post in the email

☒ Include link to post

Create and Edit

☐ Allow Anonymous Posts

☐ Allow Author to Delete Own Posts

☐ Allow Author to Edit Own Published Posts

☒ Allow Members to Create New Threads

☒ Allow File Attachments

☒ Allow Users to Reply with Quote

☐ Force Moderation of Posts

Additional Options

☐ Allow Post Tagging

☐ Allow Members to Rate Posts

*Click **Submit** to proceed.*

Cancel

Submit

When the option “**Participants must create a thread in order to view other threads in this forum.**” is enabled, participants must first create their own thread before they can view other threads in the forum. This setting also automatically disables the options for editing, deleting, and posting anonymously.

Fill in the Forum Settings according to your preferences and click Submit.

Forum: TST

Forums are made up of individual discussion threads that can be organized around a particular subject. A thread is a conversation within a forum that includes the initial post and all replies to it. When you access a forum, a list of threads appears. [More Help](#)

[Create Thread](#)[Subscribe](#)**Display** ▾

Thread Actions

Collect

Delete

☒	DATE	THREAD	AUTHOR	STATUS	UNREAD POSTS	UNREAD REPLIES TO ME	TOTAL POSTS
☒	5/30/25 4:24 PM	TEST Discussion Board	Lisa Rosen	Published	1	1	2

Thread Actions

Collect

Delete

Displaying 1 to 1 of 1 items

[Edit Paging...](#)

The created forums will appear as shown in the image.

Thread: TEST Discussion Board

Refresh

Alignments

Search

Select: All None

2 Post(s) in this Thread

0 Unread

0 Unread Replies to Me

Message Actions

Expand All

Collapse All

NISA ROCCO

TEST Discussion Board

10 minutes ago

Reply

Sanat Sanat

RE: TEST Discussion Board

1 minute ago

This is a test response in this discussion board.

Select: All None

Message Actions

Expand All

Collapse All

After clicking on the forums, the comments will be displayed. You can enter a reply by clicking "Reply."