

SacCT

Save Blog Entries

HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

SAVE BLOG ENTRIES

If you use the Blogs feature in your SacCT course, you can save individual student blog entries or all student blog entries on one page as a PDF file.

Saving Blog Entries

To save blog entries:

- step 1.** Log in to SacCT through [My Sac State](#) or the [SacCT Login](#) page and click on your Course's name link.
- step 2.** Once you are in your course, locate the Course Menu on left side of page.
- step 3.** From course menu, click on **Tools** link. On Tools page click on the **Blogs** link.



Figure 1: Screenshot of Blogs link from Tools page.

- step 4.** The **Blogs listing page** will display a list of all Blogs in the course.
- step 5.** Locate the **Blog title** you want to view entries for and click on the Blog's title link.

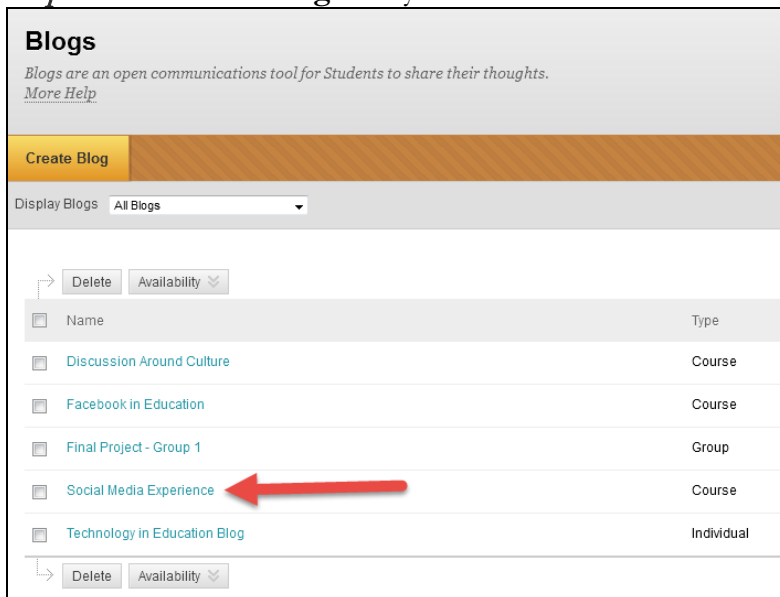


Figure 2: Screenshot of Blogs listing page displaying blogs in course.

step 6. The Blog page will display.

step 7. If this is an **Individual Blog**, locate the **More Blogs** panel on right side of page and click on each student's name to view their individual entries.

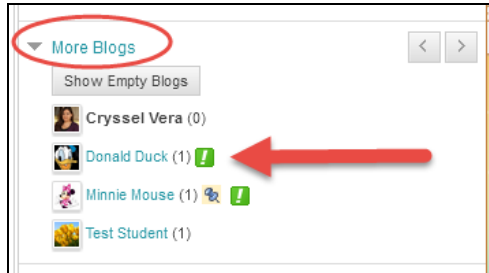


Figure 3: Screenshot of **More Blogs** area on an **Individual Type** blog.

step 8. If this is a **Course Blog**, the blog page will display with all entries on page by default unless you click on a student's name below the **View Entries by** area on right panel. The blog example used here is a **Course** type Blog showing all entries on page.

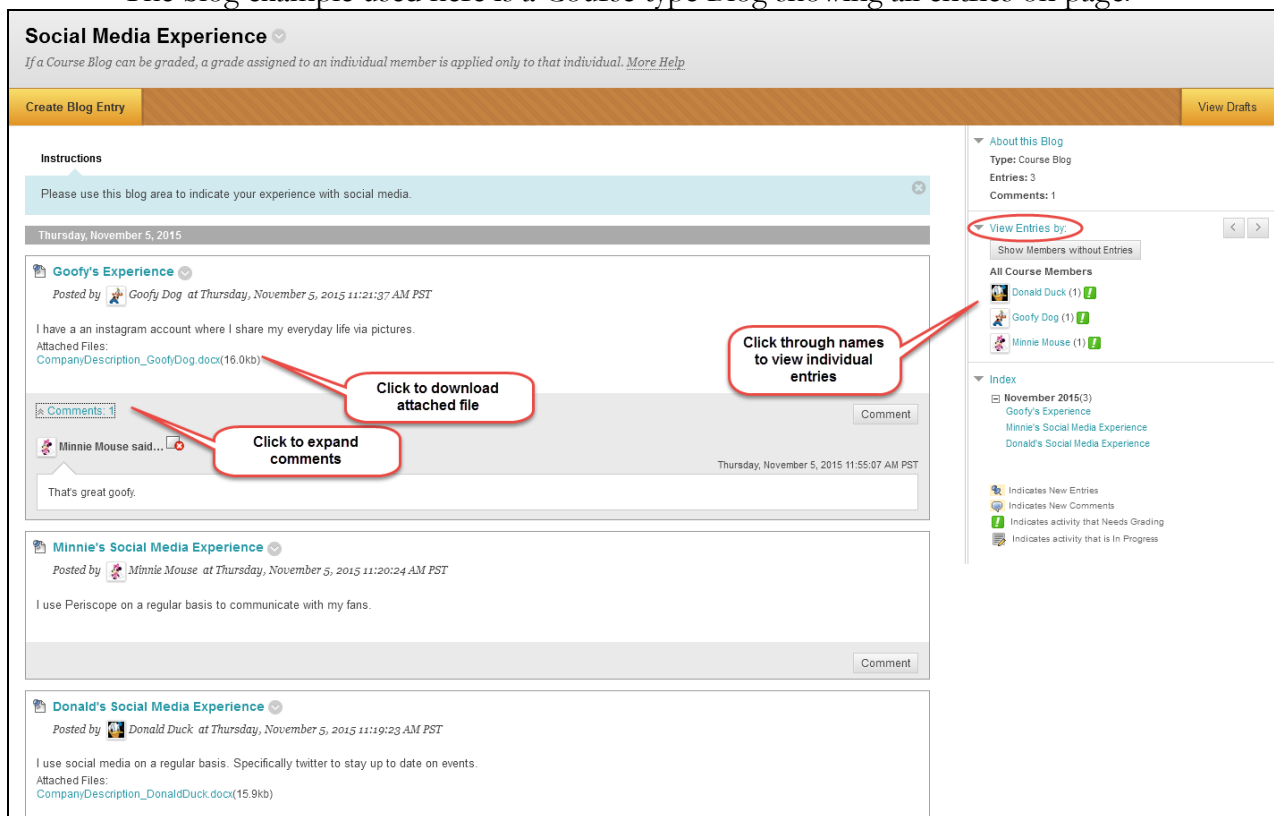


Figure 4: Screenshot of **Blog** page displaying all blog entries and comments

step 9. If comments have been added to a Blog entry, click on the **Comments** link below Blog entry to display the comment on the page before you save the page as a PDF.

step 10. If files were attached to a blog entry, they would be listed next to the **Attached Files** area on entry. Click on the attachment link to download/save the file to your computer.

step 11. From your browser window go to the **File** menu, select **Print**.

step 12. A print dialog menu will display. From Printer field click on drop down arrow and select to print to **Adobe PDF**.

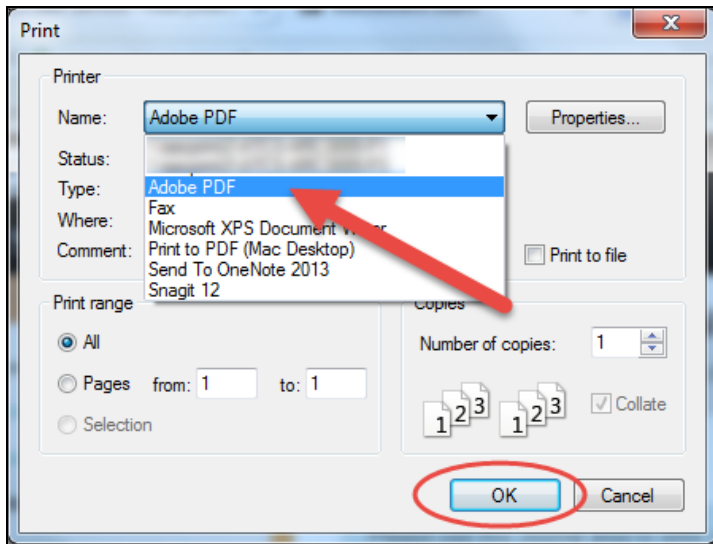


Figure 5: Screenshot of Print dialog window with Adobe PDF selected as Printer.

step 13. You will be prompted to specify a location on computer to save the file. Enter a filename and Save the file.

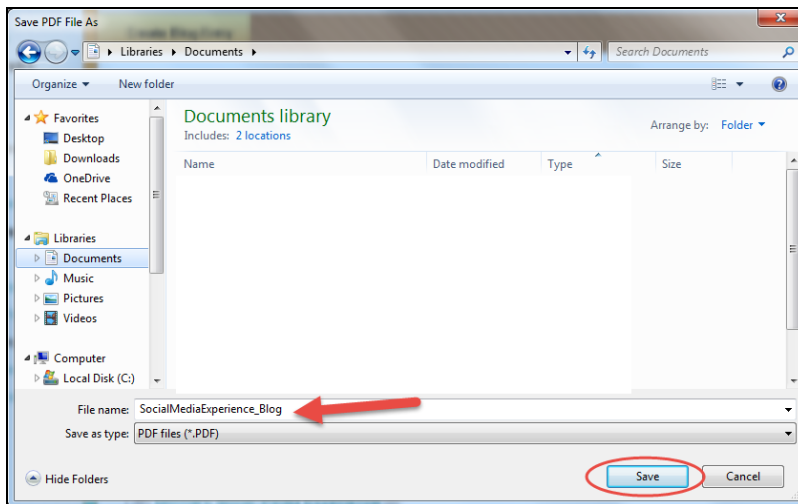


Figure 6: Screenshot of Save PDF File As window

step 14. Saved PDF file will display all blog entries or an individual blog entry as selected on blog page.

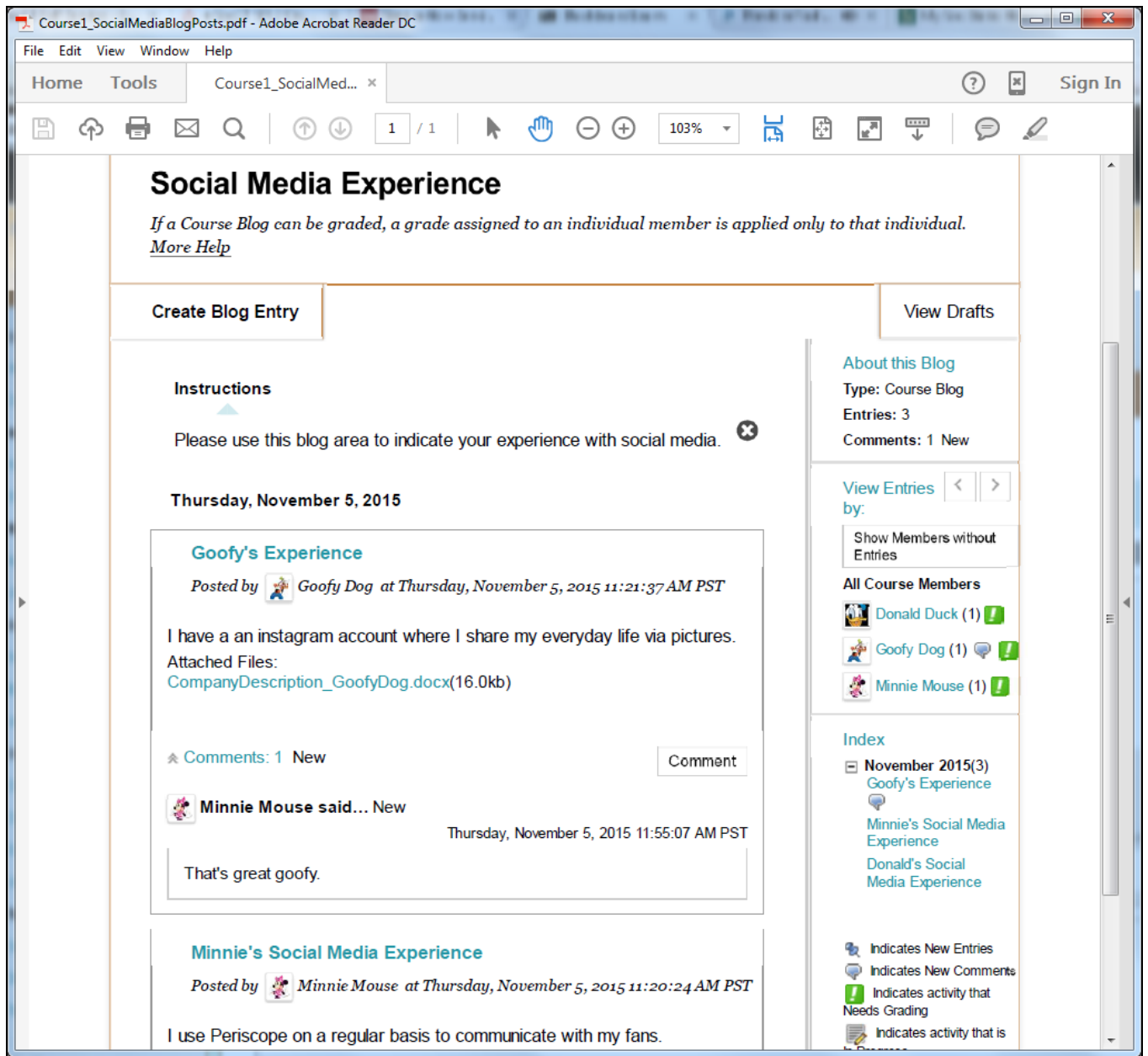


Figure 7: Screenshot of a Course Blog - Student Entries saved as a PDF file