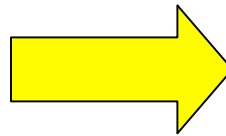# How to Create Your Own Blog Using FirstClass!

A blog is an online diary, or journal to which you add dated entries. You first create a blog to hold your blog entries, then you create blog entries inside it.

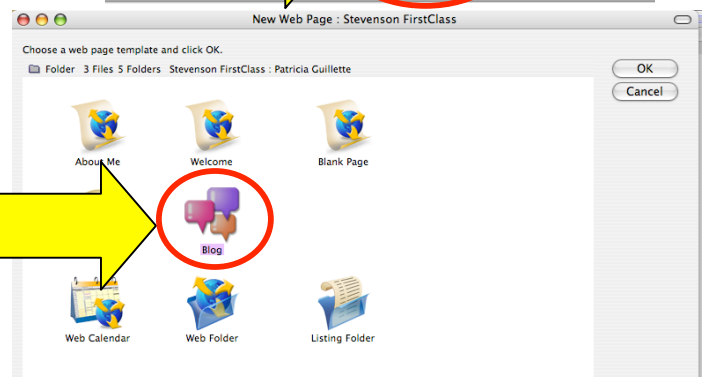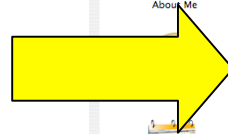1) Log in to **FirstClass** using your login ID and password.

2) Double click the **Web Publishing** icon on your FirstClass desktop, or single click **Web Publishing** on the Desktop Toolbar.
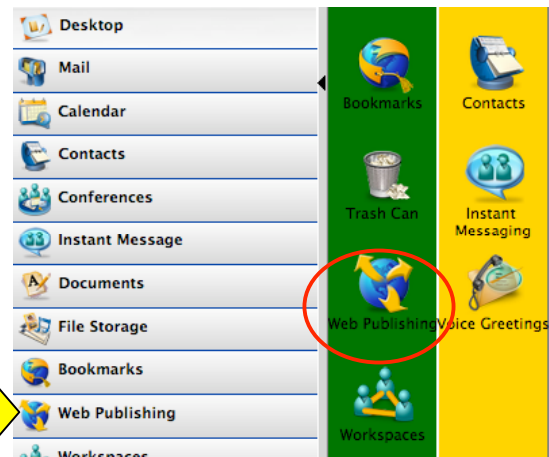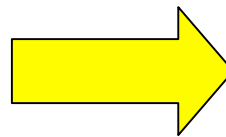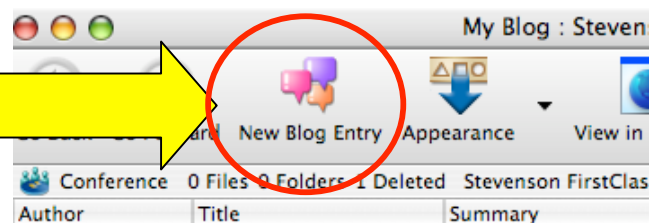
3) From the toolbar at the top click **New Web Page**

4) On the **New Webpage** window click **Blog**.

5) At the top of the **My Blog** window click **New Blog Entry**.

Completing and viewing your Blog Entry:

6) Enter a description in the **Entry title** (ex. describe the purpose of your entry).

7) Select **Entry date** (ex. choose the date and time you viewed an Atomic Learning tutorial or attended a training session).

8) Enter your information in the text area (ex. list the tutorial you viewed, the training session you attended, and concepts or ideas you learned!).

9) Click **Save and Close.**

10) To personalize your blog; control-click on the Blog icon. Choose **Rename** from the pull down.

11) Type your name in the highlighted area below the **Blog** icon, and press **Return.**

12) To view your blog, select **View In Browser** at the top of the **Blog** window.

13) Copy the web address in the address bar at the top and paste it into the body of an email to your director, so they can review your learning!