Submitting Articles on Blackboard (Bb)

1) To obtain access to The Comenian’s Bb account contact the current editor-in-chief at comenian@moravian.edu
2) Upon completion of your article, log into Bb using your student ID (Ex: stxxx##) and password
3) Under “Courses in which you are enrolled:” click on “The Comenian”
4) On the left side of the next page is a column with various tabs. Click on “Discussion Board.”
5) On the Discussion Board, look for the issue that corresponds with your article. (Ex: if your article is for the September issue click on September Issue)
6) To post your article under the appropriate issue click “new thread.”
7) Change the subject line to your name_article topic (ex: kellygrab_movie review) and copy and paste your article into the blank document.
8) Hit “submit” and you are done!
9) All photographs you may have taken need to be emailed to comenian@gmail.com or comenian@moravian.edu or attached to your article submission in Bb

*** If for some reason Bb is not working or you cannot find the appropriate thread please email your article to comenian@moravian.edu or the current editor-in-chief.

ALL WRITERS AND EDITORS, make sure that you check up on your article after submission to see comments the copy editors have made and make corrections as necessary. Editor’s feedback will be in a different color to indicate changes.

The Comenian, edited Apr. 2011 KG