

# Blogs — Learning Path

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This learning path is for users who create and maintain blog content in the Blogs app. You'll learn how to start a new blog, work with an existing Blogs record, and use a consistent review process to keep blog records accurate and ready for ongoing use.

### Learning objectives

- By the end of this path you can start a new blog from the Blogs app.
- By the end of this path you can open and review an existing blog record.
- By the end of this path you can update blog information using the available record screen.
- By the end of this path you can apply a repeatable process for checking blog records before and after changes.
- By the end of this path you can select the appropriate screen for creating versus maintaining a blog.

### Prerequisites

- Access to the Blogs app.
- Permission to create new blog records.
- Permission to view and edit Blogs records.
- Familiarity with the purpose and content standards your organization uses for blogs.

### Module 1: Start working with blogs

**Goal:** Learn the difference between creating a blog and working with a blog that already exists.

## Lesson 1.1: Choose the right starting point for a new blog

When you need to add a blog that does not yet have a record, begin from the new-blog screen rather than attempting to change an existing record. Open the [New blog](#) screen and use it to begin entering the information needed for the new blog.

**Practice task:** Open the [New blog](#) screen and identify when you would use it instead of an existing record.

## Lesson 1.2: Open an existing blog for review

When a blog already exists, use its record to inspect its current information before making any changes. Open the [Blogs record](#) screen and review the information displayed for the blog you are maintaining.

**Practice task:** Open a [Blogs record](#) and review it before deciding whether an update is needed.

# Module 2: Create and maintain accurate blog records

**Goal:** Create new blog records carefully and update existing records without losing context.

## Lesson 2.1: Create a blog record from a content request

A content request may require a new blog rather than an update to an existing one. Start on the [New blog](#) screen, provide the required blog information available on the screen, and complete the creation process according to your organization's content standards.

**Practice task:** Use the [New blog](#) screen to begin a blog record for a new content request.

## Lesson 2.2: Update a blog after content changes

When the details of an existing blog change, first open the current record so that your edits are based on the latest available information. Use the [Blogs record](#) screen to review the existing record and make the required updates.

**Practice task:** Open a [Blogs record](#), identify one item that would need updating after a content change, and perform the update available to you.

# Module 3: Apply a reliable blog review workflow

**Goal:** Use the correct screen at each stage of a blog's lifecycle and verify your work.

### **Lesson 3.1: Review before editing an established blog**

Before changing an established blog, confirm that you are working on the correct record and understand its current state. Open the [Blogs record](#) screen, review the record details, and then make only the changes required by the current request.

**Practice task:** Review a [Blogs record](#) and describe how reviewing first helps prevent unnecessary changes.

### **Lesson 3.2: Validate a newly created blog through its record**

After beginning a new blog on the [New blog](#) screen, use the resulting [Blogs record](#) to review the blog as an existing record. This helps you confirm that the blog can be maintained through the same record-based process used for later updates.

**Practice task:** Create or begin creating a blog from [New blog](#), then open its [Blogs record](#) for review.

## **Final assessment**

1. A marketing team asks you to add a blog that has never been recorded in the Blogs app. Which screen should you use first, and why?
2. A stakeholder asks you to revise information for a blog that already exists. What should you open before making changes?
3. You are unsure whether a requested change is necessary because the blog may already contain the requested information. What workflow should you follow?
4. You have begun a new blog and need to confirm that it can now be reviewed and maintained as an existing item. Which screen should you use after creation?
5. A teammate begins modifying a blog without first checking its current information. What risk does this create, and what should they do instead?

## **Answers**

1. **Use [New blog](#).** It is the appropriate starting point for creating a blog that does not already have a record.
2. **Open the [Blogs record](#).** Existing blogs should be reviewed and updated from their record.

3. **Open the [Blogs record](#), review the current information, then update only if needed.** Reviewing first prevents duplicate or unnecessary changes.
4. **Use the [Blogs record](#).** Once created, the blog is maintained and reviewed as an existing record.
5. **They could make unnecessary or incorrect changes.** They should first open the [Blogs record](#) and review the current information before editing.