EDITING AND MANAGING BLOGS

You can edit basic properties of a blog topic, including the name, instructions, availability, and other custom settings. After a blog topic is designated for individuals or the course, you cannot change it to the other.

You can edit any user's blog entries and can delete blog topics. You can also delete comments, but cannot edit them.
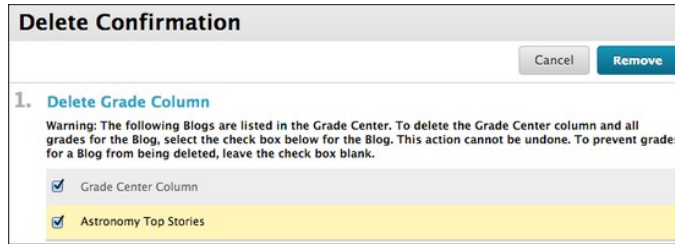
HOW TO EDIT A BLOG

1. Change **Edit Mode** to **ON**.
2. On the **Blogs** listing page, access a blog's contextual menu.
3. Select **Edit**.
4. On the **Edit Blog** page, make changes.
5. Click **Submit**.

HOW TO DELETE A BLOG

If you no longer need a blog, you can delete it. Deleting a blog is permanent. On the **Blogs** listing page, select **Delete** from the blog's contextual menu.

NOTE: If a blog is gradable, the **Delete Confirmation** page appears. You need to perform extra steps to remove a gradable blog.

1. Change **Edit Mode** to **ON**.
2. On the **Blogs** listing page, access a blog's contextual menu.
3. Select **Delete**.
4. Click **OK** in the warning pop-up. The **Delete Confirmation** page appears. You have two options:

   • **Do not select check boxes**: The blog is deleted, but the Grade Center column and scores you have assigned are retained. For example, all student entries are graded and you want to keep the Grade Center column for the final grade calculations. If you delete a blog, yet retain the Grade Center column, you can delete that column from the Grade Center at any time.

   • **Select the check boxes**: The grade column in the Grade Center *and* the blog are deleted. For example, if you do not want to include the grade column for the blog entries in the final grade, you can safely delete all.

Delete Confirmation

Cancel | Remove

1. **Delete Grade Column**
   Warning: The following Blogs are listed in the Grade Center. To delete the Grade Center column and all grades for the Blog, select the check box below for the Blog. This action cannot be undone. To prevent grades for a Blog from being deleted, leave the check box blank.

   ☑ Grade Center Column

   ☑ Astronomy Top Stories

5. Click **Remove** to complete the deletion.

HOW TO CHANGE THE AVAILABILITY OF A BLOG

1. Change **Edit Mode** to **ON**.

2. On the **Blogs** listing page, select the check box next to the appropriate blog.

3. Point to **Availability** on the action bar to access the drop-down list.

4. Select **Make Available** or **Make Unavailable**.

HOW TO ADD A BLOG LINK TO THE COURSE MENU

If you want students to access the blogs tool often, you can add a link to the course menu for one-click access to the tool. You can customize the name of the link as needed.

1. Change **Edit Mode** to **ON** and point to the plus sign above the course menu. The **Add Menu Item** drop-down list appears.

2. Select **Tool Link**.

3. Type a **Name** for the link.

4. From the **Type** drop-down list, select **Blogs**.

5. Select the **Available to Users** check box.

6. Click **Submit**.

TROUBLESHOOTING BLOG MANAGEMENT

If	Then
You delete a blog while users are posting	The blog and all comments are deleted.
You make a blog unavailable while users are posting	The blog remains visible to you in Edit Mode, but does not appear to users.
You change the **Allow Users to Edit and Delete Entries** setting	Entries remain, but users cannot edit them.
You change the **Allow Users to Delete Comments** setting	Comments remain, but users cannot delete them.
You enable blog grading	You cannot change this setting. Delete the blog and the Grade Center column to remove it. If you need the blog entries, but not the

If	Then
	grades, you can decide to not include the Grade Center column for the blog in Grade Center calculations.