Editing and Managing Blogs

Instructors can edit basic properties of a Blog topic, including the name, instructions, availability, and some settings. Once a Blog topic is designated for individuals or the Course, it *cannot* be changed to the other. Instructors can edit any student's Blog entries and can delete Blog topics. Comments can be deleted by the Instructor, but no student is allowed to edit Comments.

1. Login to the Bb Learn system and go to your course.
2. Locate the **Course Management Control Panel** under the left hand menu and click on **Course Tools** to expand the drop-down list.
3. Click on **Blogs**.

How to Edit a Blog

4. On the **Blogs** listing page, click the **action link** (double down arrows) to the right of the **Blog** name to access the drop-down list and choose **Edit** .
5. On the **Edit Blog** page, make the desired edits.
6. Click **Submit**.

How to Delete a Blog

7. On the **Blogs** listing page, click the **action link** (double down arrows) to the right of the **Blog** name to access the drop-down list and choose **Delete**.
8. Click **OK** in the confirmation window. All entries and comments are deleted. Please note that when a graded **Blog** is selected for deletion, a **Delete Confirmation** page appears. Click the appropriate checkbox or boxes to delete the **Blog** or the **Blog and the Grade Center column**.

How to Change the Availability of a Blog

9. On the **Blogs** listing page, click the checkbox next to the appropriate **Blog**.
10. Move your mouse over the **Availability** button to access the drop-down list and choose **Make Available** or **Make Unavailable**.