Edit and manage blogs

You can edit basic properties of a blog topic, including the name, instructions, availability, and other settings. You can edit any user's blog entries and delete blog topics and comments.

After you designate a blog topic for individuals or the course, you can't change it. Also, after you designate a blog as graded, you can't change a blog back to ungraded.

On the *Blogs* page, access a blog's menu and select *Edit*. Make your changes and select *Submit*.

Delete a blog

If you no longer need a blog, you can delete it. The delete action is permanent and irreversible.

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

1. On the *Blogs* listing page, open a blog's menu and select *Delete*.
2. Select *OK* in the pop-up warning. If the blog is gradable, the *Delete Confirmation* page appears. You have two options:
    - **Retain Grade Center column (do not check any 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.
    - **Delete Grade Center column (select which ones to delete using the check boxes)**: The grade column in the Grade Center **and** the blog are deleted. For example, if you don't want to include the grade column for the blog entries in the final grade, you can safely delete all.
3. Select *Remove* to complete the deletion.

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

Add a blog link to the course menu

You can add a link to the course menu for instant access to the blogs tool. You can also customize the name of the link.

1. Select the plus sign above the course menu. The *Add Menu Item* list appears.
2. Select *Tool Link* and type a *Name* for the link.
3. From the *Type* list, select *Blogs*.
4. Select the *Available to Users* check box.
5. Select *Submit*.

Troubleshoot blog management

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

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