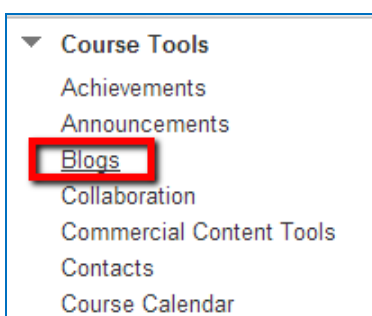# Editing and Managing a Blog
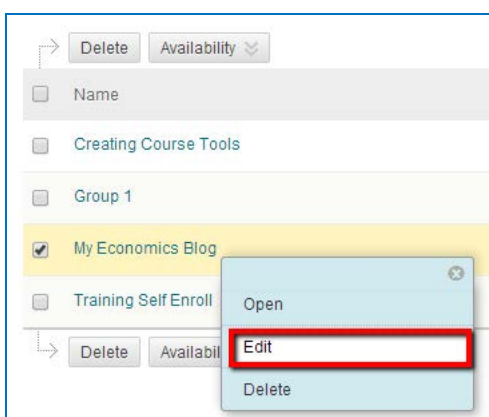
This tutorial covers editing the properties of a Blog, as well as editing the content of the Blog itself.

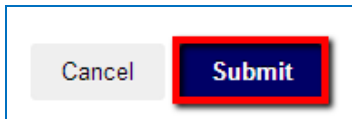## Editing the Properties of a Blog

1. Log into Blackboard, and select your course.

2. On the Control Panel, click **Course Tools**, then **Blogs**.

3. Click on the contextual arrow next to the blog you wish to edit, and select **Edit**.

4. Make any necessary changes to the blog's information, availability, or other settings. Click **Submit** to save the changes.
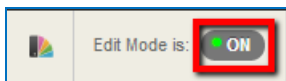
Deleting a Blog

When you delete a Blog, all entries and comments will be eliminated permanently and cannot be recovered. When you delete an individual Blog entry, that entry and all its comments are eliminated.
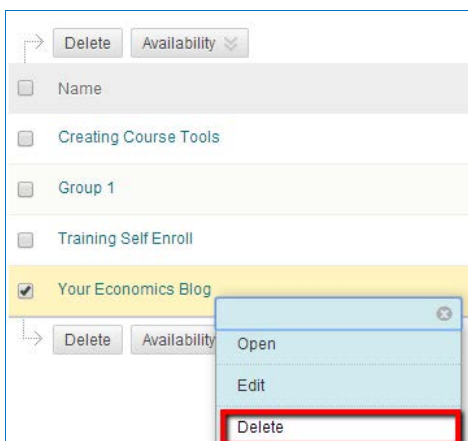
1. Log into Blackboard, and select your course.

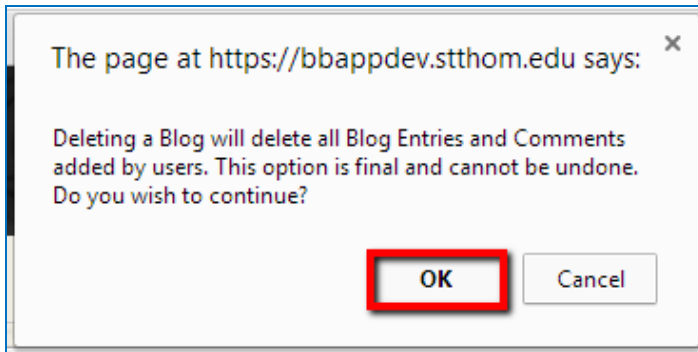2. On the Control Panel, click **Course Tools**, then **Blogs**.
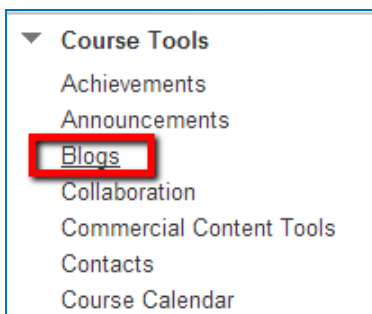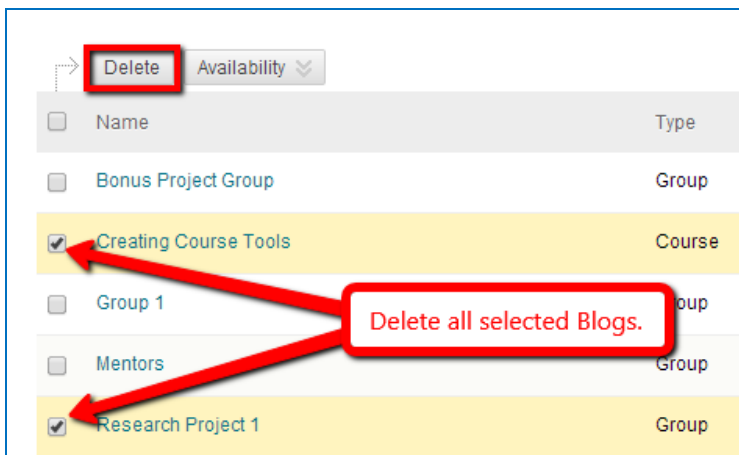

3. Make sure that Edit Mode is ON.

4. Click the contextual arrow for the blog, and select **Delete**.

5. Confirm whether you would like to delete the Blog along with all its entries and comments.

6. You can also delete multiple Blogs at once by checking their checkboxes on the Blogs page and clicking the **Delete** button above or below the list.


Editing or Deleting Individual Blog Entries

To edit or delete a single Blog entry, open the Blog, click the contextual arrow next to that entry's title, and select either **Edit** or **Delete**, whichever is appropriate. There is no tool for deleting multiple entries simultaneously.
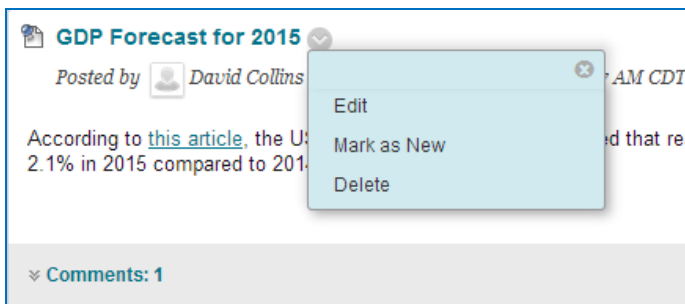
In order for student users to edit or delete their Blog entries, the Blog itself must be set up to allow it. Edit the Blog's properties, and make sure that the checkboxes for **Allow Users to Edit and Delete Entries** and **Allow Users to Delete Comments** are checked.
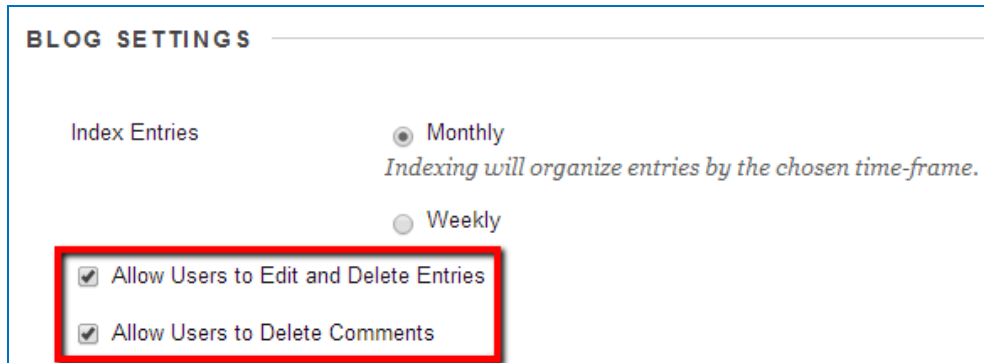
Allowing users to delete comments gives them the option of removing any classmates' comments that contain inappropriate language or off-topic analysis.
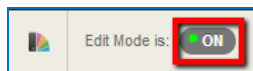
Changing the Availability of a Blog

You can change the availability of one or more Blogs directly from the Blogs page.

1. Log into Blackboard, and select your course.

2. On the Control Panel, click **Course Tools**, then **Blogs**.
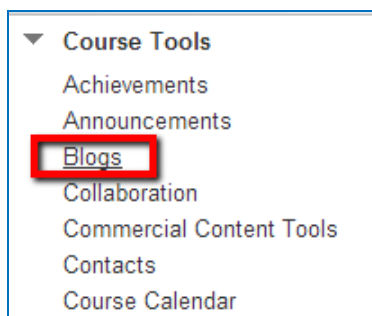
3. Make sure that Edit Mode is ON.

4. Click the checkbox next to each Blog you wish to make available or unavailable. Point to the **Availability** button above or below the list, and select either **Make Available** or **Make Unavailable** from the drop-down list.
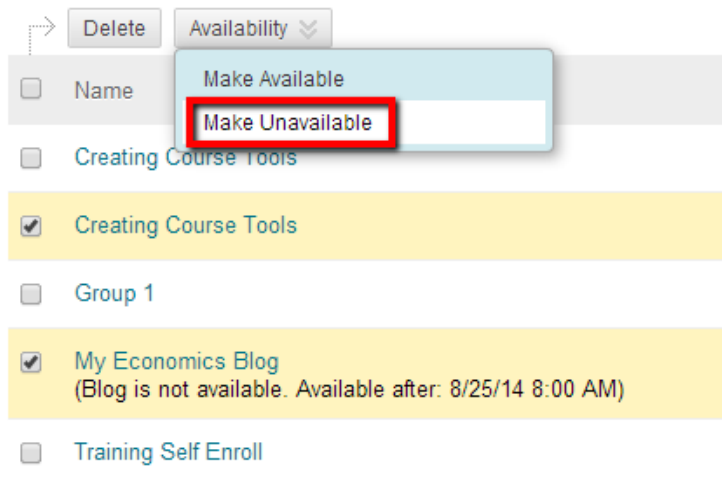
Beneath the name of each Blog made unavailable, the words **(Blog is not available)** will appear.