
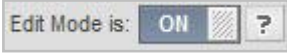
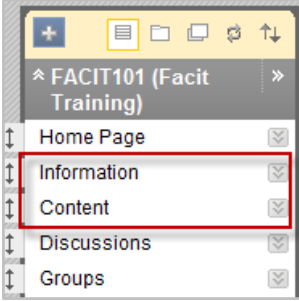

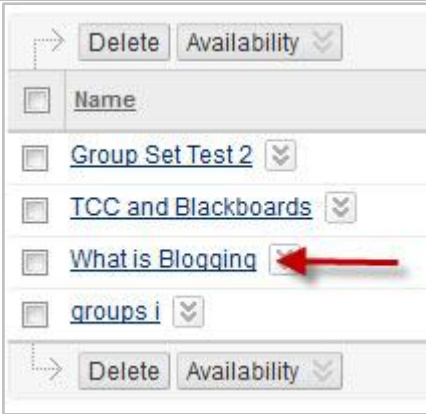
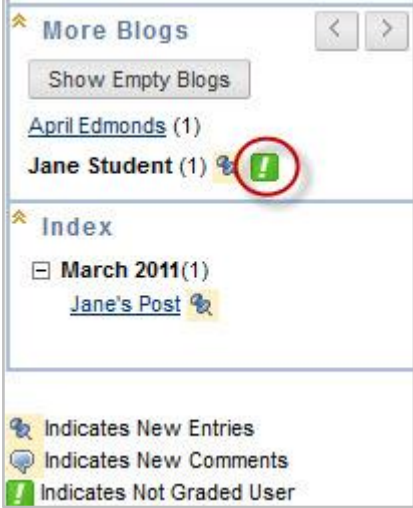
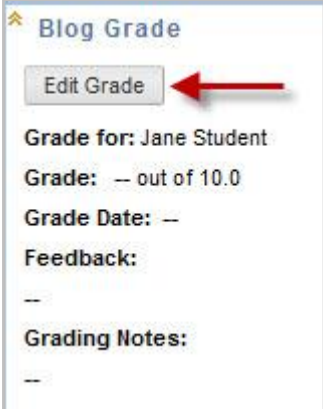
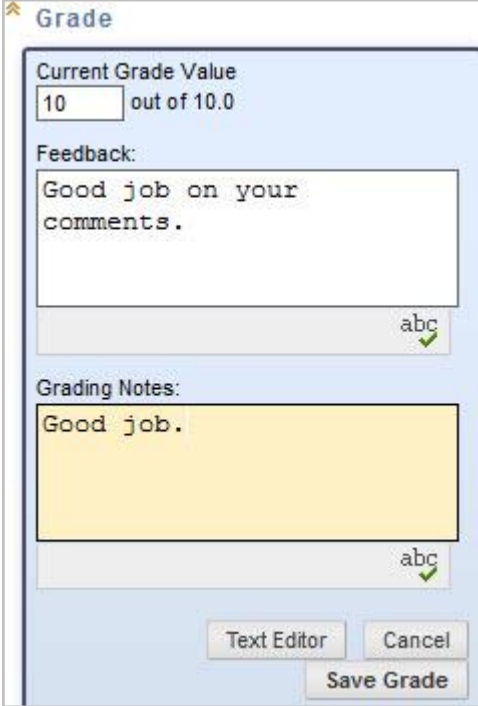


MANAGING BLOGS

 Managing Blogs Grading and deleting blogs.	
Step 1	Make sure Edit Mode is ON . 
Step 2	Click on the content area by clicking on it in the course menu  Content Areas
Step 3	Click on Blogs . 
Step 4	Select the Blog title . 

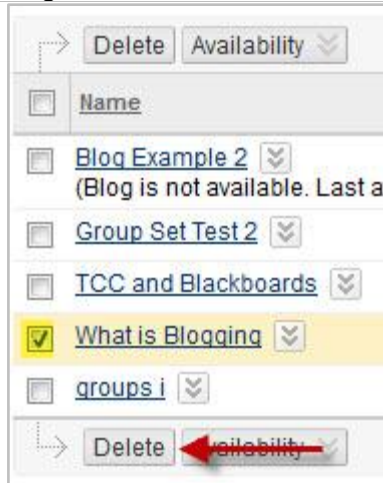
<p>Step 5</p>	<p>Select a student's name in the More Blogs section. Students with contributions ready for grading appear with the exclamation mark, the needs grading icon.</p>	
<p>Step 6</p>	<p>Click Edit Grade. (right-hand column of page)</p>	
<p>Step 7</p>	<ul style="list-style-type: none"> Type a numeric grade in the Current Grade Value text box. Feedback: Add feedback for the student. Grading Notes: Appear to the Instructor and Grader only. Optionally, use the Spell Check function in the bottom of each text box. Click Text Editor to access all the Text Editor functions for formatting text and adding URLs, attachments, images, Mashups, and multimedia. <p>Click Save Grade.</p>	

Deleting

A graded Blog topic cannot be changed to ungraded.

Step 1

- Click the **checkbox** next to the blog title.
- Click **Delete**.



Step 2

- Before deleting, a **graded blog** will prompt for confirmation.
- Confirm by clicking **OK** or **Cancel**.
- If grade columns exist in the Grade Center the columns can be retained. On the Delete Confirmation page, do not select the check boxes for any columns that need to be preserved.



Reminder: Deleting is permanent and the action cannot be undone.



Notes:

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