MANAGING BLOGS



	Managing Blogs Grading and deleting blogs.	
Step 1	Make sure Edit Mode is ON.	Edit Mode is: ON 🕅 ?
Step 2	Click on the content area by clicking on it in the course menu	+ * FACIT101 (Facit * Training) t Home Page Information Content Content Discussions Groups
Step 3	Click on Blogs .	Create As Build Content S Create As Blogs Example of Blogs
Step 4	Select the Blog title .	→ Delete Availability Name Group Set Test 2 TCC and Blackboards TCC and Blackboards What is Blogging groups i Delete Availability



Step 5	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.	 More Blogs Show Empty Blogs April Edmonds (1) Jane Student (1) ? Index Index March 2011(1) Jane's Post ? Indicates New Entries Indicates New Comments Indicates Not Graded User
Step 6	Click Edit Grade . (right-hand column of page)	Blog Grade Edit Grade Grade for: Jane Student Grade: out of 10.0 Grade Date: Feedback: Grading Notes:
Step 7	 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. 	<pre>% Grade Current Grade Value 10 out of 10.0 Feedback: Good job on your comments.</pre> Grading Notes: Good job. Text Editor Cancel Save Grade



Deleting A graded Blog topic cannot be changed to ungraded.

Step 1	 Click the checkbox next to the blog title. Click Delete. 	Delete Availability Delete Availability Name Blog Example 2 (Blog is not available. Last available. La
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. 	Deleting Blogs will delete all Blog Entries and Comments added by users. This option is final and cannot be undone. Do you wish to continue? OK Cancel Reminder: Deleting is permanent and the action cannot be undone.
	Notes:	