A blog is like a journal that has commenting system. Blogs in Blackboard has two elements – **Blog Entries** (allow text, images, links, multimedia, mashups, and attachments) and **Comments** (remarks and responses to blog entries made by course members and the instructor).

There are three types of blogs in Blackboard.

**Course Blogs** – All course members can add blog entries and add comments to blog entries.

**Individual Blogs** – Individual student is able to add blog entry. All other members of the course can view and add comments.

**Group Blogs** – Group members can add blog entries and make comments on blog entries. Non-group members can only add comments.

**Create a Blog**

1. Click **Control Panel > Course Tool > Blogs**
2. Click **Create Blog**. Type **Name, Instructions**, set **Blog Availability** to **Yes** or **No**, set **Date and Time Restrictions**.
3. In the **Blog Participation** section, select **Individual to All Students** or **Course**.
4. Select **Allow Anonymous Comments** for individual blogs or **Allow Anonymous Entries and Comments** for course and group blogs.
5. In the **Grade Setting** section set your options.

6. Associate a rubric by pointing to **Add Rubric**.
7. Click **Submit**.

**Edit a Blog**

1. Click **Control Panel > Course Tools > Blog**.
2. On the **Blogs listing page**, access the specific blog's contextual menu you would like to edit.
3. Select **Edit**.
4. On the **Edit Blog page**, make changes.
5. Click **Submit**.
Delete a Blog

If you no longer need a blog, you can delete it. **NOTE:** Deleting a blog is permanent.

1. Click **Control Panel > Course Tools > Blog**.
2. On the **Blogs listing page**, access the specific blog's contextual menu you would like to edit.
3. Select **Delete**.

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**, access the specific blog's contextual menu.
2. Select **Delete**. The following screen will pop up.

![Delete Confirmation Page]

3. Click **OK**. The Delete Confirmation page appears giving two options:

   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
      - [ ] Text

   2. **Remove**

      Click **Remove** to remove. Click **Cancel** to quit.

   - **Do not select check 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.
   - **Select the check boxes**: The grade column in the Grade Center and the blog are deleted. For example, if you do not want to include the grade column for the blog entries in the final grade, you can safely delete all.

4. Click **Remove** to complete the deletion.