The information below pertains only to the blogs available in Blackboard. Other blogs (e.g. the blogs available on Missouri S&T web sites such as [http://edtechconnect.mst.edu](http://edtechconnect.mst.edu)) have different instructions for creating, modifying, and deleting content. Adding blog entries is only possible if the instructor has enabled blogs for the course (they are enabled by default, but the instructor still needs to create the basic blog container before entries can be created).

**CREATE AN ENTRY**

1. Select the Course Content Area where the wiki is located by clicking the Content Area link on the left (for example, Course Documents, Assignments, External Links, etc.).

2. Click on the title of the title of the blog.

3. Click **Create Blog Entry**.

4. Type in a Blog Entry Title and the blog entry text.
5. It is possible to attach additional files by clicking **Browse My Computer**.

6. Click **Post Entry** to add your entry to the blog. Click **Save Entry as Draft** to save the entry without posting it. Click **Cancel** to erase all work without posting or saving.
**COMMENT ON A BLOG**

1. Select the Course Content Area where the blog is located by clicking the Content Area link on the left (for example, Course Documents, Assignments, External Links, etc.).

2. Click the title of the blog.

3. Under the blog you are commenting on, click **Comments** to view other people’s comments. Click **Comment** to add your own comment.

4. Type in your comment in the Comment text box. **NOTE:** It may or may not be possible to post a comment as Anonymous—this is dependent on the blog settings that are enabled by the instructor.

5. Click **Add** to post the comment or **Cancel** to discard the comment.
EDIT A BLOG ENTRY

NOTE: Students can only edit blog entries if the instructor has enabled that feature for the blog.

1. Select the Course Content Area where the blog is located by clicking the Content Area link on the left (for example, Course Documents, Assignments, External Links, etc.).

2. Click on the title of the blog.

3. Click on the action link next to the title of the entry.

4. Click Edit.

5. Make the necessary changes, and then click Post Entry.
DELETE A BLOG ENTRY

NOTE: Students can only delete blog entries if the instructor has enabled that feature for the blog.

1. Select the Course Content Area where the blog is located by clicking the Content Area link on the left (for example, Course Documents, Assignments, External Links, etc.).

2. Click on the title of the blog.

3. Click on the action link next to the title of the entry.

4. Click Delete.

NOTES:

- Depending on the settings for the blog, the instructor of the course might be able to see the entry even if it has been removed from the blog.

- Students may or may not have the ability to delete blog entries—this is dependent on the settings for the blog as determined by the instructor. The instructor for the course using blogs should establish the guidelines for blogs at the beginning of the course.
DELETE A BLOG COMMENT

**NOTE:** Students can only delete blog comments if the instructor has enabled that feature for the blog.

1. Select the Course Content Area where the blog is located by clicking the Content Area link on the left (for example, Course Documents, Assignments, External Links, etc.).

2. Click on the title of the blog.

3. Under the entry whose comment you wish to delete, click **Comments**. This will show you all of the comments so you can find yours.

4. Once you find your comment click the image that should appear next to it. If you do not see this image your instructor has probably not enabled this ability and you will not be able to delete your comment.

5. You will see a small window appear to verify that you truly wanted to delete the comment. Click **OK** to delete the comment, and **Cancel** if you do not wish to delete it.