

Managing the Blog Once It's Created

1. Navigate to blackboard.towson.edu.
2. Enter the course with the blog you would like to manage.
3. Locate the blog link you created.
4. Click on the blog link.
5. Click the down arrow next to the blog you would like to manage...

Selecting Edit...

This will bring up the blog settings where you can add instructions, change the grading options, etc.

Selecting Open...

This will open the blog. Here you can see what students have posted and commented as well as create your own blog entry.

Selecting Delete...

This will delete the blog and all of its contents.

Creating a Blog Entry...

1. Click **Create Blog Entry** towards the top.
2. Enter a **Title** for your blog entry.
3. Enter your blog **Entry Message**.
4. **Post Entry**.

Commenting on Blog Entry...

1. Enter your blog by clicking your blog link (see steps 1-4).
2. Find the blog entry you want to comment on, at the bottom of the entry, select **Comment**.
3. Type your comment.
4. Click **Add**.

Deleting a Blog Entry...

1. Enter your blog by clicking your blog link (see steps 1-4).
2. Find the blog entry you want to delete.
3. Click the down arrow next to the Title of the Blog Entry, select **delete**.