Advanced Blog and Wiki Features
Once a blog or wikis is created, additional settings, permissions and features can be managed from within the tool. The following instructions outline Settings and Permissions.

Managing Blog and Wiki Settings
Settings primarily address the look and feel of the blog or wiki.

To manage the blog or wiki settings:

1. From within the blog or wiki, click [Settings] to the far left.

2. From the resulting list, click Settings.

3. On the Settings page you can:
   a. Edit the Title
   b. Edit/Add a Description
   c. Set the banner image for the site.
   d. Set the Availability.
      **Note:** The default setting is Make Available.

4. Click [Save] to apply the changes.
Managing Blog and Wiki Permissions

Permissions can be managed for Visitors, Authors, Owners, and even custom roles. These instructions will provide a basic overview of permissions setting.
For more detailed or complex needs, please contact Geisel.instructional.technology@dartmouth.edu.

To manage the blog or wiki permissions:

1. From within the blog or wiki, click [Settings] to the far left.

2. From the resulting list, click Permissions.
3. The resulting page presents three (3) tabs: Viewers, Authors, Owners.

<table>
<thead>
<tr>
<th>Viewers can by default:</th>
<th>Authors can by default:</th>
<th>Owners can by default:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• View Blog</td>
<td>• Export Blog</td>
<td>• Edit Blog Title</td>
</tr>
<tr>
<td>• View Own Entries</td>
<td>• Copy Blog</td>
<td>• Edit Blog Description</td>
</tr>
<tr>
<td>• View Any Entry</td>
<td>• Create Entries</td>
<td>• Modify Blog Appearance</td>
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<td></td>
<td>• Edit Own Entries</td>
<td>• Modify Blog Sharing</td>
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<td>• Delete Own Entries</td>
<td>• Purge the Entire Blog</td>
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<td></td>
<td>• View History of Any Entry</td>
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<td>• Delete Any Entry</td>
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<td>• Purge Any Entry</td>
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<td></td>
<td></td>
<td>• Manage blog</td>
</tr>
</tbody>
</table>

4. If not already there, click on the Viewers tab.
5. In The Viewers field, notice that the course name is listed. This means everyone in the course is a Viewer.

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To delete everyone and add specific Viewers:

A. Select/highlight the course name in The Viewers.
B. Click [Remove].
C. Go to Add Viewers.
D. Select the Course Name from the left column.
E. In the middle column, select either
   - All of a certain Role.
   - Individual users.
   **Note:** Control + Click to select multiple users.
F. Click [Add].
G. If appropriate, enter **Start and End** times to restrict viewing.

6. **Repeat 4 and 5** for Authors as desired.
   **Note:** It is only possible to add Owners. You may not remove the original Owners which the system adds by default (Teacher, TA, Course Designer). If you need the Owners area modified, please contact Geisel.instructional.technologies@dartmouth.edu.

7. Click [Save and Exit] to apply the permissions.

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