Changing The Role of A User on A Blog

When you set up a blog with multiple users you have the ability to assign and control what other users can do in the blog depending on the tasks you want each user to be responsible for.

Please Note:

- The blog owner is automatically added as an administrator when new blogs are created
- When student blogs are created using the Blog & User Creator (http://help.edublogs.org/2009/08/31/creating-student-blogs-using-the-blog-user-creator/) the student is the blog owners and they are added to the blog as administrators.

To Change The Role of A User

1. Go to Users > Authors & Users in your Dashboard
2. Select the user you want to change, click on drop down arrow to select new role and then click Change

To Remove A User from a blog

This option removes the user by deleting them from the blog. It does not delete their username. Another alternative is to change their role to subscriber -- as a subscriber they can only edit their profile.

1. Go to Users > Authors & Users in your Dashboard
2. Hover your mouse over their username and click Delete