

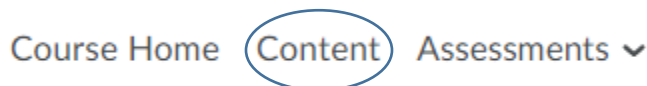
# Editing Content

## Why Do I Need This Workflow?

Whether it is because you notice a typo, need to update content, or must change a topic's title, it's quite likely that you will need to know how to edit your course content. This workflow takes you through the steps to update a content topic in your course. Instructors will use this workflow anytime a course needs to be updated. Note: There will be a second part to the workflow that covers how to bulk update topic titles and content restrictions.

## How: Workflow Steps

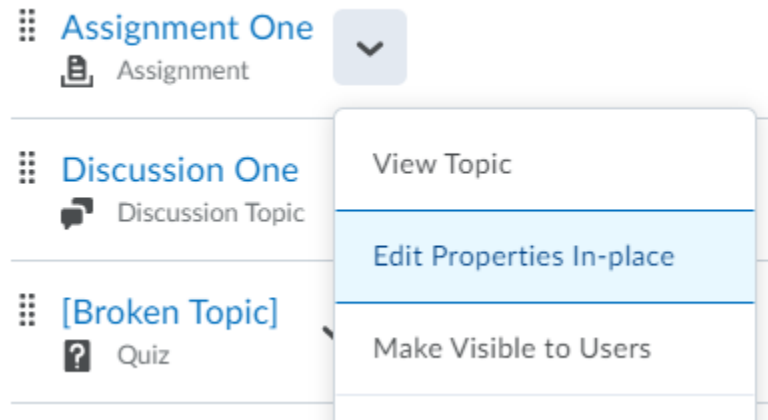
1. Select **Content** from the navbar.



2. Once in the Content tool, select an existing module.



3. Find a topic you would like to edit, and select the arrow that opens its context menu. Select **Edit Properties in place**.



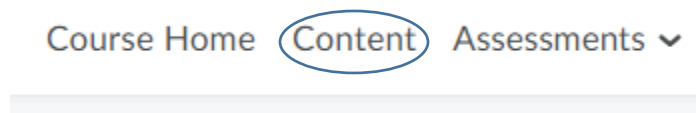
4. You can now edit the title, add dates and restrictions or update the content by selecting the content fields.



5. Select **Save and Close** when you are ready to save your changes.

## Updating Topic Properties in Bulk:

1. Select **Content** from the navbar.



2. Select the **Bulk Edit** button.



3. All topic titles and properties are now available for editing. **Note:** You can click on the Eye icon to adjust whether a topic is visible or hidden to learners.

A screenshot of a course editor interface. At the top, a header bar shows 'Week One' with a dropdown arrow. Below this, there are two text prompts: 'Add dates and restrictions...' and 'Add a description...'. A blue 'New' button and a grey 'Add Existing Activities' button are visible. The main content area lists four activity types, each with a title, a sub-type, and a set of icons for editing. 1. 'Assignment One' (Assignment) with icons for visibility, status, and deletion. 2. 'Discussion One' (Discussion Topic) with icons for visibility, status, and deletion. 3. 'Quiz' (Quiz) with icons for visibility, status, and deletion. 4. 'Accordion Test' (Web Page) with icons for visibility, status, and deletion. Each activity entry also includes a 'Add dates and restrictions...' link.

4. Make the desired changes, and select **Done Editing**.

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**Done Editing**

**Check for Success:** If you select your topic and see the changes you made, you have completed the workflow successfully!