

Editing Content

Why Do I Need This Workflow?

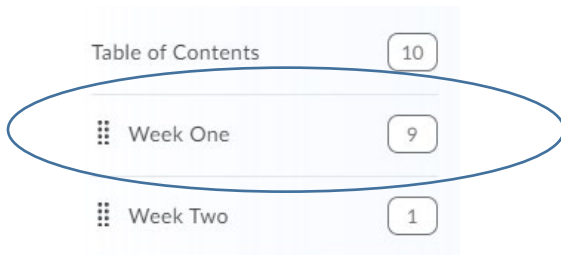
Whether it is because you notice a typo, need to update content, or must change a topic's title, it's quite likely that you will need to know how to edit your course content. This workflow takes you through the steps to update a content topic in your course. Instructors will use this workflow anytime 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

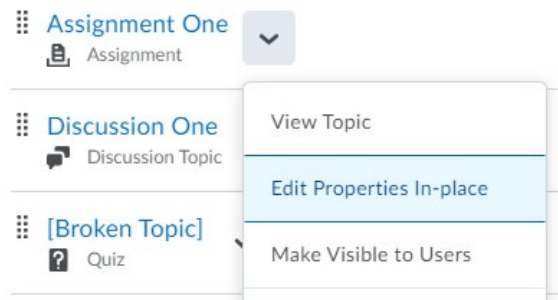
1. Select **Content** from the navbar.



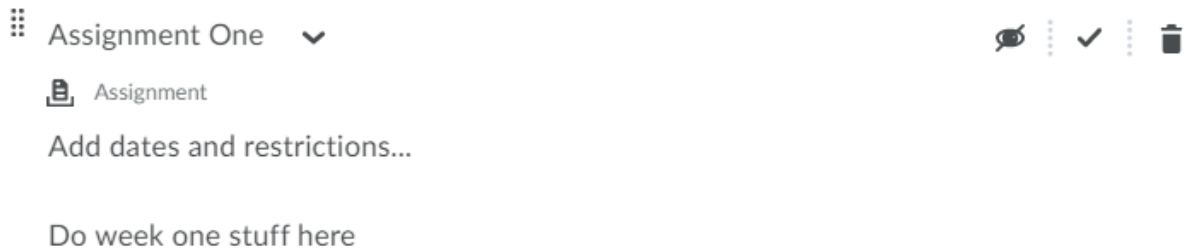
2. Once in the Content tool, select an existing module.



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



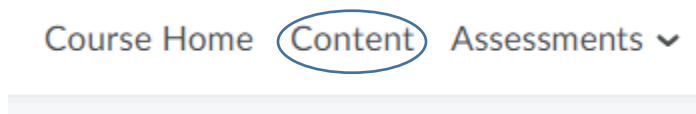
4. You can now edit the title, add dates and restrictions or update the content by selecting the content fields.



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.

The screenshot shows a course editor interface for 'Week One'. At the top, there is a header 'Week One' with a dropdown arrow. Below the header, there are two sections: 'Add dates and restrictions...' with an eye icon, and 'Add a description...'. Under the description section, there are two buttons: 'New' (blue) and 'Add Existing Activities' (grey). Below these are four activity items, each with a title, a type icon, and a dropdown arrow. The items are: 'Assignment One' (Assignment icon), 'Discussion One' (Discussion Topic icon), 'Quiz' (Quiz icon), and 'Accordion Test' (Web Page icon). Each activity item has a set of icons on the right: an eye icon, a checkmark, a vertical ellipsis, and a trash can icon. Below each activity item, there is a text field labeled 'Add dates and restrictions...'. The interface is clean and modern, with a light blue and white color scheme.

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

The screenshot shows the 'Table of Contents' section of the course editor. The title 'Table of Contents' is followed by a dropdown arrow. To the right of the title, there are two icons: a printer icon labeled 'Print' and a gear icon labeled 'Settings'. Below the title and icons, there is a large blue button with the text 'Done Editing' in white. The background is a light blue gradient.

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