

Editing Content

Why Do I Need This Workflow?

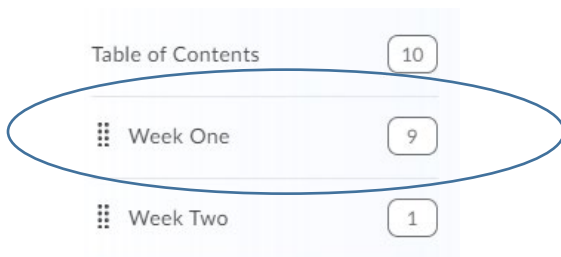
Whether it is because you notice a typo, need to update content, or must change a topic's title, it's quite likely that you will need to know how to edit your course content. This workflow takes you through the steps to update a content topic in your course. Instructors will use this workflow anytime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

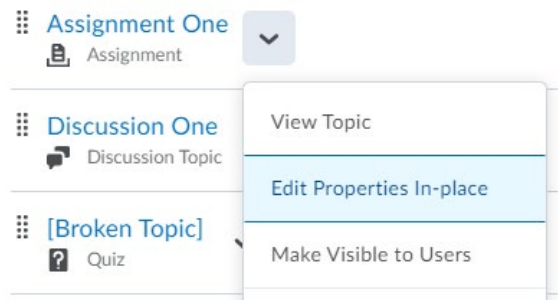
1. Select **Content** from the navbar.



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**.



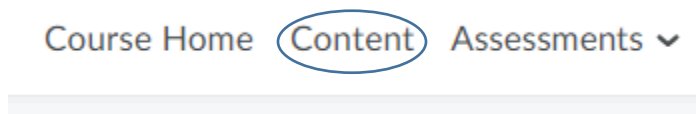
4. You can now edit the title, add dates and restrictions or update the content by selecting the content fields.



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 topic entries, each with a title, a type icon, and a set of control icons (eye, checkmark, and trash). The topics are: 'Assignment One' (Assignment type), 'Discussion One' (Discussion Topic type), 'Quiz' (Quiz type), and 'Accordion Test' (Web Page type). Each topic entry has an 'Add dates and restrictions...' link below it.

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!

