



Editing Content

Why Do I Need This Workflow?

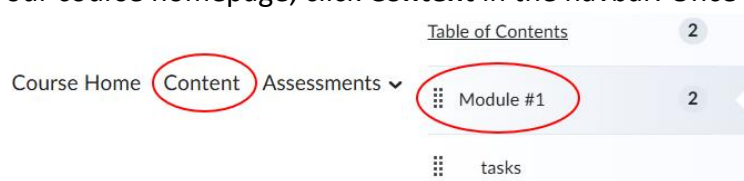
You may need to edit course content to fix errors, update information, or change a topic title. This workflow shows how to update a content topic and can be used anytime updates are needed.

Note: Bulk updates to topic titles and content restrictions will also be covered here.

Workflow Steps:

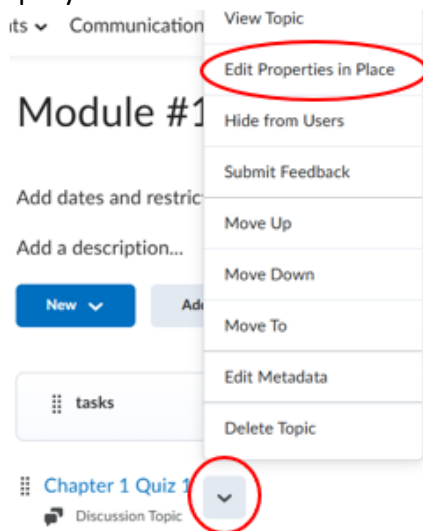
Step one:

From your course homepage, click **Content** in the navbar. Once in the Content tool, select an existing module.



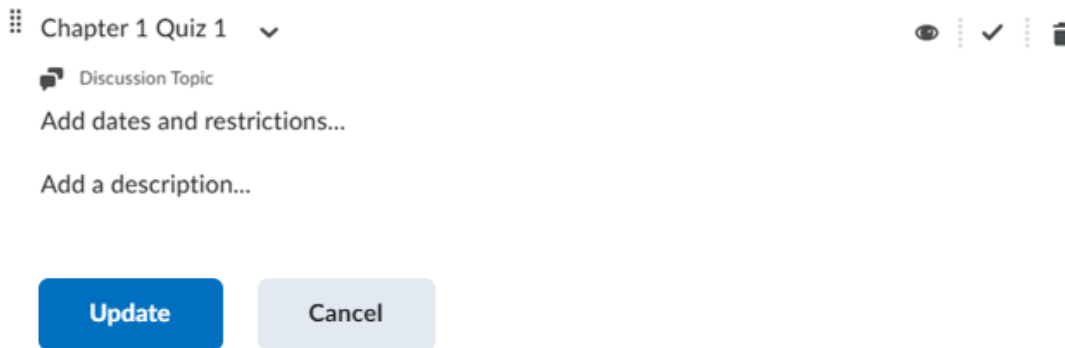
Step two:

Find a topic you would like to edit and click the down arrow. Select **Edit Properties in Place** from the menu.



Step three:

You can now edit the title, add dates, restrictions, description, or update the content by selecting the content fields. When you are finished, select **Update**.

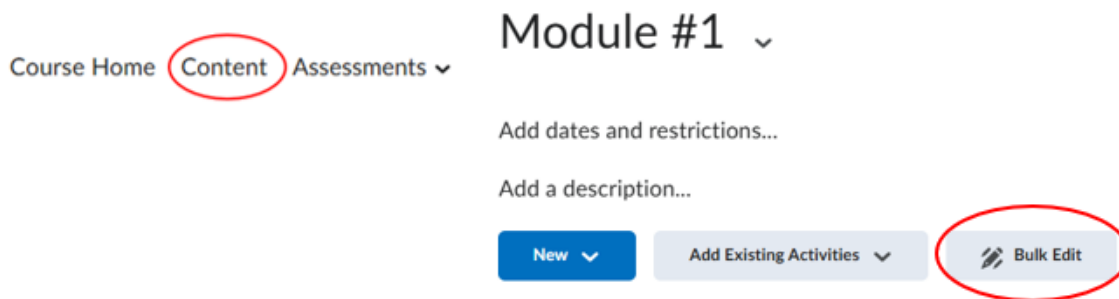


The screenshot shows a content editor for 'Chapter 1 Quiz 1'. It includes a 'Discussion Topic' icon, a title dropdown, and two text input fields: 'Add dates and restrictions...' and 'Add a description...'. At the bottom, there are two buttons: a blue 'Update' button and a grey 'Cancel' button. On the right side, there are icons for visibility (eye), confirmation (checkmark), and deletion (trash).

Updating Topic Properties in Bulk:

Step one:

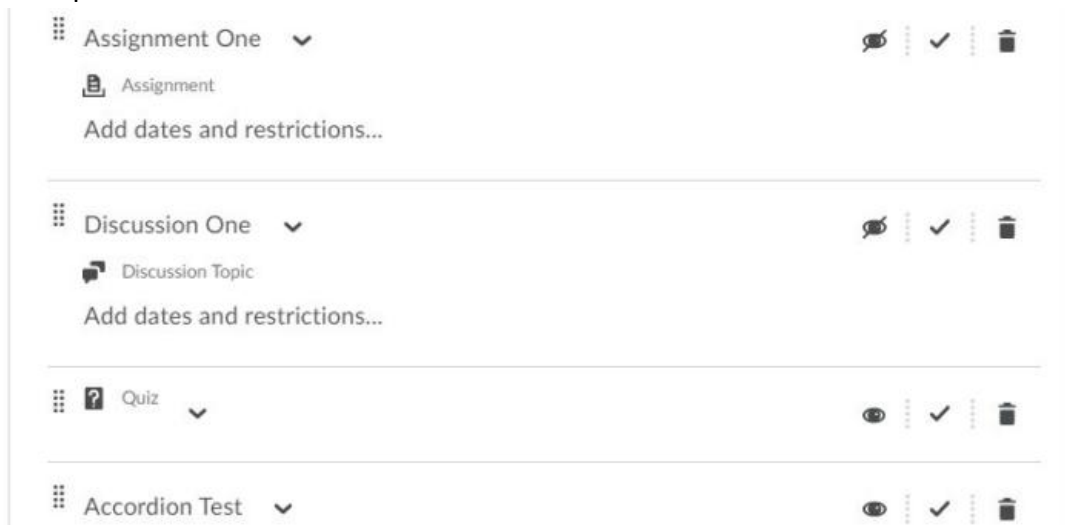
Click **Content** from the navbar, then select **Bulk Edit**.



The screenshot shows a course navigation menu with 'Course Home', 'Content', and 'Assessments' options. The 'Content' option is circled in red. To the right, there is a 'Module #1' dropdown menu. Below the menu, there are three buttons: 'New', 'Add Existing Activities', and 'Bulk Edit'. The 'Bulk Edit' button is circled in red. There are also text input fields for 'Add dates and restrictions...' and 'Add a description...'.

Step two:

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 list of course topics. Each topic has a title dropdown, an icon, and a set of action icons (eye, checkmark, trash). The topics listed are: 'Assignment One' (Assignment icon), 'Discussion One' (Discussion Topic icon), 'Quiz' (Quiz icon), and 'Accordion Test' (Accordion icon). Each topic has a corresponding 'Add dates and restrictions...' text field.

Step three:

Make the desired changes, then select **Done Editing**.

A blue button with the text "Done Editing" in white, centered on a light blue background.

Done Editing

Check for Success:

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

