

Edit and Manage Content

On this page

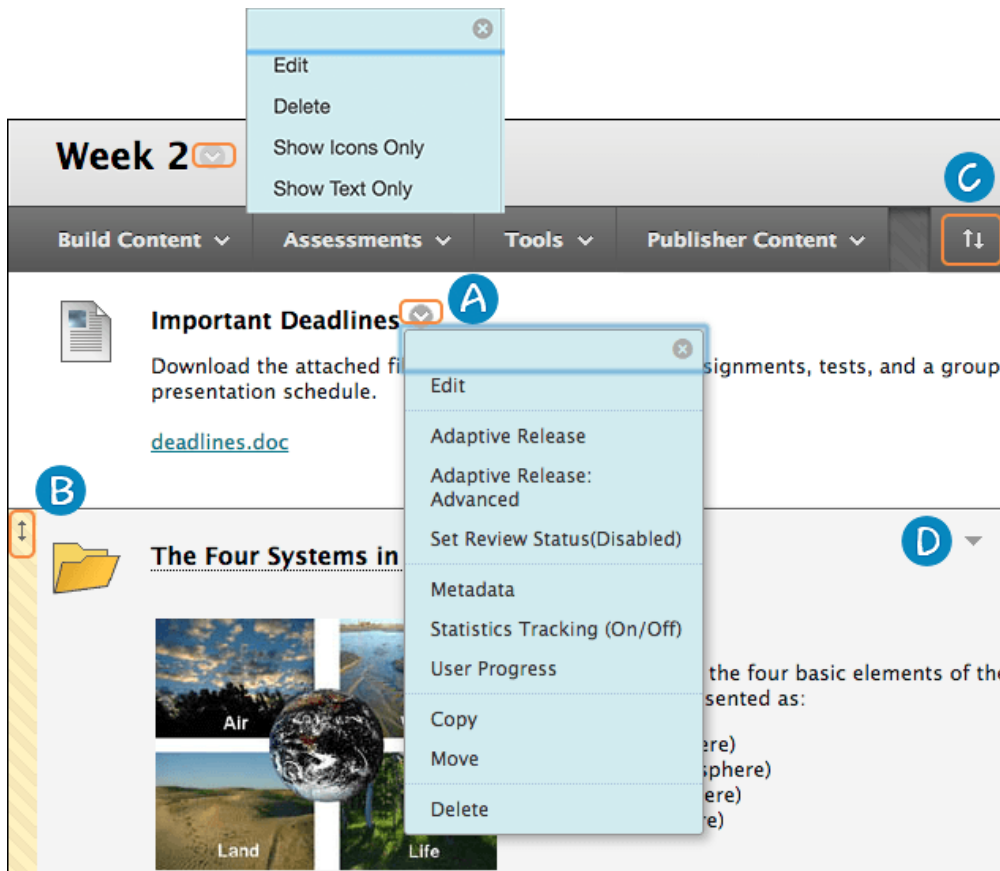
Access an item's options

Doesn't seem familiar? Jump to the "Ultra" help about accessing the options for items.

After you build content containers, such as content areas, learning modules, lesson plans, and folders, you create content within them. You edit and manage **all** of the items and content containers, except content areas, in the same way. You can't copy or move a content area into another content area or set release criteria.

Be sure Edit Mode is ON so that you can access all of the instructor's functions.

When you access an item's menu, you can change settings, modify availability, and create metadata. You can turn on options such as review status, adaptive release, and statistics tracking. You can also copy, move, and delete content. You can reorder content and hide content details to save screen space.



- A. Access an item's menu for a list of options, such as *Edit*. If the option doesn't appear, it's not available for that content type. For a content area, access the menu next to the title and select *Edit* and *Delete*.
- B. Use the drag-and-drop function to reorder content.
- C. Or, use the keyboard accessible reordering tool to reorder content.
- D. Select *Hide Details* to collapse the description and save screen space. Select the icon again to expand the description. When several items and descriptions exist, you have to scroll to see the entire page. A collapsed description remains collapsed even after you log out and log in again. Students can't collapse descriptions.

Edit content containers and content

Doesn't seem familiar? Jump to the "Ultra" help about editing content.

To change the name, description, appearance, options, or availability for an item, access the item's menu and select *Edit*. For content areas, access the menu next to the title and select *Edit*.

On the *Edit* page, make your changes.

Control availability of content

Doesn't seem familiar? Jump to the "Ultra" help about the availability of content.

You can make content unavailable to students or apply date and time restrictions to control when it appears. You can also apply rules to an item to control which students can access it and when.

More on releasing content

You set the availability of items on an item-by-item basis. You can also make entire content containers unavailable. For example, if you edit a learning module, lesson plan, or folder and select *No* for *Permit Users to View this Content*, the container is no longer visible

to students. All items within the unavailable container are also unavailable to students, regardless of their individual availability settings. Therefore, the display of an item to students is contingent on the availability of the container.

You make content areas unavailable in a different way than other containers. On the course menu, access the content area's menu and select Hide Link.

Items in an unavailable content container aren't visible to students in that location. However, students are able to access those items if other links to them exist in different places in your course. For example, if you have an available URL

The screenshot shows the Blackboard content editor interface. At the top, there is a rich text editor toolbar with options for Paragraph, Arial font, and 3 (12pt) size. Below the toolbar, a video player is embedded with the title "The Vikings in America", a duration of 2:28, and a description: "Use this quick video to review the Vikings route to the Americas." A "Watch Video" button is visible below the video player. Below the video player, the "ATTACHMENTS" section is shown with a dashed border and buttons for "Attach Files", "Browse My Computer", and "Browse Content Collection". The "STANDARD OPTIONS" section is at the bottom, containing several settings: "Permit Users to View this Content" (radio buttons for Yes and No, with Yes selected and highlighted by an orange box), "Track Number of Views" (radio buttons for Yes and No, with No selected), and "Select Date and Time Restrictions" (checkboxes for "Display After" and "Display Until", with a pink arrow pointing to the "Display After" checkbox). The "Display After" and "Display Until" options include calendar icons and time selection icons.

in content area A that you copied to content area B, the link exists in both locations. If you make content area A unavailable, students can still access the URL in content area B. Links to tools work in the same way. If you link to a discussion forum in content area A and make content area A unavailable, students can still access the discussion forum linked in content area B.

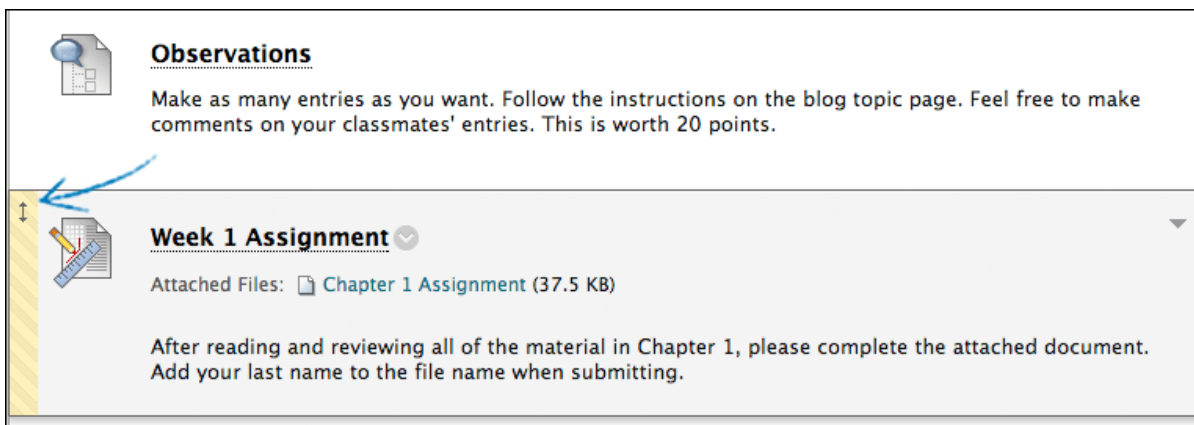
Reorder content

Doesn't seem familiar? Jump to the "Ultra" help about reordering items.

Content appears in the order you added it, but you can change the order. Use the drag-and-drop function or the keyboard accessible reordering tool to rearrange content.

Drag-and-drop function


To move an item with the drag-and-drop function, press the arrows next to the item.



The screenshot shows a list of content items in a Blackboard interface. The first item is titled "Observations" and includes instructions to make entries and comments. The second item is titled "Week 1 Assignment" and includes an attached file named "Chapter 1 Assignment (37.5 KB)". A yellow vertical bar is on the left side of the content area. A blue arrow points to a small vertical double-headed arrow icon located on the left side of the "Week 1 Assignment" item, indicating the reordering handle.

Drag the item to the new location.

Week 1 Assignment

Attached Files:  Chapter 1 Assignment (37.5 KB)

After reading and reviewing all of the material in Chapter 1, please complete the attached document. Add your last name to the file name when submitting.

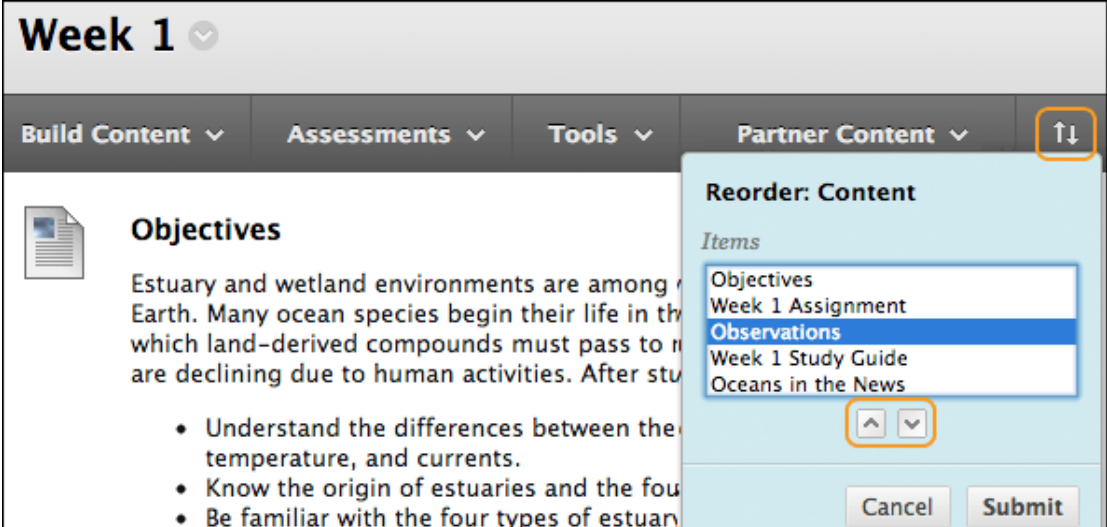
Observations

Make as many entries as you want. Follow the instructions on the blog topic page. Feel free to make comments on your classmates' entries. This is worth 20 points.

Keyboard accessible reordering

You can use an accessible tool to reorder items.

1. In the content area, select



the *Keyboard Accessible Reordering* icon.

2. In the *Reorder: Content* box, select an item in the list.
3. Use the *Move Up* and *Move Down* icons to adjust the order.
4. After you submit, a pop-up box states: *Items have been reordered.*
5. Select *OK*.

Copy and move content containers

Doesn't seem familiar? Jump to the "Ultra" help about copying folders.

You can copy and move content containers such as folders, learning modules, and lesson plans from one area or course to another area or course. To copy and

move between two courses, you must be enrolled in both courses.

- Copying a content container doesn't remove it from the original location in your course.
- Moving a content container removes it from its original location in your course.

Use these steps to copy and move content containers.

1. In *Edit Mode*, access a content container's menu and select *Copy or Move*.
 2. On the *Copy* or *Move* page, select the *Destination Course* from the menu. The default setting is the current course. Only courses where you have a role that permits the action appear in the list.
 3. Select *Browse* and select the *Destination Folder*. For copy only, select *Yes* or *No* for *Create links for items which cannot be copied*.
 - If a container contains items that you can't copy, such as a test, survey, or assignment, a link is created to it instead. After the copy action is complete, a message appears: "Some items copied. The following items were created as links." The specific items are listed.
 - If a container contains items that you can't move to another course, such as a test, a message appears: "The move operation has completed but the following items could not be successfully moved." The specific items are listed.
 4. Select *Submit*.
-

Copy and move content

Doesn't seem familiar? Jump to the "Ultra" help about copying content.

You can copy and move content to organize and rearrange your course materials. For example, if one of your content areas contains a large number of items, organize them with folders to help users navigate your content. If you create folders after you create content items, you can move items to the new folders.

Some content items have copy and move restrictions. For example, you can only copy and move a course link to another area in the same course. You can't copy assignments, tests, and surveys, but you can move them within the same course.

- Copying content doesn't delete it from the original location in your course.
- Moving content removes it from its original location in your course.

For items that you can't copy, such as a test, survey, or assignment, the copy option doesn't appear in the item's menu.

If a content container contains items that you can't move to another course, such as a test, the option to move it to another course doesn't appear on the *Move* page.

1. In *Edit Mode*, access an item's menu and select *Copy* or *Move*.
If *Copy* or *Move* isn't available for the item, it doesn't appear in the menu.
2. On the *Copy* or *Move* page, select the *Destination Course* from the menu. The default setting is the current course. Only courses where you have a role that permits the action appear in the list. For items that you can't move out of the current course, *Destination Course* is already listed as the current course and the menu doesn't appear.

3. Select *Browse* and select the *Destination Folder*.
4. Select *Submit*.

More on copying courses

Delete containers and content

Doesn't seem familiar? Jump to the "Ultra" help about deleting content.

You delete folders, learning modules, lesson plans, and content items in the same way. Sometimes the content is permanently removed from the system. When you delete a content container, you permanently remove it.

1. In *Edit Mode*, access a container or item's menu and select *Delete*.
2. Select *OK* to confirm the deletion. This action is final.

You can make a container or item unavailable rather than delete it.

What happens to items in a content container I delete?

- Files that you added to a container from Course Files remain in Course Files and aren't deleted from the system.
- Any files uploaded from your computer to the container are stored automatically in Course Files. You can link to them again.
- Items you created within a container with the *Build Content* menu are permanently deleted.
- Test or survey **links** are deleted, but the test or survey remains available in the tests or surveys tool. You can link to them again.
- For assignments, a *Delete Confirmation* page appears. You decide what to delete: the assignment, submissions, and the Grade Center column.
- Links to tools, such as discussions, blogs, wikis, or journals are deleted, but the tools themselves aren't deleted.
- Links to assigned textbooks are permanently deleted.