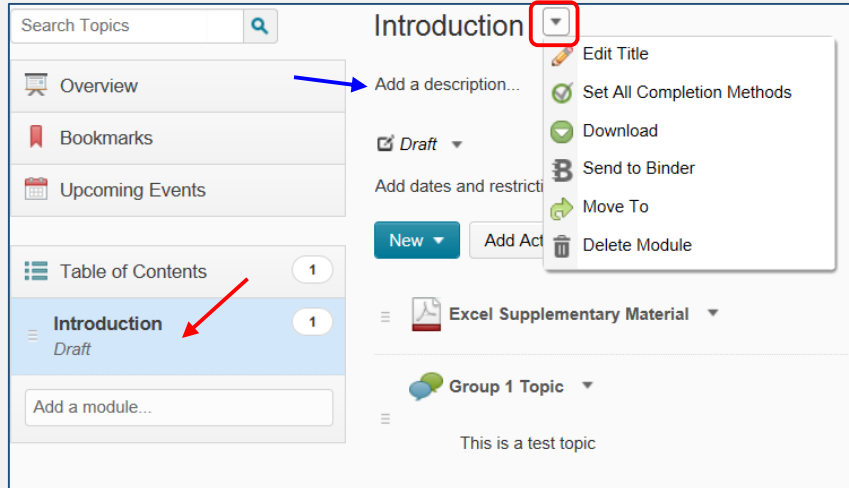


Managing Modules and Topics

1. Edit a module or topic

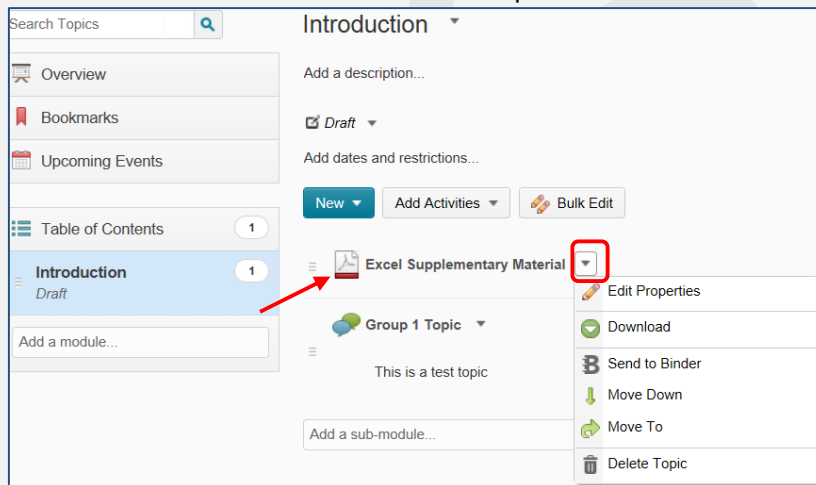
- Click the module from the Table of Contents panel at the left
- The module page opens: click on the arrow next to a module title



- You can edit a title or choose other options from the context menu

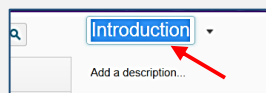
To edit a topic:

- Locate the topic on the Table of Contents page, or click on its module from the Table of Contents panel
- Click an arrow next to the topic title and click **Edit Properties** from the context menu
- You can also choose other menu options



NOTE:

- To edit a title, you can simply click on the module's or topic's title and type in a new title directly into a field
- Press Enter on your keyboard or click outside the title field to save your changes.

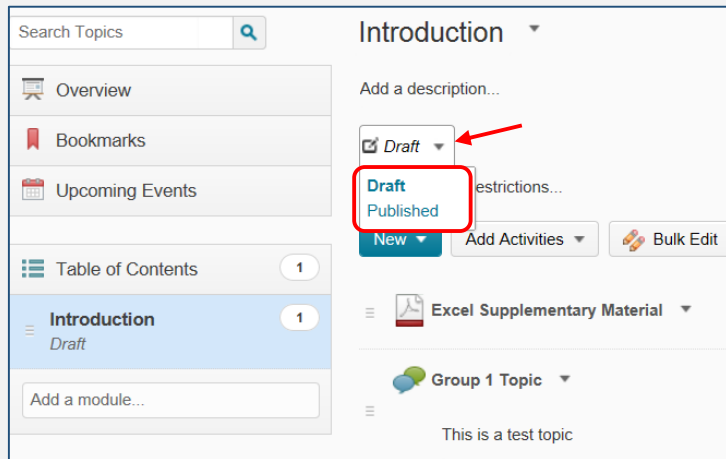


NOTE: you can add a description to a module or a topic by clicking **Add a description** field right below the module or topic title.

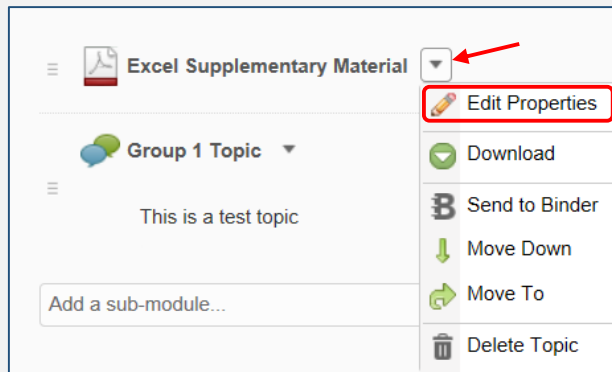
2. Change a module or topic status to Draft or Published

Do one of the following:

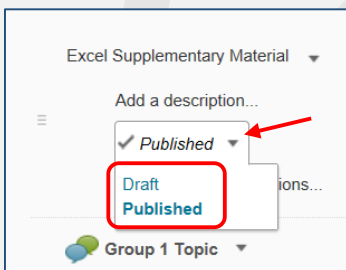
- To change a **module's status**, click the module name from the Table of Contents panel
- On the module's page, click the arrow next to Draft and choose Draft or Published from the menu



- To change a **topic's status**, locate the topic on the Table of Contents page, or click on its module from the Table of Contents panel
- Click an arrow next to a topic title and select **Edit Properties**



- Select an arrow next to Draft and choose Draft or Published to change the status

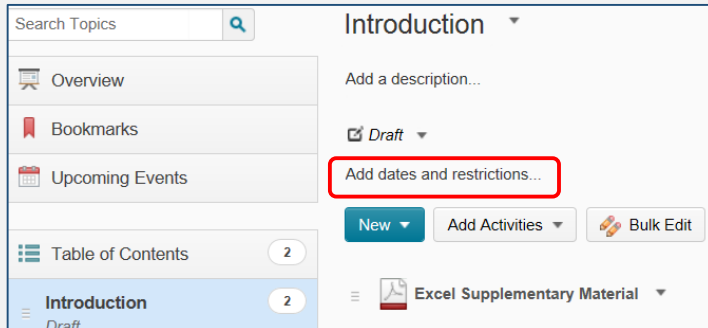


NOTE: If you set a module/topic's status as Draft, the module and all its topics will be hidden from students.

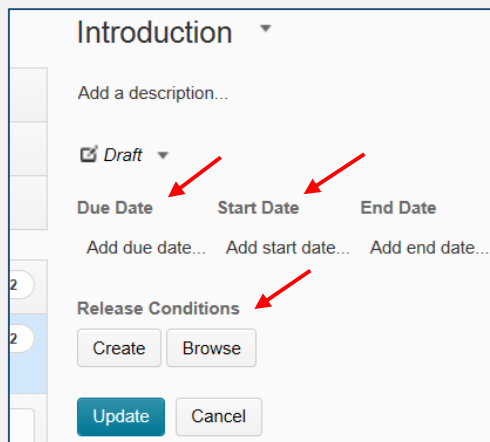
TIP: As you build your course content, set your modules as drafts to keep them hidden from your students until they are complete and ready for viewing.

3. Edit a module or topic availability, due dates and restrictions

- Click the module name in the Table of Contents panel
- Click **Add dates and restrictions** field



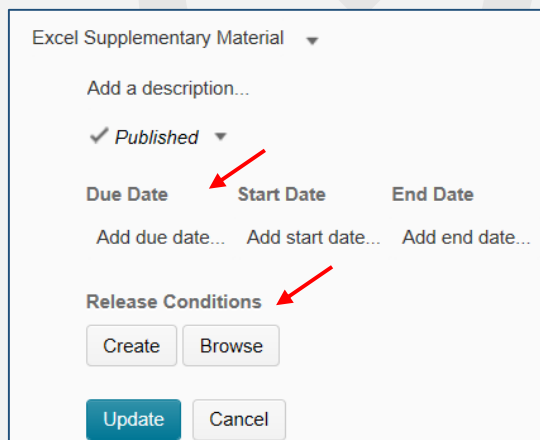
- Add a due date as well as start/end dates by clicking on the appropriate fields



- Add **Release Conditions** if any and click the **Update** button.

To edit a topic:

- Click an arrow next to topic's title
- Click **Edit Properties**
- Set up dates and release conditions by clicking appropriate fields. Click **Update**.

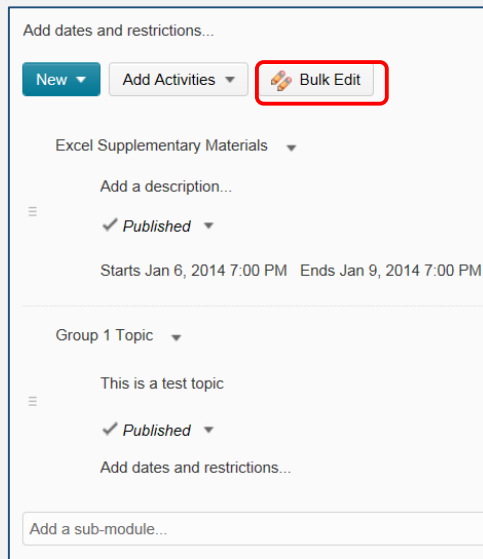


NOTE: If you set availability dates or a due date for a module, the module appears on the Upcoming Events page and in the Calendar tool.

4. Bulk Edit

Bulk Edit icon allows you to edit multiple modules and topics at once.

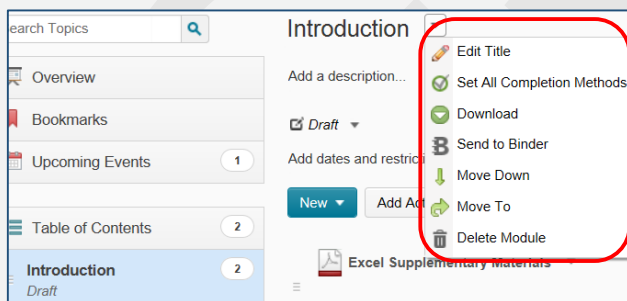
- Click on the icon and edit titles, description, dates and restrictions on the same page:



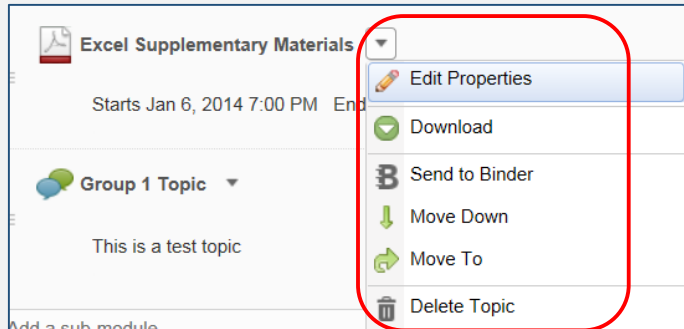
NOTE: Except for date restriction changes, most changes will be saved automatically.

5. Move or reorder modules and topics

- Click on the **module** you want to move or reorder in the Table of Contents panel at the left
- Click **Move Up/Down** or **Move To** in the context menu to reorder it



- On the Table of Contents page, locate the **topic** you want to move or reorder
- Click an arrow next to its title and click Move Up/Down or Move To in the context menu



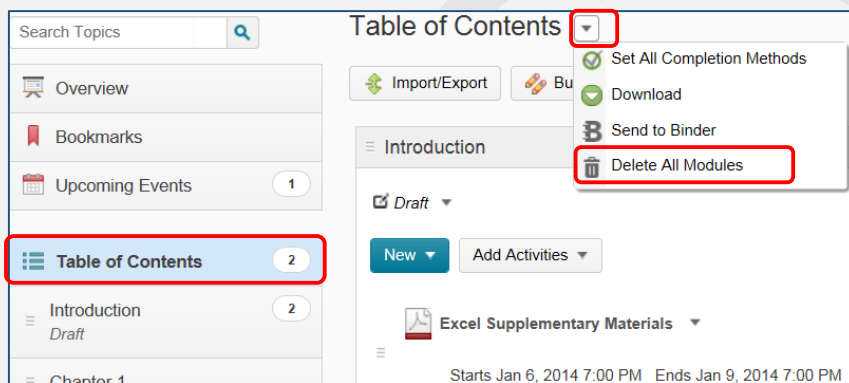
6. Delete a module or topic

- For modules and topics, repeat the steps described above and select **Delete Module** or **Delete Topic** accordingly
- Decide whether you want to remove everything from Content but keep all files (in the course), or delete everything, including all associated files (this will also delete all associated objects including discussions, quizzes, etc.)
- Click Delete.

7. Delete ALL modules

NOTE: Deleting a module deletes all topics within that module.

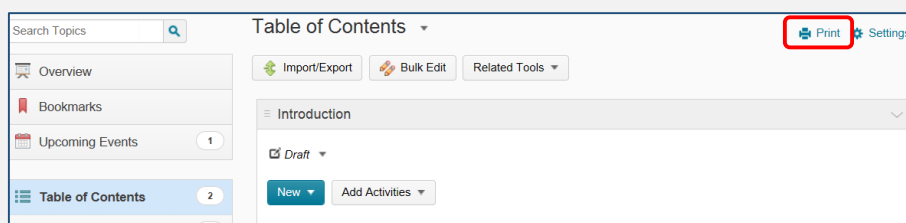
- Click the **Table of Contents** link at the left
- Click an arrow next to Table of Contents and click Delete All Modules from the context menu



- Decide whether you want to remove everything from Content but keep all files (in the course), or delete everything, including all associated files (this will also delete all associated objects including discussions, quizzes, etc.)
- Click Delete.

8. Print a course or module outline

- On the Table of Contents or a module's page, click Print.
- Click Print.



9. Print a document topic

To print a document topic, a user has to download it first and then print

- Click an arrow next to a topic title and click Download

Or:

- Click on a document topic title (for example, Word document)
- On the topic page, click an arrow next to a title and click Download
- Then a user can print it.

