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

Search Topics	Q	Introduction
		Edit Title
Overview		Add a description
Bookmarks		🖸 Draft 🚽 🖸 Download
🚔 Upcoming Events		Add dates and restricti
Upcoming Events	•	Move To
		New Add Act Delete Module
Table of Contents	· _ 1	
■ Introduction Draft	1	Excel Supplementary Material 💌
Add a module		Group 1 Topic 🔻
		This is a test topic

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

Search Topics	Introd	uction 🔹	
Overview	Add a des	scription	
Bookmarks	🖬 Draft	*	
Upcoming Events	Add dates	and restrictions	
	New 🔻	Add Activities 💌 🤣 B	ulk Edit
Table of Contents	1		
■ Introduction Draft	1	Excel Supplementary Material	Edit Properties
Add a module	-	Group 1 Topic 🔹	C Download
	=	This is a test topic	B Send to Binder
			👃 Move Down
	Add a su	b-module	Ave To
			Delete Topic

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 filed
- 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

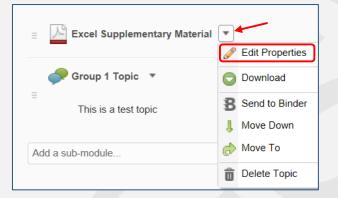
2. Change a module or topic status to Draft or Published

Do one of the following:

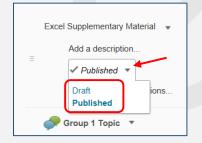
- To change a module's status, click the module name from the Table of Contents panel
- On the module's page, click the arrow next to Draft and choose Draft or Published from the menu

Search Topics	Introduction 🔹
Qverview	Add a description
Bookmarks	🖾 Draft 👻
Upcoming Events	Draft estrictions Published
	New 🔻 Add Activities 👻 🤣 Bulk Edit
Table of Contents	
■ Introduction 1 Draft	Excel Supplementary Material 🔻
Add a module	Group 1 Topic 🔹
	This is a test topic

- 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

Search Topics	Introduction *	
🛒 Overview	Add a description	
Bookmarks	🖬 Draft 📼	
Upcoming Events	Add dates and restrictions	
Table of Contents 2	New 🔻 Add Activities 👻 🍫 Bulk Edit	
Introduction 2	Excel Supplementary Material 🔻	

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

	Introduction *
	Add a description
	🖬 Draft 🔻
	Due Date Start Date End Date
	Add due date Add start date Add end date
2	Release Conditions
	Update Cancel

• 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**.

Excel Supplementary Material
Add a description
✓ Published ▼
Due Date Start Date End Date
Add due date Add start date Add end date
Release Conditions
Create Browse
Update Cancel

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:

Add dates and restrictions			
New Add Activities Bulk Edit			
Excel Supplementary Materials			
Add a description			
≡ ✓ Published ▼			
Starts Jan 6, 2014 7:00 PM Ends Jan 9, 2014 7:00 PM			
Group 1 Topic 👻			
This is a test topic ≡			
✓ Published ▼			
Add dates and restrictions			
Add a sub-module			

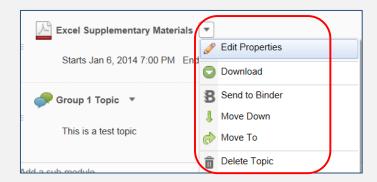
NOTE: Except for date restriction changes, most changes will be saved automatically.

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

earch Topics Q	Introduction
_	🥒 Edit Title
Overview	Add a description Set All Completion Methods
Bookmarks	🖬 Draft 👻 🖸 Download
Use and a French	Add dates and restrice
Upcoming Events	Move Down
	New 🔻 Add Ad 🔥 Move To
Table of Contents	2 Delete Module
Introduction	2 Excel Supplementary Materials
Draft	

- 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

Search Topics Q	Table of Contents 💌
	Set All Completion Methods
Overview	<pre>\$ Import/Export</pre>
Bookmarks	Introduction
~	Delete All Modules
Upcoming Events 1	🗹 Draft 🔻
Table of Contents	New
E Introduction 2 Draft	Excel Supplementary Materials 🔹
- Chapter 1	Starts Jan 6, 2014 7:00 PM Ends Jan 9, 2014 7:00 PM

- 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.

Search Topics	Table of Contents 🔹 📑 Print 🕏 Settin	gs
Qverview	Import/Export 🤣 Bulk Edit Related Tools 💌	
Bookmarks	E Introduction	7
Upcoming Events 1	C Draft *	
Table of Contents 2	New 🔻 Add Activities 🔻	
Introduction 2		

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.

Table of Contents > Introduction > Excel Supplementa	ary Materials
Excel Supplementary Materials	
	🥜 Edit Title
	1 Change Topic File
	B Send to Binder
	Download
	Submit Feedback
	Delete Topic