Edit Course Content

Turning the Edit Mode **ON** allows the instructor to edit and manage course content. Editing features include text editing; content copy and content delete functions.

**OFF** shows the **Student View** of the course.

**ON** shows the **Edit View**. Instructors may edit the course.

The Text Editor

The Text Editor includes the ability to modify content, correct spelling and grammar, add images, text, multimedia, and HTML content.

- Spell check
- Cut, copy & paste
- Font size and style
- Bold, italic, underline & strikethrough
- Right align, center, left align
- Numbering, bullets, indentation
- Font color and text highlight
- Table tools
- Quotes, symbols and emoticons
- HTML/CSS source
- Insert/delete hyperlink
- Line, horizontal rule & Non-breaking space character
- Non-printing characters
- Math editor
- Subscript/superscript
- Insert Mashup

Edit Content

The edit function re-opens the content creation area. Instructors can change and update content information, attach links or documents, and change availability options.
1. With the Edit Mode ON, locate the content item that will be edited and click the **Action Link** to open the **Edit Menu**.
2. Choose **Edit**.
3. Make changes as necessary.
4. Click **Submit**.

**Copy Content**
You can copy a content item (or several content items) to other Content Areas within a course or from one course to another, as long as your course role is *instructor or teaching assistant*.

1. With the Edit Mode ON, locate the content that will be copied, and click the **Action Link** to open the **Edit Menu**.
2. Choose **Copy**.
3. To copy the item to another course, choose the **Destination Course** by clicking the **drop-down menu** to see a course list. The courses listed are those in which your role is *instructor or teaching assistant*.
4. If you want to copy an item to another location within the current course, click the **Browse** button.
5. The **Copy or Move page** opens. Choose a **copy to location** on the **Select Location menu** by clicking on the **file folder**.
Delete Content
Use **Delete** button ONLY if content items need to be removed. If the content was created using the **Evaluate** button (Test, Survey or Assignment), you must also remove the column from the Grade Center. DO NOT use Delete if you want to make content unavailable to students.

1. With the Edit Mode **ON**, locate the content item that will be deleted, and click the **Action Link** to open the **Edit Menu**.
2. Choose **Delete**.
3. Click **OK** on the popup Message Menu to confirm.

Statistics Tracking
Statistics Tracking gives instructors the ability to review who (by name), when and how often a content item is being accessed. This will allow you to track and analyze how a student’s success relates to when and how often they review the material. **Statistics Tracking** can be enabled when content is created.

1. With the Edit Mode **ON**, locate the content item that will be edited and click the **Action Link** to open the **Edit Menu**.
2. Choose **Statistics Tracking**.
3. The **Statistics Tracking menu** opens, click **Enable**.
4. Click **Submit**.

View Statistics
Once enabled, statistics can be quickly viewed.
1. With the Edit Mode ON, locate the content item that will be edited and click the Action Link to open the Edit Menu.
3. Click the Action Link to open the Content Usage Menu.
4. Click Run.
5. The Run Reports page opens, select a report format.
6. Select one or more users.
7. Select start and end date by clicking the calendar icon.
8. Click Submit.