

# Manage Course Content

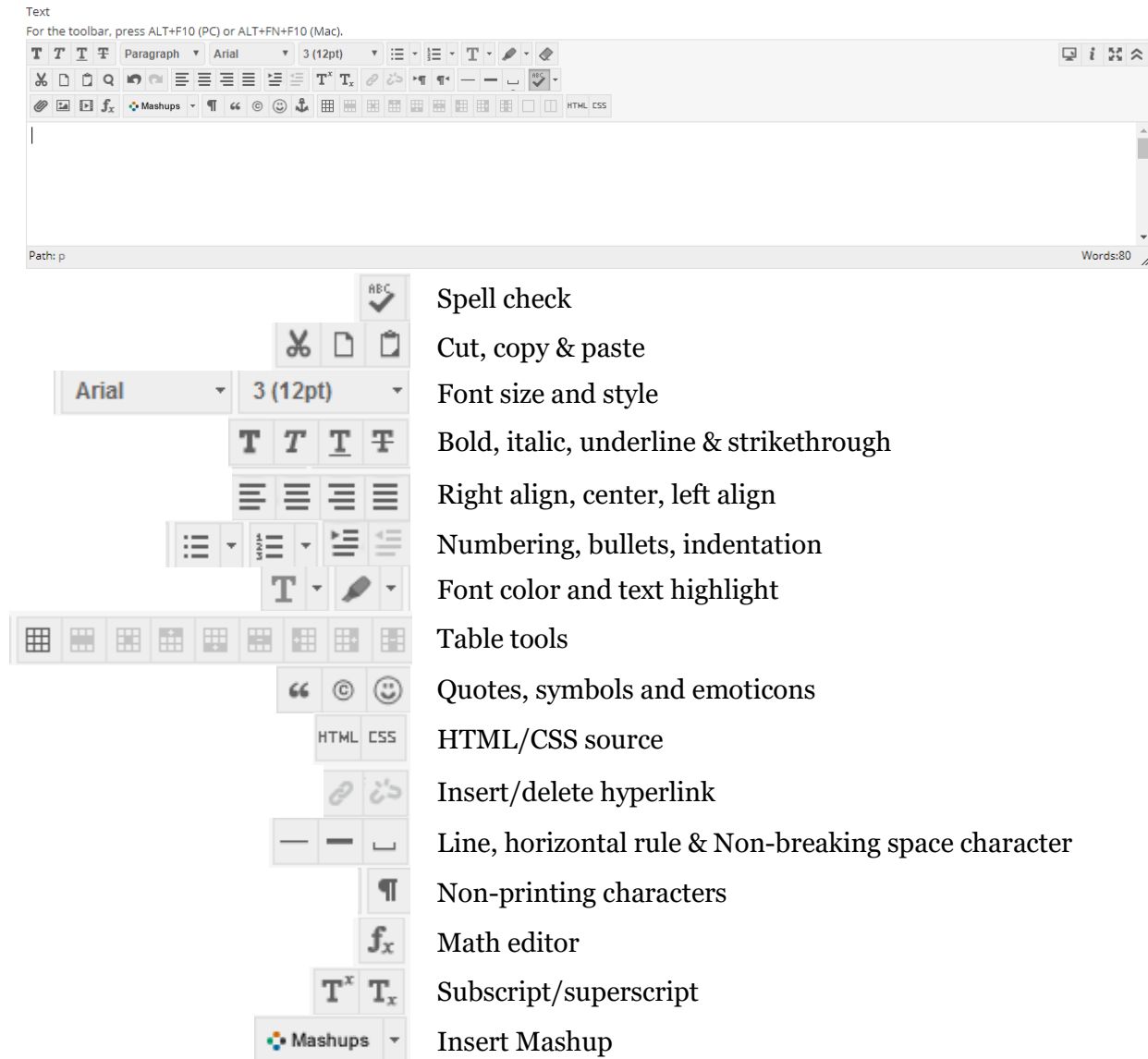
Turning the Edit Mode **ON** allows the instructor to edit and manage course content. Editing features include text editing, content copy and content delete functions.

## The Content Editor

The Content Editor opens whenever course content is edited. The Content Editor includes the ability to correct spelling and grammar, add images, create multimedia, and edit HTML content. Below is a list of Content Editor features:

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

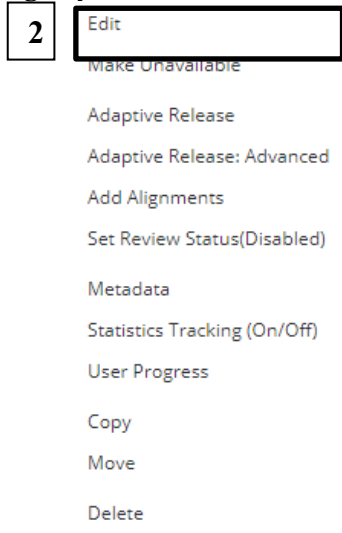



The screenshot shows the Content Editor interface. At the top is a toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar is a large text area. At the bottom of the text area, there is a path indicator 'Path: p' and a word count 'Words:80'. To the right of the screenshot, a list of features is provided, each with a corresponding icon from the toolbar.

- 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. These steps apply to editing any Blackboard content.

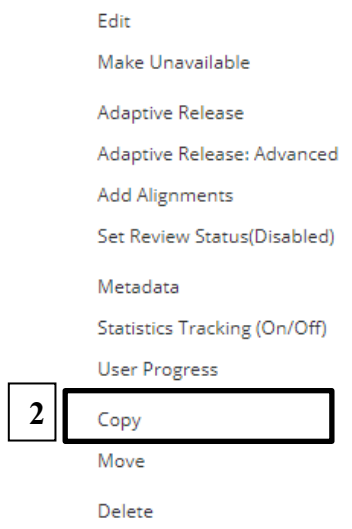



1. With the *Edit Mode ON*, locate the content item that will be edited and click the **Action Link**  to open the *Edit Menu*
2. Choose **Edit**
3. Make changes as necessary and click **Submit**

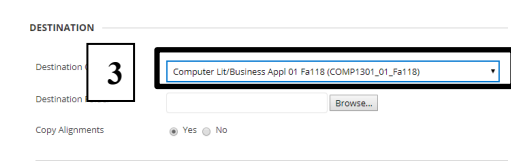
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## Copy Content

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. Locate the content item that will be edited and click the **Action Link**  to open the *Edit Menu*
2. Choose **Copy**



DESTINATION

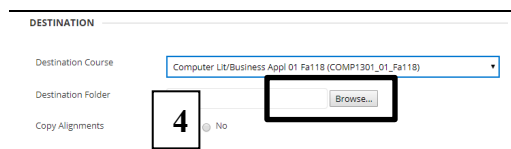
Destination Course: Computer Lit/Business Appl 01 Fa118 (COMP1301\_01\_Fa118)

Destination Folder: Browse...

Copy Alignments: ☐ Yes ☒ No

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*

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DESTINATION

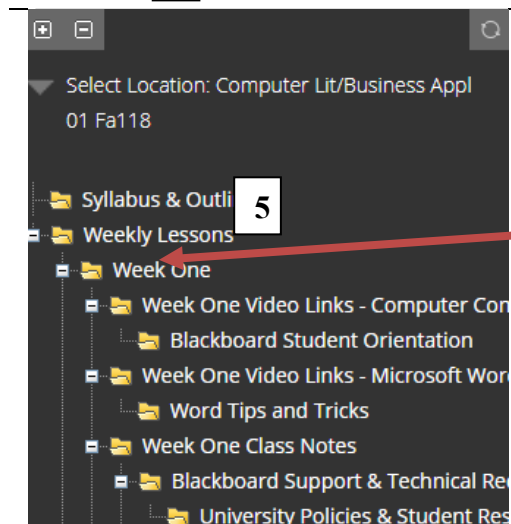
Destination Course: Computer Lit/Business Appl 01 Fa118 (COMP1301\_01\_Fa118)

Destination Folder: Browse...

Copy Alignments: ☒ Yes ☐ No

4. If you want to copy an item to another location *within* the current course, click the **Browse** button

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Select Location: Computer Lit/Business Appl 01 Fa118

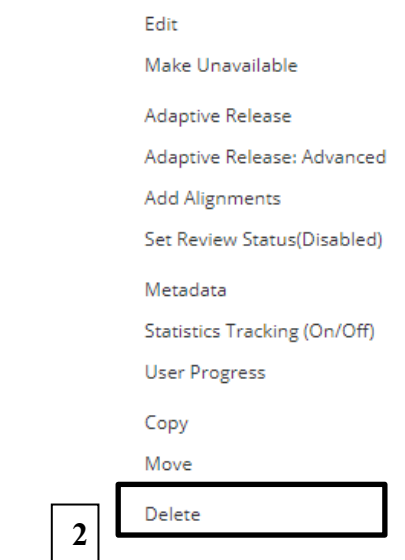
- Syllabus & Outlines
- Weekly Lessons** (5)
- Week One
  - Week One Video Links - Computer Con
  - Blackboard Student Orientation
  - Week One Video Links - Microsoft Wor
  - Word Tips and Tricks
  - Week One Class Notes
  - Blackboard Support & Technical Res
  - University Policies & Student Res

5. The *Copy or Move* page opens. Choose a **copy to location** on the *Select Location* menu by clicking on the **file folder**


6. Click **Submit**

## Delete Content

Use **Delete** button ONLY if content items need to be removed.. DO NOT use Delete if you want to make content unavailable to students.

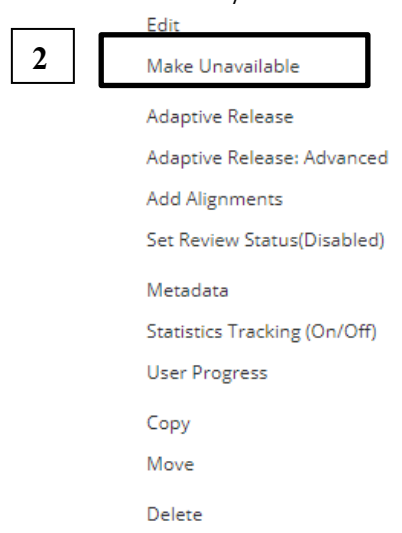


- Edit
- Make Unavailable
- Adaptive Release
- Adaptive Release: Advanced
- Add Alignments
- Set Review Status(Disabled)
- Metadata
- Statistics Tracking (On/Off)
- User Progress
- Copy
- Move
- Delete** (2)

1. Locate the content item that will be edited and click the **Action Link**  to open the *Edit Menu*
2. Choose **Delete**
3. Click **OK** on the popup message to confirm

## Make Content Available/Unavailable

This option *hides or unhides* content from the student's view. The instructor can make the content available/unavailable to students at any time.

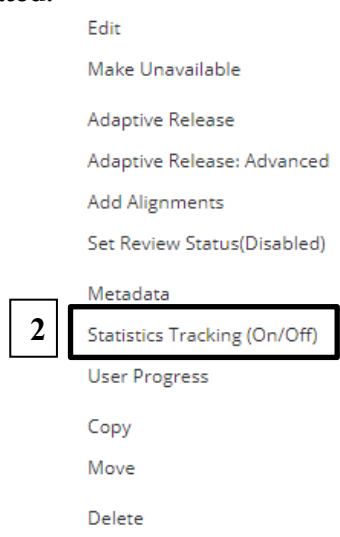



1. Locate the content item that will be edited and click the **Action Link**  to open the *Edit Menu*
2. Choose **Make available/Make Unavailable**

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## Statistics Tracking

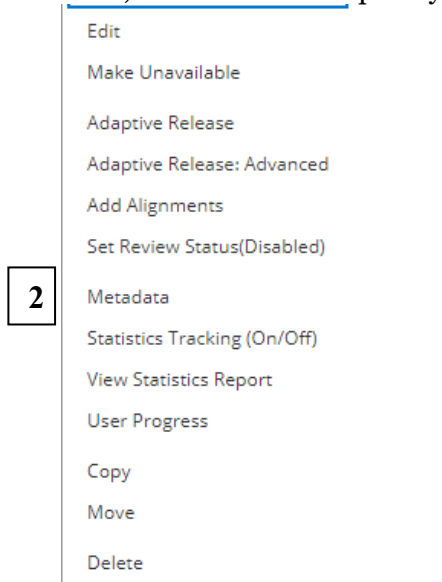
Statistics Tracking gives instructors the ability to review who, when and how often a content item is being accessed. This will allow you to track and analyze how a student's success relates to when and how often they review the material. Statistics Tracking can be enabled when content is created.




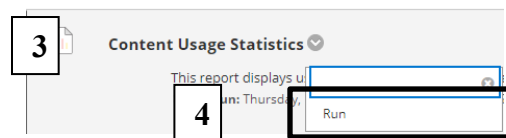
1. Locate the content item that will be edited and click the **Action Link**  to open the *Edit Menu*
2. Choose **Statistics Tracking (On/Off)**


## View Statistics Tracking Report

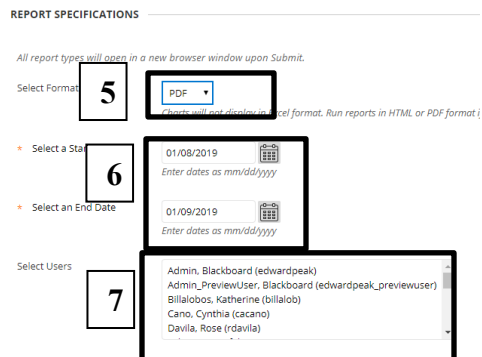
Once enabled, statistics can be quickly viewed.



1. Locate the content item the content item that will be edited and click the **Action Link**  to open the *Edit Menu*
2. Choose **View Statistics Report**

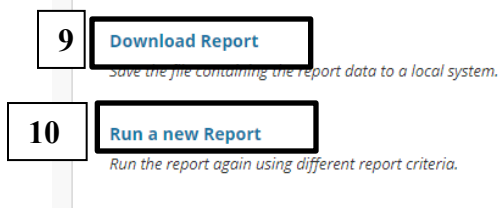


3. The *Content Usage Statistics* page opens, click the **Action Link** 
4. Click **Run**



5. The Run Reports page opens, select a **report format**
6. Select start and end date by clicking the **calendar icon**
7. Select **one or more users**
8. Click **Submit**

### Successful Run: Content Usage Statistics



9. On the next page, click **Download Report**. The report opens in a new browser window
10. Click Run a New report if you want to run another report
11. Click **OK** to exit