

## Delete or Edit a Week

Once a Week has been created, changes can be made to some of the features, such as the name. However, changes cannot be made to the type of the week or unit. To change the type of week or unit, it will have to be deleted and then recreated.

### Edit a Week

- ❖ Click the **Week** that is to be changed.
- ❖ The **Introduction** window will display.
- ❖ Click the **Toolbox** button in this window.
- ❖ The **Unit Toolbox** window will display (see illustration below).

The screenshot shows the 'Week 17: Practice 2' interface. At the top, there are three tabs: 'Week Introduction', 'Week Content Items', and 'Toolbox'. Below the tabs is the 'Unit Toolbox' section, which contains a list of actions:

Action	Description
<a href="#">Edit Schedule</a>	This Week is not scheduled on the calendar. Access to this Week is not controlled by dates.
<a href="#">Edit Week Title</a>	Week title: Practice 2 Title is not being used in the navigation menu.
<a href="#">Change Item Order</a>	Change item order within the Week
<a href="#">Change Week Order</a>	Change Week order within the course
<a href="#">Delete Week 17</a>	Delete Week 17 along with all items that have been added to Week 17.

- ❖ To specify the dates when a **Week** should display in the **Navigation Pane**, click the **Edit Schedule** button.
  - The **Schedule** window will display as shown in the illustration below.
  - Select the options that pertain to the selected Week.
  - When all the changes have been made, click the **Save and Close** button.

The screenshot shows the 'Schedule for Week 17 : Practice 2' window. It contains the following fields and options:

- Access by date/time is absolute (the same point in time across time zones). Dates and times will be displayed to students in the student's time zone.
- Start and End Dates:**
  - Use Course start and end dates
  - Use the following dates:
    - Start: 7/23/2008 8:00 AM \*
    - End: 7/23/2050 12:00 AM \*
- Due Date (optional):** [ ] 11:59 PM \*
- Calendar display options:**
  - Do not display on calendar
  - Display start and end only
  - Display for duration
- Restrict access before
- Restrict access after

Buttons: Save & Close, Cancel

- ❖ To change the title for the **Week**, click the **Edit Week Title** button.
  - The **Edit Week Title** window will display as illustrated below.

The screenshot shows the 'Edit Week Title' window. It contains the following fields and options:

- Title: \* Practice 2
- Use title in navigation menu

\* Indicates a required field

Buttons: Save Changes, Cancel

- In the **Title** box, input the new name for the **Week/Unit**.
- Click the check box for **Use title in Navigation Menu** to have the new name appear so the students can preview it.
- Click the **Save Changes** button to make the change.
- ❖ To change the order of items within the **Week**, click the **Change Item Order** link.
- The **Change Item Order** window will display (see illustration below).

Item Name	Order
Reading:	<input type="text" value="1"/>
Assignments:	<input type="text" value="2"/>
Discussion:	<input type="text" value="3"/>
Quiz/Test:	<input type="text" value="4"/>
Presentation:	<input type="text" value="5"/>

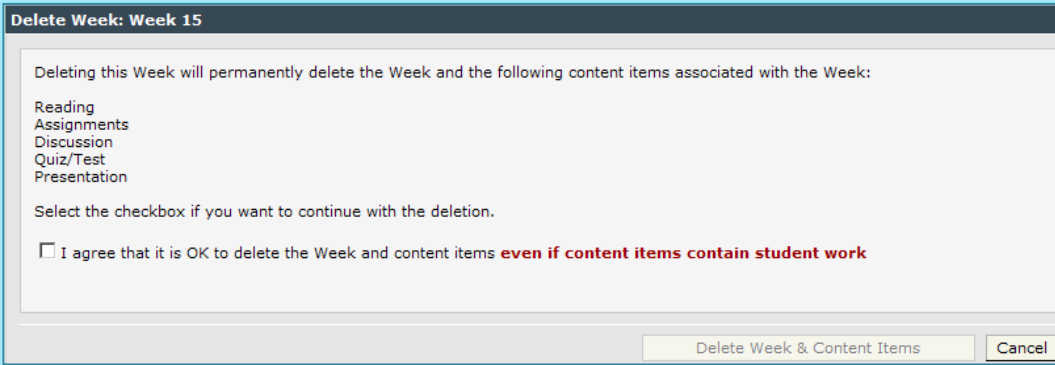
- A list of the items for the week will display with a number beside each item.
- Change the number in the box.
  - It is not necessary to change the numbers on all the items.
  - Changing the number of one item will automatically change the order for all the other items.
  - The changes will not be reflected until after the page is saved.
- Click the **Save Changes** button.
- Click the **Week** in the **Navigation Menu**.
- The order of the items will change.
- ❖ Click the **Change Week Order** link to change the order of how the weeks will display in the window.
- The **Change Week Order** window will display (see illustration below).

Week	Order
Week 1: Week 1	<input type="text" value="1"/>
Week 2: Week 2	<input type="text" value="2"/>
Week 3: Week 3	<input type="text" value="3"/>

- This window looks the same as the **Change Item Order** window, except it might have more items displayed.
- Insert the new number next to the item that is to be changed.
- Click the **Save Changes** button.
- Click the **Course Home** link in the **Navigation Menu**.
- The order of the items should change.

## Delete a Week

- ❖ To delete the **Week** from the course, click the **Delete Week** \_\_\_ link.
  - The **Delete Week** window will display (see illustration below).
    - When a Week is deleted, all the content for the Week will also be deleted.
    - The deletion is permanent, meaning it cannot be reversed.
  - Click the check box for the area that starts with **I agree that it is OK**.
  - Once the button has been clicked, click the **Delete Week & Content Items**.
  - Click the **Course Home** link.
  - The **Week** should be removed from the **Navigation Menu**.



**Delete Week: Week 15**

Deleting this Week will permanently delete the Week and the following content items associated with the Week:

- Reading
- Assignments
- Discussion
- Quiz/Test
- Presentation

Select the checkbox if you want to continue with the deletion.

I agree that it is OK to delete the Week and content items **even if content items contain student work**

Delete Week & Content Items Cancel