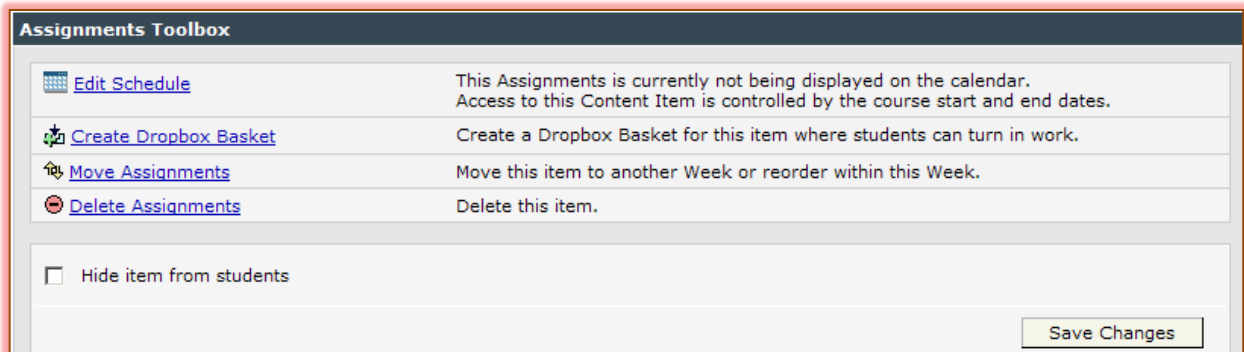


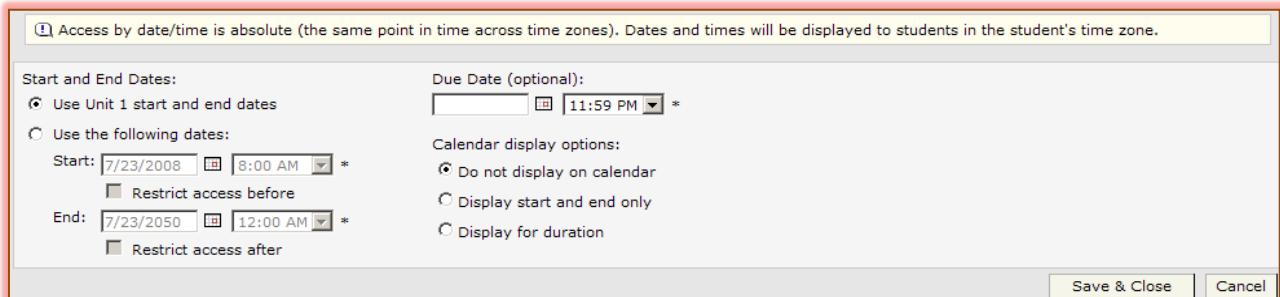
Edit-Delete Content Items

Once a Content Item has been added to a course, the item can be changed or deleted. The Toolbox in each of the areas is used to make any changes to the configuration of the item. While in the Toolbox, it is possible to move the item to a different location, to create a Dropbox Basket for the item, to edit the dates and times when the item is to be displayed, or to delete the item.

- ❖ Click the **Author** tab on the **Navigation Tree**.
- ❖ Click the **Content Item** that is to be changed.
- ❖ Click the **Toolbox** button.
- ❖ The **Toolbox** window will display (see illustration below).



- ❖ Click the **Edit Schedule** link to make changes to the date and time when the item is to be displayed.
 - The **Schedule** window will display (see illustration below).



- Under **Start and End Dates** choose one of the two options.
- If the **Use the following dates** option is chosen, choose the **Start** and **End Dates and Times**.
- To assign a date and time when the assignment is due, click the **Calendar** icon and select a date.
- To select an option for displaying the information on the **Course Calendar**, click one of the options under **Calendar display options**.
- Click **Save & Close** to save the options and return to the **Toolbox**.
- ❖ To add this item to the dropbox, click the **Create Dropbox Basket** link.
 - A **Dropbox** will be created for the selected assignment.
 - If a **Dropbox** has already been created, **Delete Dropbox Basket** and **Go to DropBox Basket** will appear here instead of **Create Dropbox Basket**.
- ❖ To move this item to a different week or to reorder the item within the week, click the **Move** _____ link. What is displayed here will be determined by the **Content Item** selected.
 - The **Move** _____ window will display (see illustration on next page).
 - Click the **Move to** box to select the week to which the item is to be moved.
 - To change the order of the item, input the number into the **Order** box.

Move Assignments

Move to: Week 1

Save Changes Cancel

Reorder Items within Week 1

Item Name	Order
Reading	1
Assignments	2

- The other numbers do not have to be changed.
- When the changes are saved, the order of the other items will change automatically.
- When all the changes have been made, click the **Save Changes** button.
- Click an item in the **Navigation Tree** to see the changes.
- ❖ To delete the item, click the **Delete** _____ link. What is displayed here will be determined by the Content Item that was selected.
- The **Delete Item** window will appear (see illustration below).

Delete Item: Assignments

To permanently delete this content item, click Delete. Otherwise, click Cancel.

Delete Cancel

- Click the **Delete** button to permanently delete the selected item.
- Click the **Cancel** button to return to the **Toolbox**.
- ❖ If this item is not to be seen by the students in the course, click the **Hide item from students** check box.
- ❖ When all the changes have been made, click the **Save Changes** button.

NOTE: For some of the **Content Items** such as Threaded Discussions, there will be a confirmation checkbox in the **Delete Item** window that has to be checked before the **Delete** button can be clicked.