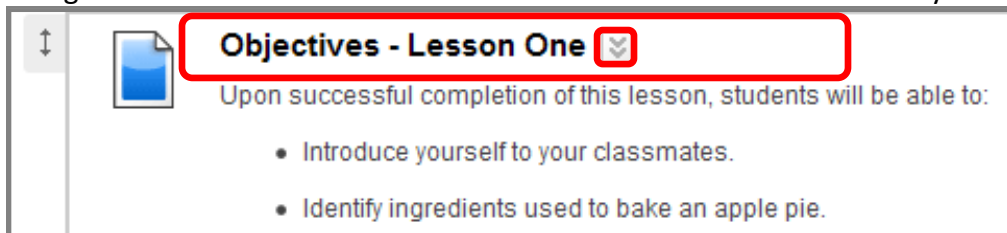


## Editing Content

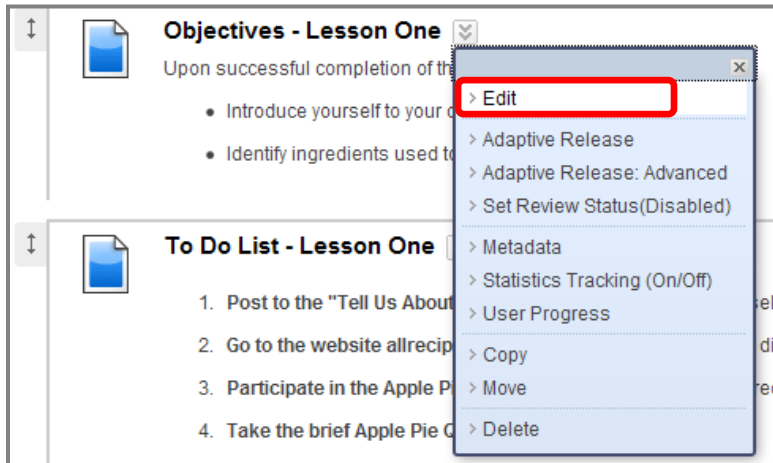
The **Edit** function is used to change the settings of Blackboard content types, such as Items, Folders, Course Links, or Assignments. Editing is used to make changes to the current information, correct mistakes, or replace materials. Some examples are: correcting a spelling error, updating assignment instructions, or changing the date and time parameters for a content type.

Follow these step by step instructions to **Edit Content**:

1. Navigate to the content item. Click the *Action Link* next to the content you wish to **Edit**.




2. Select **Edit**.



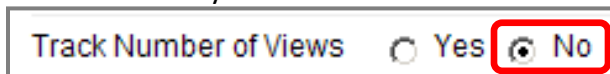
- The **Edit** Items page appears. Note that this page is identical to the page viewed when this content was created. You can now complete your desired modifications.

More Help'. There is a legend: '\* Indicates a required field.' and buttons for 'Cancel' and 'Submit'. The form is divided into sections. The first section is '1. Content Information'. It contains a required field for 'Name' with the value 'Objectives - Lesson One'. Below it is a 'Color of Name' dropdown set to 'Black'. There is a 'Text' section with a rich text editor toolbar and a 'Visual Editor is: ON' toggle. The text area contains: 'Upon successful completion of this lesson, students will be able to:' followed by a bulleted list: '• Introduce yourself to your classmates.' and '• Identify ingredients used to bake an apple pie.'" data-bbox="144 204 654 430"/>


- Select **Yes** to make the content visible to students.



- Select whether you want to track the number of views for the content.



- Finally, click the **Submit** button.



- A **Success** message will appear at the top of the screen.

