# 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.

Delete a Week

- Click the **Author Tab**.
- Click the **Week** that is to be deleted from the course.
- Click the **Toolbox** button to open the **Toolbox** window (see illustration below).
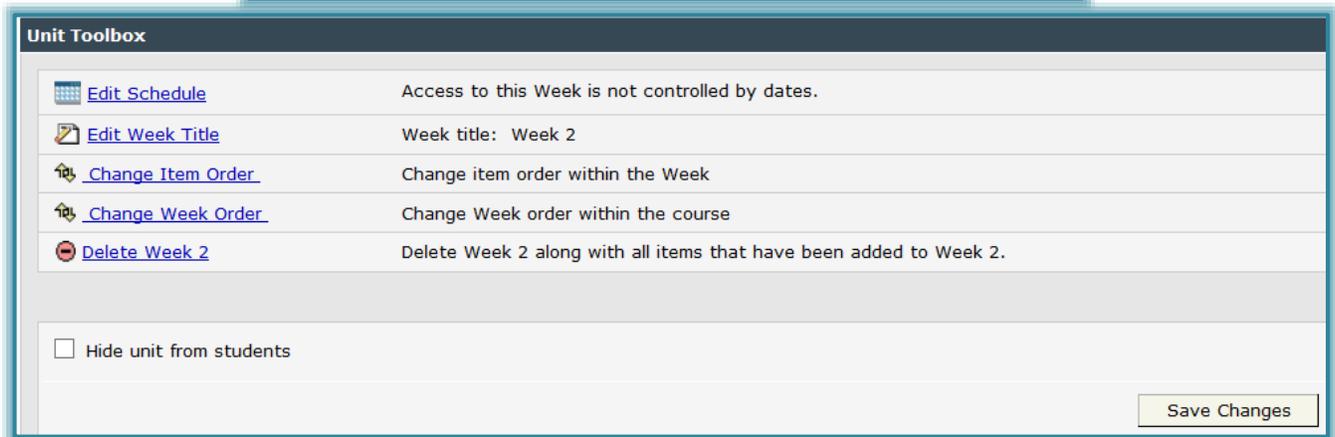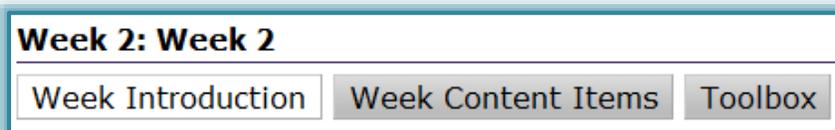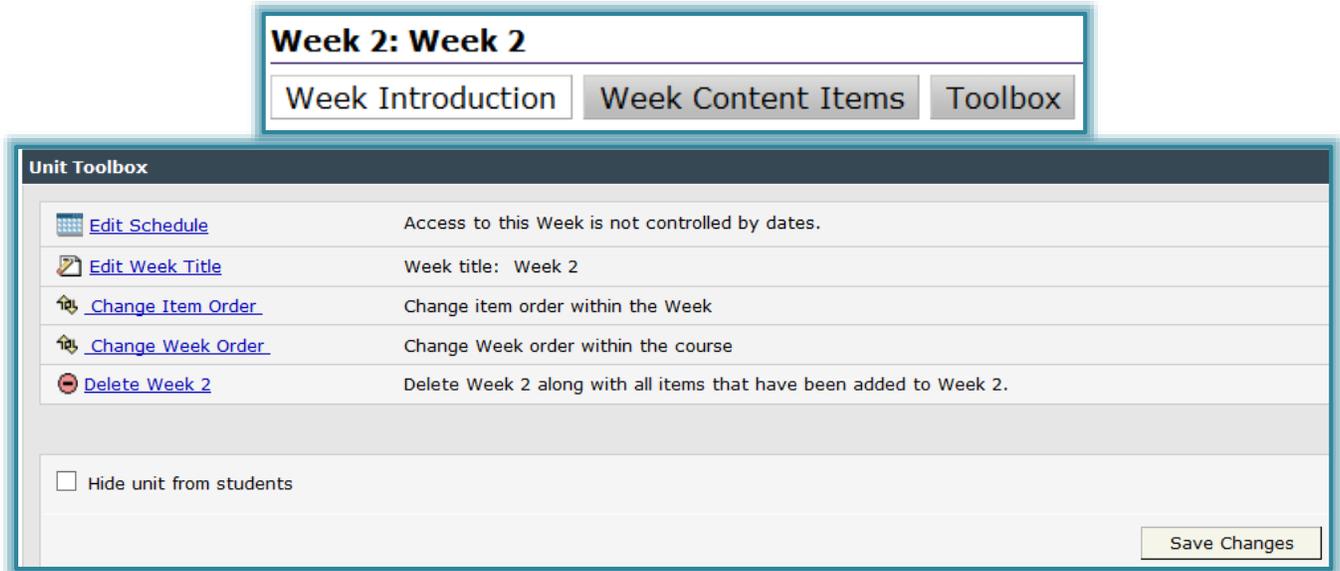

- Click the **Delete Week ___** link.
    - The **Delete Week** window will display (see illustration below).
        - ✱ When a Week is deleted, all the content for the Week will also be deleted.
        - ✱ The deletion is permanent, meaning it cannot be reversed.
    - Click the check box for the 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.
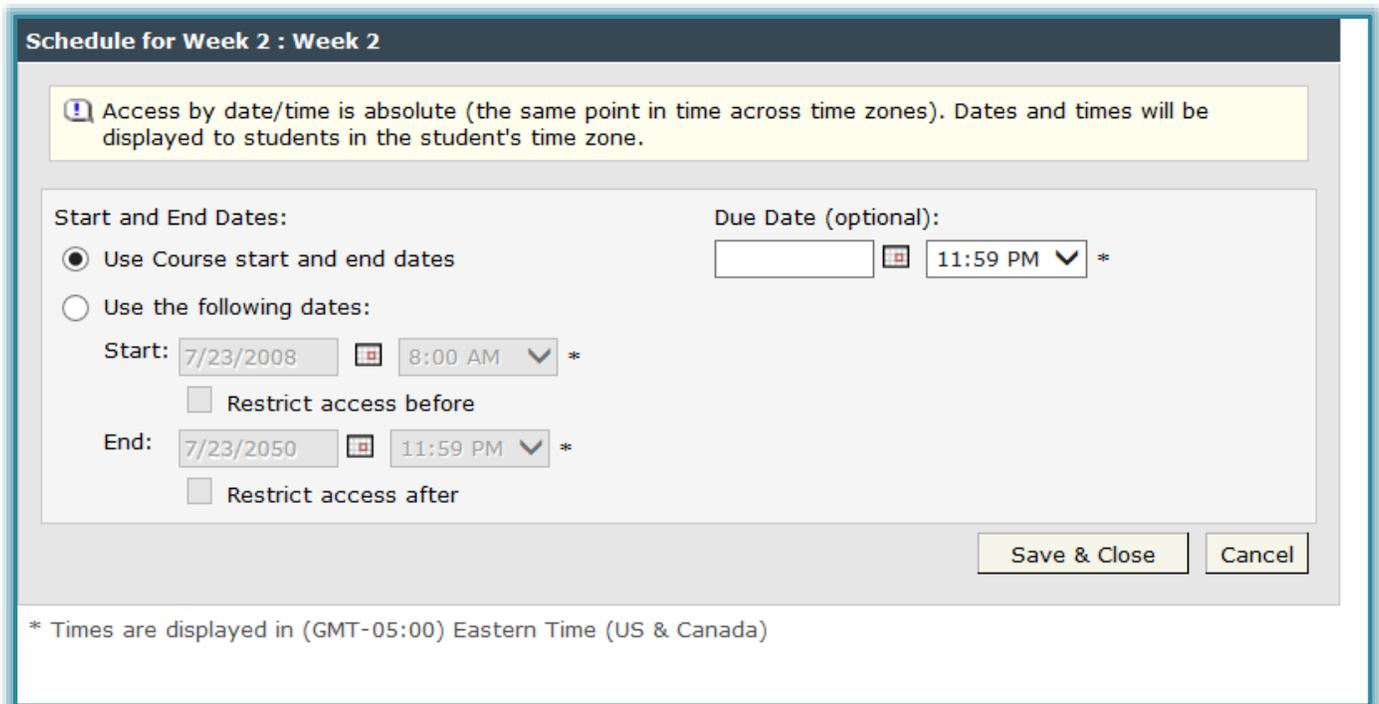   - The **Week** should be removed from the **Navigation Tree**.
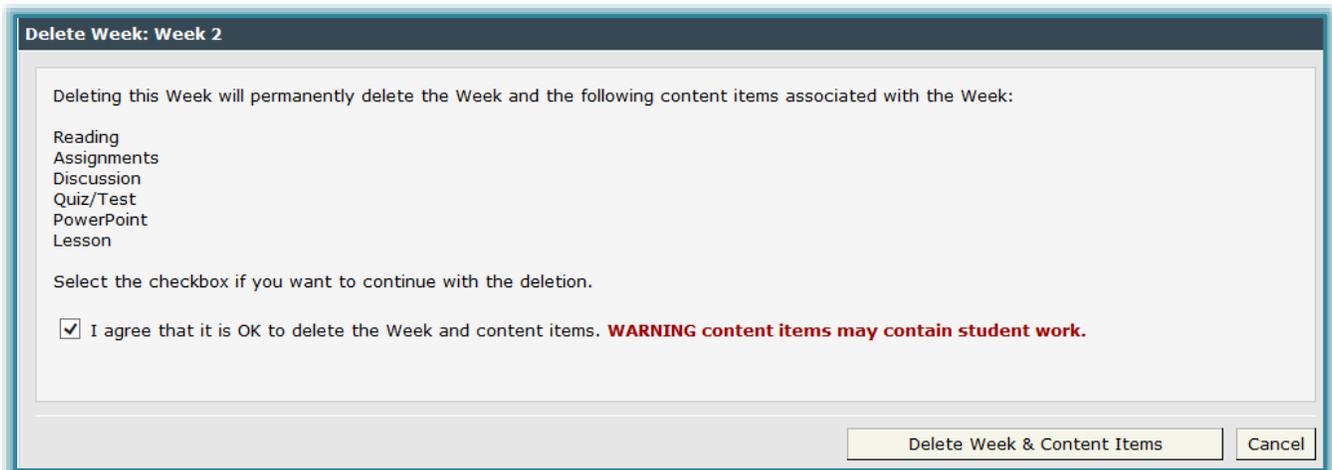
Edit a Week

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

Week 2: Week 2

| Week Introduction | Week Content Items | Toolbox |

Unit Toolbox

Edit Schedule	Access to this Week is not controlled by dates.
Edit Week Title	Week title: Week 2
Change Item Order	Change item order within the Week
Change Week Order	Change Week order within the course
Delete Week 2	Delete Week 2 along with all items that have been added to Week 2.

☐ Hide unit from students

Save Changes

- 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.

Schedule for Week 2 : Week 2

⚠ 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` ▾ *
  ☐ Restrict access before

End: `7/23/2050` ▦ `11:59 PM` ▾ *
  ☐ Restrict access after

Due Date (optional):

`_____` ▦ `11:59 PM` ▾ *

Save & Close   Cancel

* Times are displayed in (GMT-05:00) Eastern Time (US & Canada)

  - Select the options that pertain to the selected Week.

- ✱ Click the **Use the following dates** to specify specific dates when the students will have access to the Week.
- ✱ In the **Start** lists, specify the first date and time the students will be able to view the week.
- ✱ Click the **Restrict access before** check box to restrict student access to the content until the specified date and time.
- ✱ In the **End** lists, specify the last date and time the students will be able to view the week.
- ✱ Click the **Restrict access after** check box to restrict student access to the content after the specified date and time.
- When all the changes have been made, click the **Save and Close** button.
- To change the title for the **Week**, click the **Edit Week Title** button.
  - The **Edit Week Title** window will display as illustrated below.

- In the **Title** box, input the new name for the **Week**.
- Click the check box for **Use title in Navigation Menu** to have the new name appear on the **Week** link in the **Navigation Pane**.
- 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).

- 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 unless the order of several items is being changed.
  - ✱ Changing the number of one item will automatically change the order for all the other items.

- Click the **Save Changes** button.
- Click the **Week** in the **Navigation Tree**.
- 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	1
Week 2: Week 2	2
Week 3: Week 3	3
Week 4: Week 4	4
Week 5: January 6	5
Week 6: January 13	6
Week 7: Web Content Upload	7
Week 8: Microsoft Document	8

Change Week Order

Save Changes   Cancel

- 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 week that is to be changed.
- Click the **Save Changes** button.
- Click the **Course Home** link in the **Navigation Tree**.
- The order of the items should change.
  - ★ The name of the week will not change when the order is changed.
  - ★ The week name will have to be changed manually if the Display Name in Navigation Pane option was chosen when the name was changed.