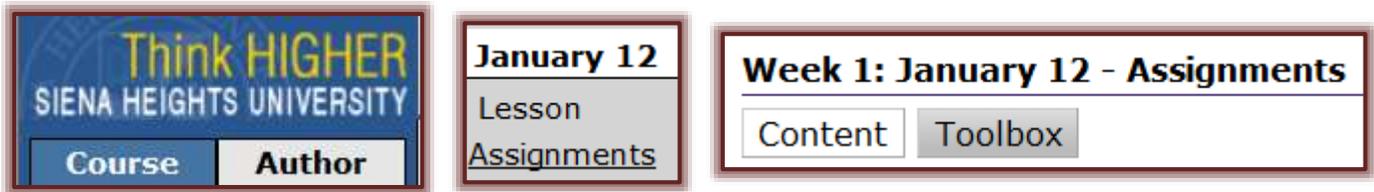


Edit-Delete Content Items

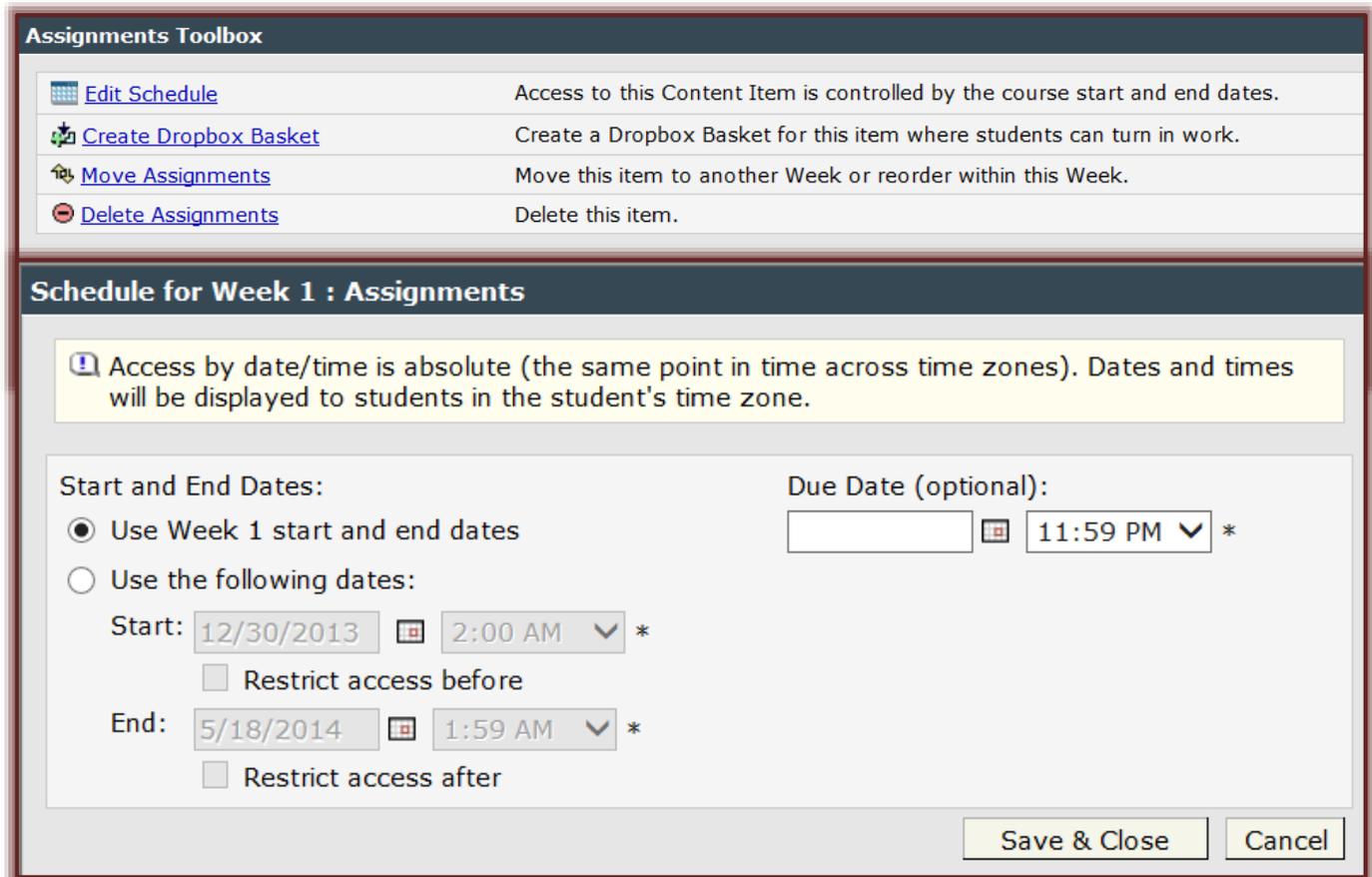
Once a Content Item has been added to a course, the item can be changed or deleted. The Toolbox in each of the areas is used to make any changes to the configuration of the item. While in the Toolbox, it is possible to move the item to a different location, to create a Dropbox Basket for the item, to edit the dates and times when the item is to be displayed, or to delete the item. A Dropbox Basket cannot be created for Exams and Threaded Discussions.

EDIT SCHEDULE

- Click the **Author** tab on the **Navigation Tree**.
- Click the **Content Item**, such as Assignments, 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 above).
 - 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 restrict access either before or after the assigned dates, click the appropriate **Restrict Access** check box.
- ☞ Click **Save & Close** to save the options and return to the **Toolbox**.

CREATE DROPBOX

- ☞ 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**.

MOVE/REORDER ITEM

- ☞ 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 below).

The screenshot shows two sections of a web interface. The top section, titled "Move Assignments", has a "Move to:" label followed by a dropdown menu showing "January 12". Below this are "Save Changes" and "Cancel" buttons. The bottom section, titled "Reorder Items within Week 1", contains a table with two columns: "Item Name" and "Order".

Item Name	Order
Lesson	1
Assignments	2
Challenges Response	3
Continuum Response	4

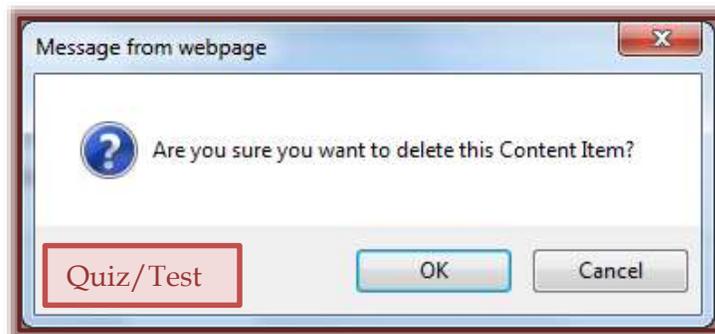
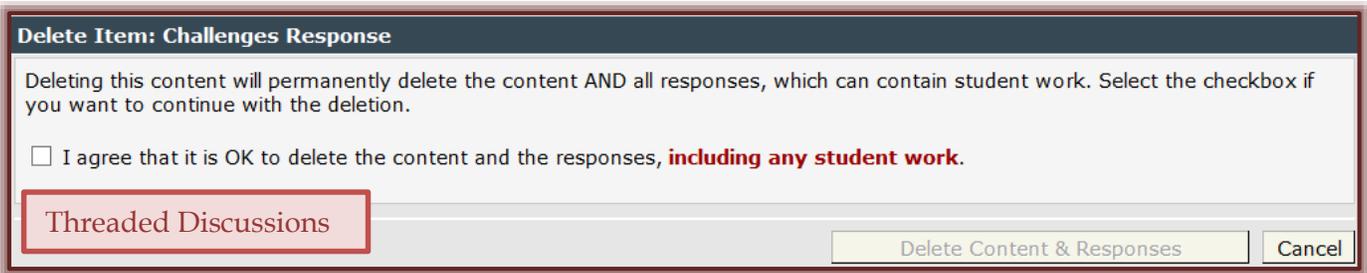
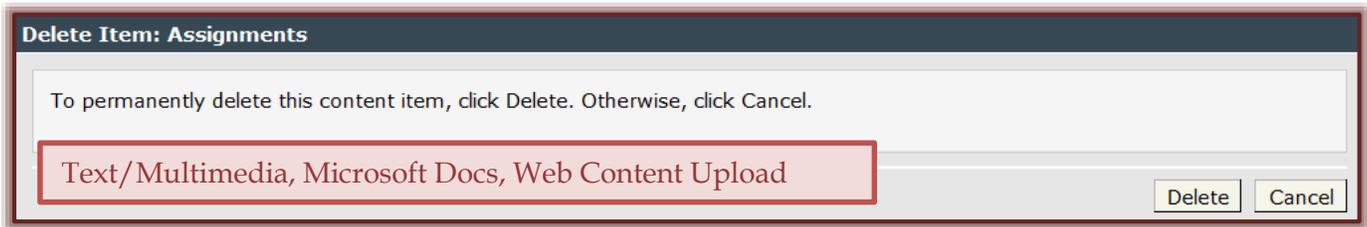
Below the table are "Save Changes" and "Cancel" buttons.

- ☞ Click the **Move to** box to select the week to which the item is to be moved.
- ☞ To change the order of the item within the week, input the number into the **Order** box.
 - ★ The other numbers do not have to be changed unless more than one item is being changed.
 - ★ When the changes are saved, the order of the other items will change automatically.
 - There is a **Save Changes** button for the **Move to** section and for the **Reorder Items** section of the window.
 - Make sure you click the appropriate **Save Changes** button.
- ☞ When all the changes have been made, click the **Save Changes** button.
- ☞ Click an item in the **Navigation Tree** to see the changes.

DELETE ITEM

- ☞ To delete the item, click the **Delete _____** link. What is displayed here will be determined by the **Content Item** that was selected.

- ☞ One of the **Delete Item** windows shown in the illustrations below will appear.
- ☞ 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.