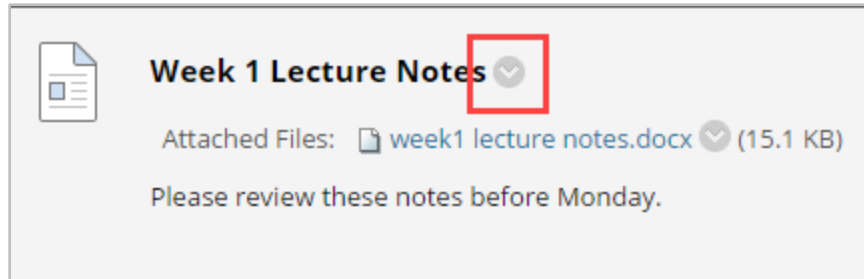


EDIT AN ITEM

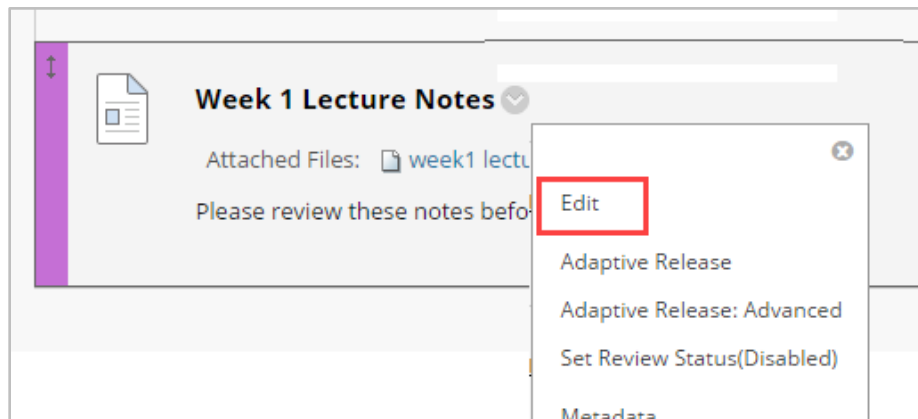
After an item has been created in ulearn, it can be edited (to change the name, add instructions in the text box, change availability dates, etc).

Instructions

1. To edit an item, **hover over** the item title to display the down arrow to the right of the item.



2. Click the **down arrow** and select **Edit** from the menu.



3. The Edit Item screen appears and any area on this page is editable. You can edit the following:
 - Name
 - Text editor box (instructions to students are usually included here)
 - Attach files


EDIT AN ITEM

CONTENT INFORMATION

* Name
Week 1 Lecture Notes

Color of Name
Black


Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B *I* U  Paragraph Arial 14px

Please review these notes before our next class.

Attach Files

Attached files



File Name	Link Title	File Action
 week1 lecture notes(3).docx	week1 lecture notes.docx	Create a link to this file



STANDARD OPTIONS

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Note:

Display After/Until dates only apply if you check the box next to these options.

4. Click **Submit**