



## Bulk Edit in the Content Tool – D2L Tutorial

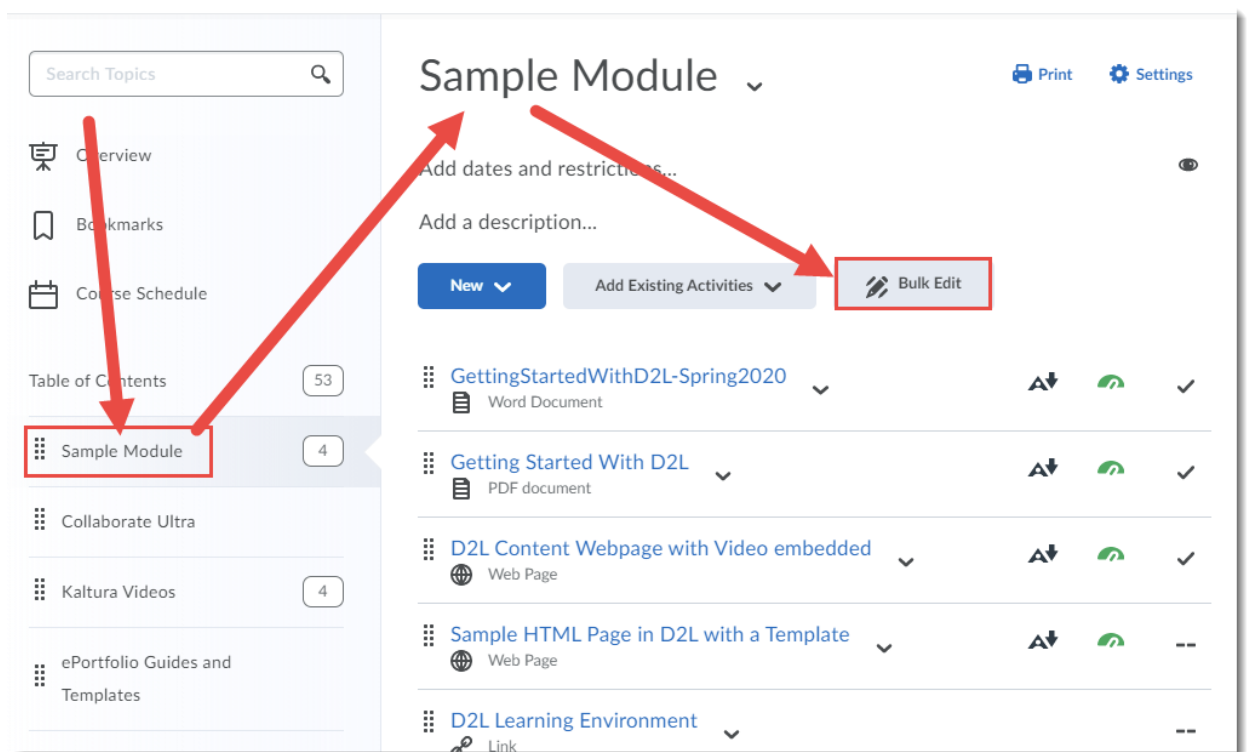
This tutorial is for faculty who have previous experience using the Content tool in D2L. For further information, please contact [elearning@camosun.ca](mailto:elearning@camosun.ca) for assistance.

### Scenario

This tutorial will discuss the **Bulk Edit** option in the **Content** tool.

### Preamble

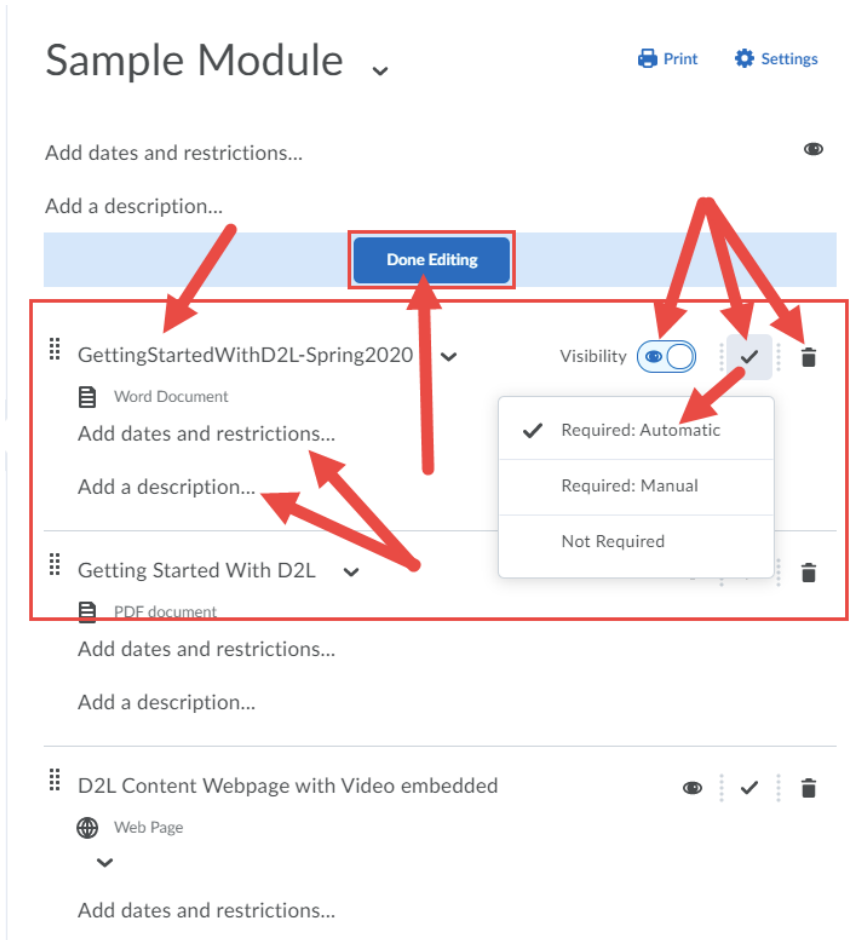
1. Go to the **Content** tool in your course.
2. Either click on **Table of Contents** (to bulk edit everything in Content) or on a Module title (to bulk edit just the contents of that Module) in the left-hand menu. Once the Module opens, click **Bulk Edit**.



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3. Bulk Edit allows you to edit components of multiple Topics at once. You can:
- edit **Titles** (by clicking on a title and typing a new one)
  - add **Dates and Restrictions** (to add **Start dates**, **Due dates**, **End dates**, **Release Conditions** or **Exemptions**)
  - add **Descriptions**
  - **Hide** Topics (clicking on the eye icons)
  - change the **Completion Method** (**Required** or **Not Required**)
  - **Delete** Topics (clicking on the trashcan icons)

Click **Done Editing** once you have made all your changes.



## Things to Remember

You can also make changes to individual Topics using the Topic action menus. See the tutorial entitled [The Topic Action Menu \(in Content\)](#) for more information.

**NOTE:** When editing **Dates and restrictions**, or adding **Descriptions**, you need to click **Update** to change those edits *before* you click **Done Editing**.



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