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 or assistance, go to our Team Dynamix Support portal and click the appropriate Category to submit a ticket.

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**.

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.
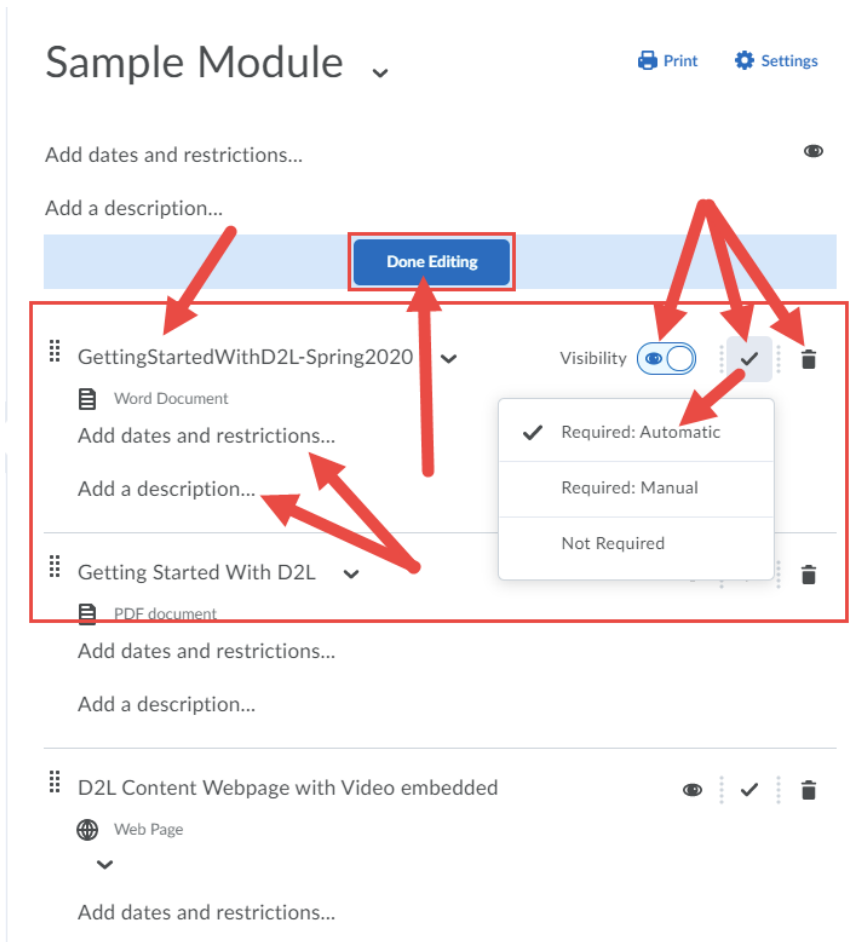
Things to Remember

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**.