



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

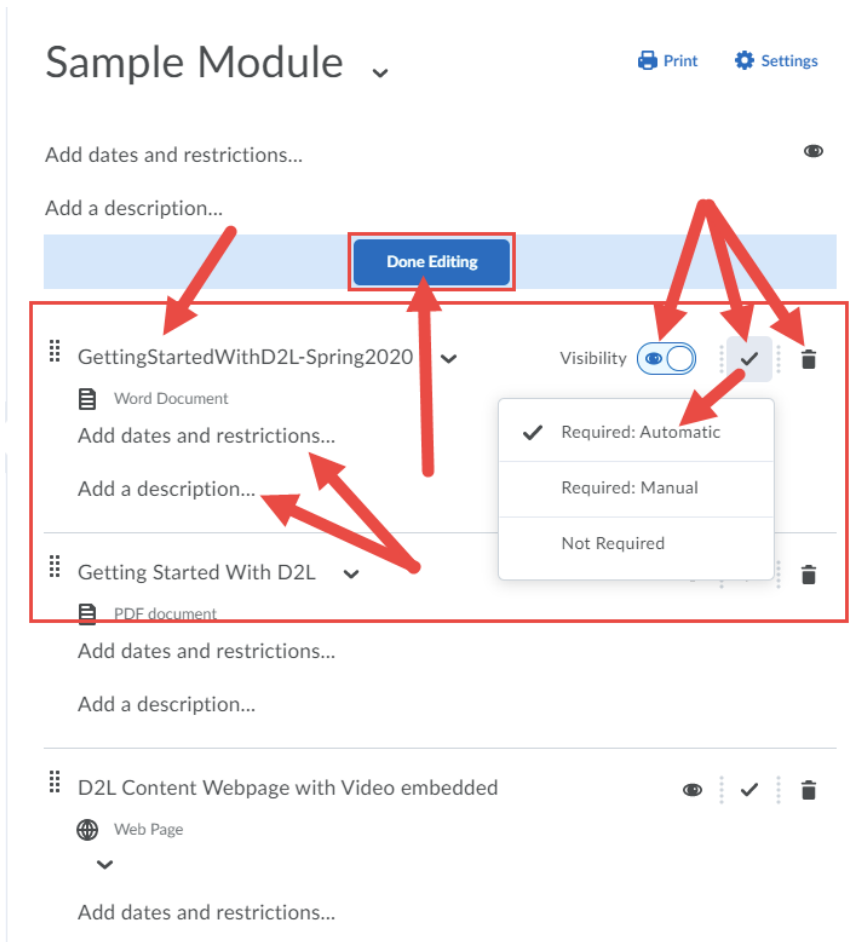
1. Go to the **Content** tool in your course.
2. Either click on **Table of Contents** (to bulk edit everything in Content) or on a Module title (to bulk edit just the contents of that Module) in the left-hand menu. Once the Module opens, click **Bulk Edit**.

The screenshot displays the D2L Content tool interface. On the left, a navigation menu includes 'Table of Contents' (53 items) and 'Sample Module' (4 items), with 'Sample Module' highlighted in a red box. A red arrow points from this box to the 'Bulk Edit' button in the main content area. The main content area shows the 'Sample Module' title, a search bar, and a list of activities: 'GettingStartedWithD2L-Spring2020' (Word Document), 'Getting Started With D2L' (PDF document), 'D2L Content Webpage with Video embedded' (Web Page), 'Sample HTML Page in D2L with a Template' (Web Page), and 'D2L Learning Environment' (Link). The 'Bulk Edit' button is highlighted in a red box, and another red arrow points from the 'Sample Module' title to it.



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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