

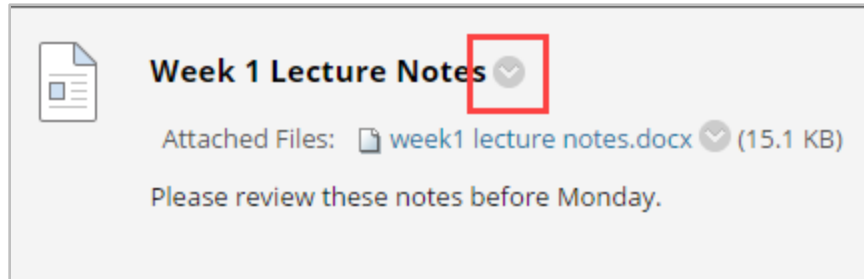
## EDIT AN ITEM

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

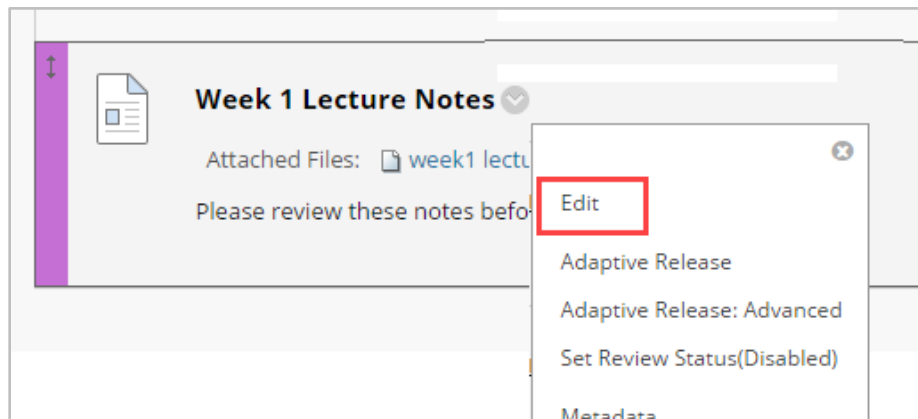
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### Instructions

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**