

# How to Edit the Overview Content Item

## Getting Started

Once you have finished creating your learning materials and deployed them in the appropriate folder structure in your online course in Blackboard Learn, it is important to provide an outline for students that explains the following:

- A list of learning materials you expect them to interact with, i.e. what is required vs. supplemental
- The order or sequence in which they should interact with the materials
- A list of assignments and assessment with due dates


In the Kent State Online template, the **Learning Materials** folder contains an example course folder structure. Within each folder is an **Overview** content item that can be edited to create an advanced organizer for that week, module, section, session or other organizing unit for your course. This tutorial will show you how to edit the Overview content item to reflect your course learning materials.

To begin, navigate to the Learning Materials folder. Open the folder, then select and open one of the folders labeled Week or Part, Section, Session #: Title

**Note:** For additional information on organizing your course folder structure review the **How to Customize The Course Structure** PDF in the Basic Customization section of the Build page of the Kent State Online Framework.

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 **Overview**

**Complete This**

- Read this material
- View the lecture slides
- Explore this website
- Watch this video


**Then do This**

- Quiz
- Writing Assignment
- Discussion Forum
- Journal, Blog, Wiki
- Group project

**Due Date(s)**

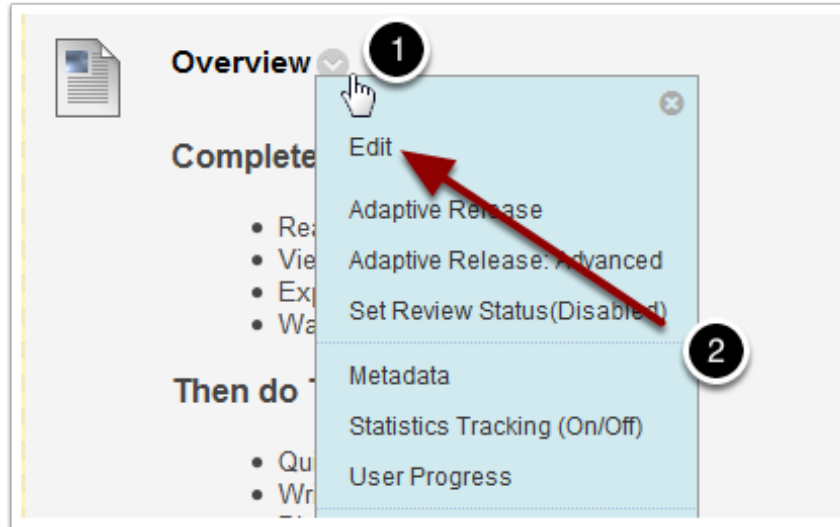
[Quizzes, discussion forums, assignments, assessments, etc.] are due [Day] by [Time].

**Important Note on Deadlines:** Begin work for each module as soon as it becomes available to meet assignment and assessment deadlines.

 **Introduction**

## Step 1. Edit the Overview Content Item

To edit the Overview content item, click on the Item Options Menu. Select Edit from the drop down menu.



## Step 2. Edit the Text

Type directly into the text editor to make changes to the **Text** of the Overview content item. You can change the name of the content item by clicking in the **Name** field and typing a new name. Be sure to keep a consistent naming convention throughout your course.

**NOTE:** When editing text in Blackboard Learn, best practice is to use the Mash-up tool to paste text copied from Microsoft Word .doc files. An alternative method is to copy text from a .doc file into a text editor, such as Notepad++ or Text Edit, so that the MS Word formatting tags are stripped from the text, then copy and paste from the text editor into Blackboard Learn. Best practice is to use the formatting tools in the Blackboard Learn text editor. This will ensure that your text is properly rendered in the web browser and appears to students as you intend.

The screenshot displays the '1. Content Information' section of a Blackboard Learn course. The 'Name' field is set to 'Overview'. Below it, the 'Color of Name' is set to 'Black'. The 'Text' field is active, showing a rich text editor toolbar. A red box highlights the 'Mash-up tool' icon in the toolbar, which is a document with a blue 'X' icon. A red arrow points from a black callout box labeled 'Mash-up tool' to this icon. A context menu is open over the 'Mash-up tool' icon, listing options: 'Paste from Word', 'Flickr Photo', 'YouTube Video', 'SlideShare Presentation', 'Blackboard Collaborate', 'Voice Authoring', 'Add NBC Content', and 'Blackboard Collaborate'. A yellow tooltip points to the 'Paste from Word' option with the text 'Allows easier text pasting from Microsoft Word'. The background shows a list of content items on the left and a text area on the right with some placeholder text like '[Quizzes, discussion for...]' and 'ts, etc.] are due [Day] by [Time].'. At the bottom, there is a 'Path: body' field and a 'Save as HTML Object' checkbox.

### Step 3. Submit to Save Your Changes

Once all of your edits have been completed, click on the **Submit** button to save your changes.

