Content – Editing a Topic and Notifying Students of the Changes (6/2014)

1. Enter the course’s Content area using the Materials dropdown menu.

2. Select one of the topics in the Content area.

3. Scroll down the screen to the Edit HTML button.

4. Make the changes to the topic (A) and check the “Notify students that the content has changed” box (B). A text block will appear under the check box for you to let your students know what has changed (C). If you used completion tracking on this topic and some of your students have already viewed it, you can reset it for them (D).

5. Click on the Update button.

6. Students will receive an alert in the Minibar letting them know of the change and can click on the alert to take them to the Content topic.