



DESIGN & DEVELOPMENT

OPERATIONS

EDITING IN ICC

Version II

LEARNING OBJECTIVES

Upon completion of this training tutorial, Faculty will be able to:

- ✓ Make edits in the ICC

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MAKING EDITS WITHIN THE ICC

Please note the different types of **EDITS** when updating content within the ICC

CONTENT EDITS: Versioning should be utilized

- Typos, clarifying directions, fixing links

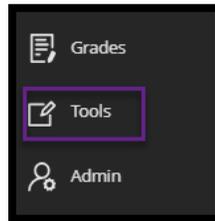
CONTENT CHANGES: A NEW item should be built and pulled back through the MASTER

- Change in topic, new resources
- OLD items must remain in place
 - If NEW item is relatable to the OLD, naming convention should reference 'v2', 'v3', etc.

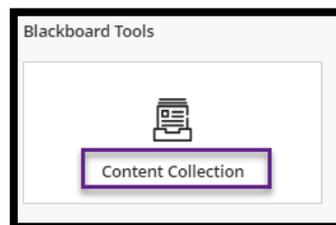
ASSESSMENT EDITS: A NEW assessment should be built and pulled back through the MASTER

- OLD items must remain in place
- If NEW item is relatable to the OLD, naming convention should reference 'v2', 'v3', etc.

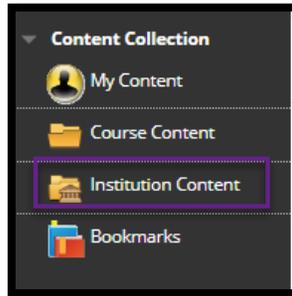
1. On the left navigation page, click **TOOLS**



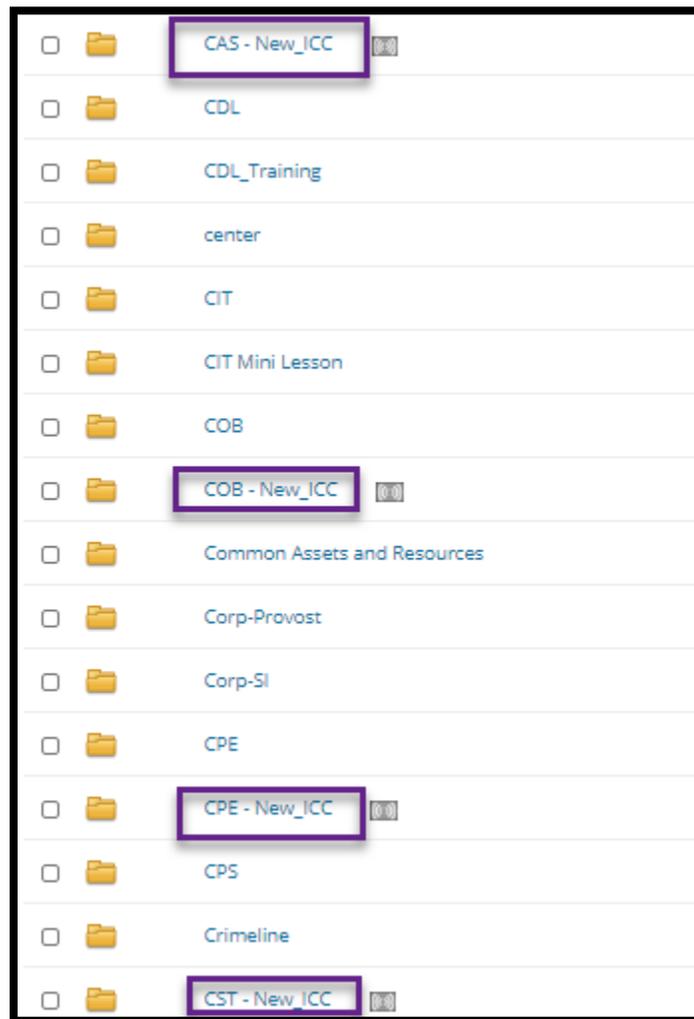
2. Click on **CONTENT COLLECTION**



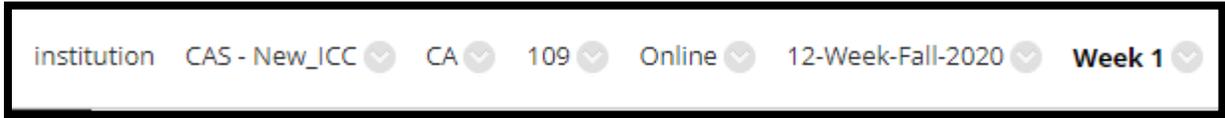
3. Click on **INSTITUTION CONTENT**



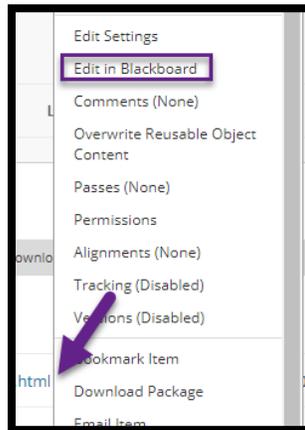
4. Click on the **COLLEGE – NEW_ICC FOLDER** (i.e. CAS – New ICC)



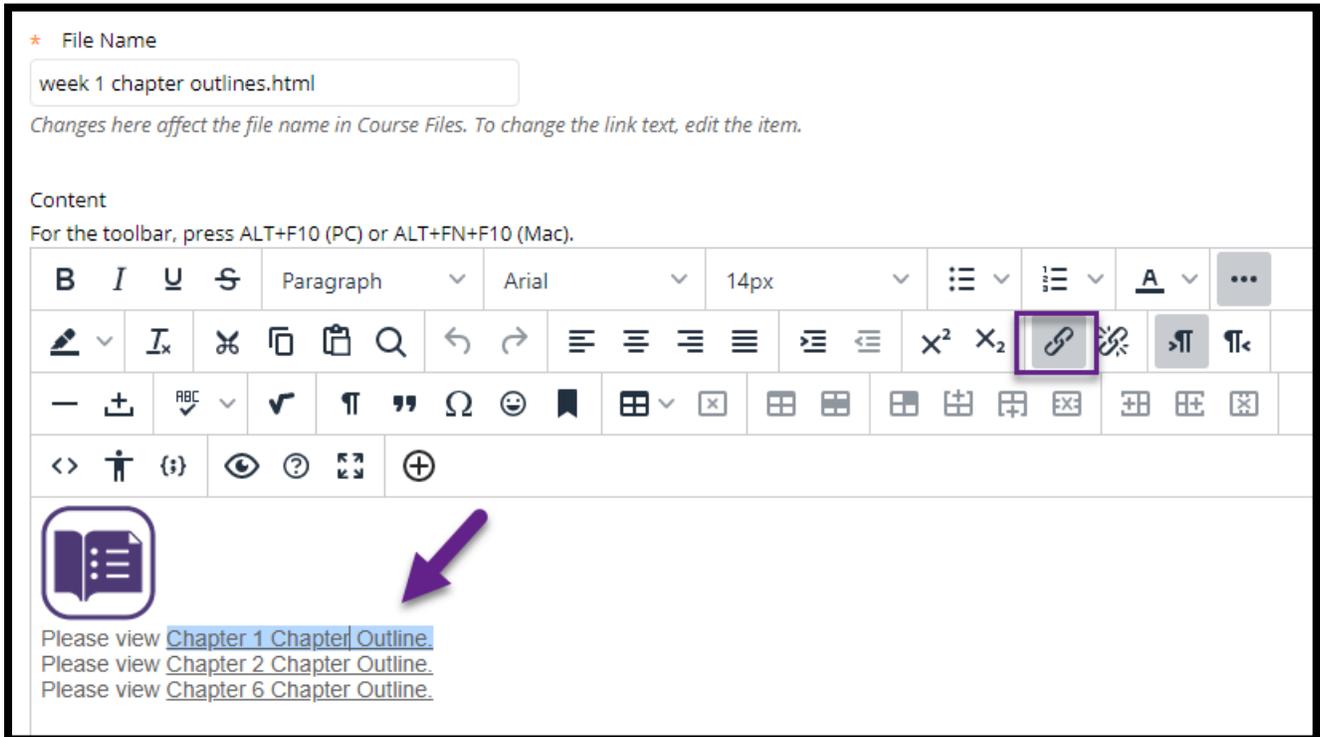
5. Locate the **PROGRAM, COURSE, and WEEK**, you wish to **EDIT** (i.e. Week 1)



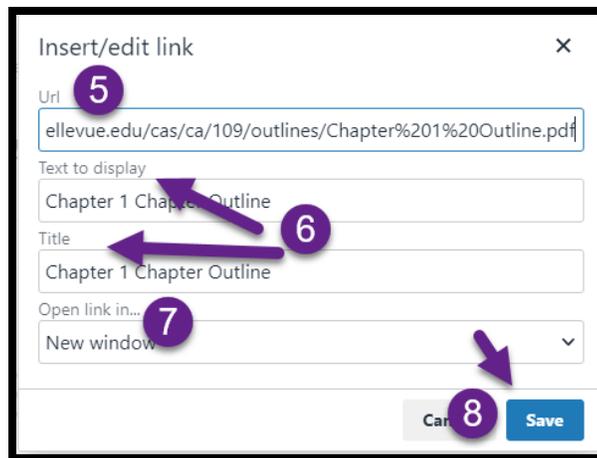
6. Click the **DROP DOWN** arrow next to the item you wish to **EDIT**
7. Select **EDIT IN BLACKBOARD**



8. Edit **CONTENT** using the **CONTENT EDITOR** and click **SUBMIT**



4. A new **WINDOW** will appear
5. **COPY** and **PASTE** the new **LINK** within the **URL** field
6. Update the **TEXT TO DISPLAY** and **TITLE** fields
7. Be sure to set to **OPEN IN A NEW WINDOW**
8. Then, click **SAVE**



9. Click **SUBMIT** once the link has been **UPDATED**

VERSIONS

Version	Date	Developer Name	Description of Changes
1	3.26.2019	Misty Sidel	Creation of Tutorial
2	1.18.2021	Misti Shurila	Updating Images

DISCLAIMER

Process for this training tutorial is outlined using Mozilla Firefox browser; screen captures may vary if utilizing a different browser but the steps are the same.

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