

# 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

### TABLE OF CONTENTS

LEARNING OBJECTIVES	1
MAKING EDITS WITHIN THE ICC	3
EDITING LINKS WITHIN THE ICC	6
VERSIONS	9
DISCLAIMER	9

#### 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)

0 🍋	CAS - New_ICC
0 🚞	CDL
0 🚞	CDL_Training
0 🚞	center
0 🚞	СІТ
0 🚞	CIT Mini Lesson
0 🚞	СОВ
0 🛅	COB - New_ICC
0 🛅	Common Assets and Resources
0 🚞	Corp-Provost
0 🚞	Corp-SI
0 🚞	CPE
0 🛅	CPE - New_ICC
0 🛅	CPS
0 🚞	Crimeline
0 🫅	CST - New_ICC

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

institution	CAS - New_ICC 📀	CA 💿	109 🕑	Online 📀	12-Week-Fall-2020 📀	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

* File Name							
Week 1 Discussion Board.html							
Changes here affect the file name in Course Files. To change the link text, edit the item.							
Content							
<b>B</b> $I \ \ \Box \ \ S$ Paragraph $\checkmark$ Arial $\checkmark$ 14px $\checkmark$ $\Xi \checkmark$	~ <u>A</u> ~ ···						
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	3 <del>II</del> <del>II</del> <del>II</del>						
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Go to the Week 1 forum on the Discussion Board, create a new thread for your post, and post 100-150 words responding to ONE of the prompts below. Make your initial post by 11:59 PM, CT Friday. At least two meaningful responses to other students are due by 11:59 PM, CT Sunday (10 points). Before beginning, you will want to review the discussion board policies in the course syllabus before beginning your assignments. Prepare your initial discussion post for the week on ONE of the prompts below. You will need to cite the textbook in your discussion post; do not use any other source. Be sure to cite the textbook in APA citation style. Include an APA-formatted Reference Page, listing our textbook at the end of the post. Your discussion Board Submissions must always begin with the Discussion Board question number you chose to so wer, i.e. "Question #3."							
Click <b>Submit</b> to proceed.	Cancel Submit						

### EDITING LINKS WITHIN THE ICC

1. Reference steps 1-7 within the <u>Making Edits within the ICC</u> sections above, to locate the broken link



- 2. Within the CONTENT EDITOR, click the BROKEN LINK
- 3. Next, click on the INSERT/EDIT icon

* File Name							
week 1 chapter outlines.h	html						
Changes here affect the file	name in Course Files. To change the link text, edit the item.						
Content For the toolbar, press ALT	+F10 (PC) or ALT+FN+F10 (Mac).						
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- 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

Insert/edit link	×
Url <b>5</b> ellevue.edu/cas/ca/109/outlines/Chapter%201%20Outlin	e.pdf
Text to display Chapter 1 Chapter, Sutline Title Chapter 1 Chapter, Outline	
Open link in New window	~
Car 8	Save

9. Click SUBMIT once the link has been UPDATED

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Please view <u>Chapter 1 Chapter Outline.</u> Please view <u>Chapter 2 Chapter Outline.</u>																			
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NOTES: All changes made within the ICC will automatically be changed in ALL places linked from this specific item. The impact/magnitude of this will have this change in all iterations to include: Master, current term-codes, and previous term-codes.

#### 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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