

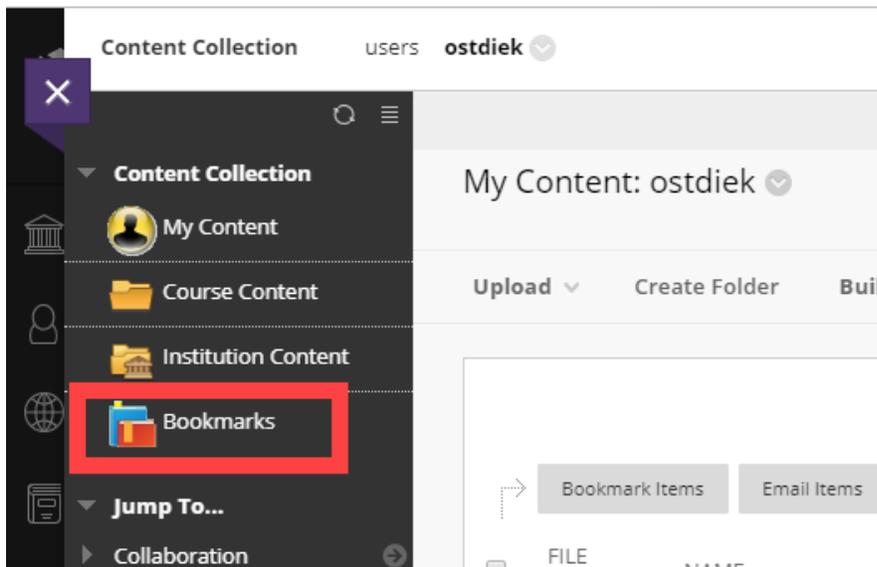
# Creating Bookmarks in the ICC

And saving oh-so-much time!

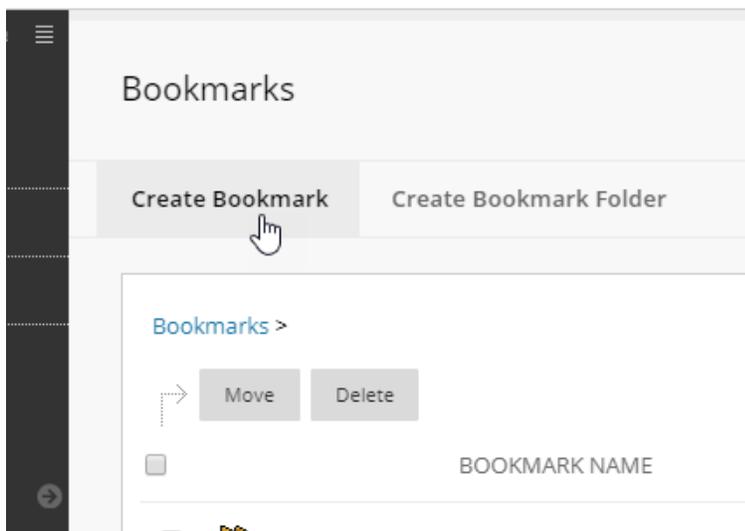
ID/CD Resource and Step-Action\*

Instructions:

1. Go to **Tools** and select **Content Collection**.
2. On the left-hand navigation column, under **Content Collection**, select **Bookmarks** (see image 1).



3. Then select **Create Bookmark**.



4. Name your bookmark for the course you want easy access to (e.g., EN 101) and select **Browse**.

## Create Bookmark

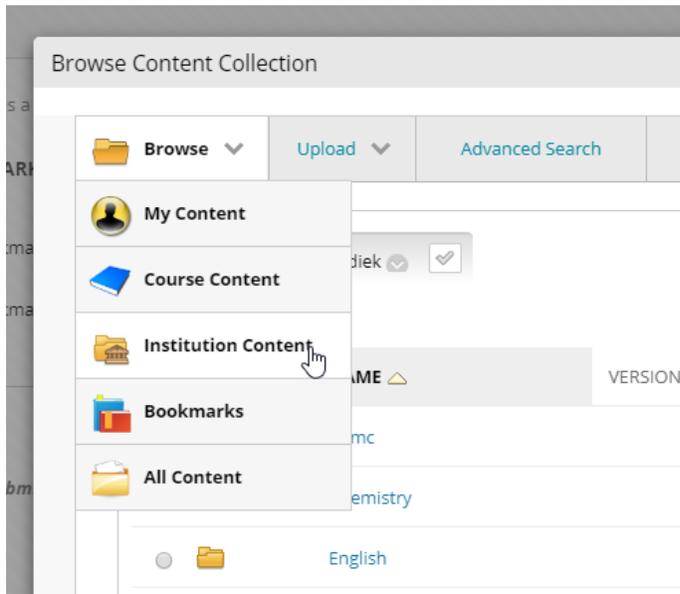
\* Indicates a required field.

### BOOKMARK INFORMATION

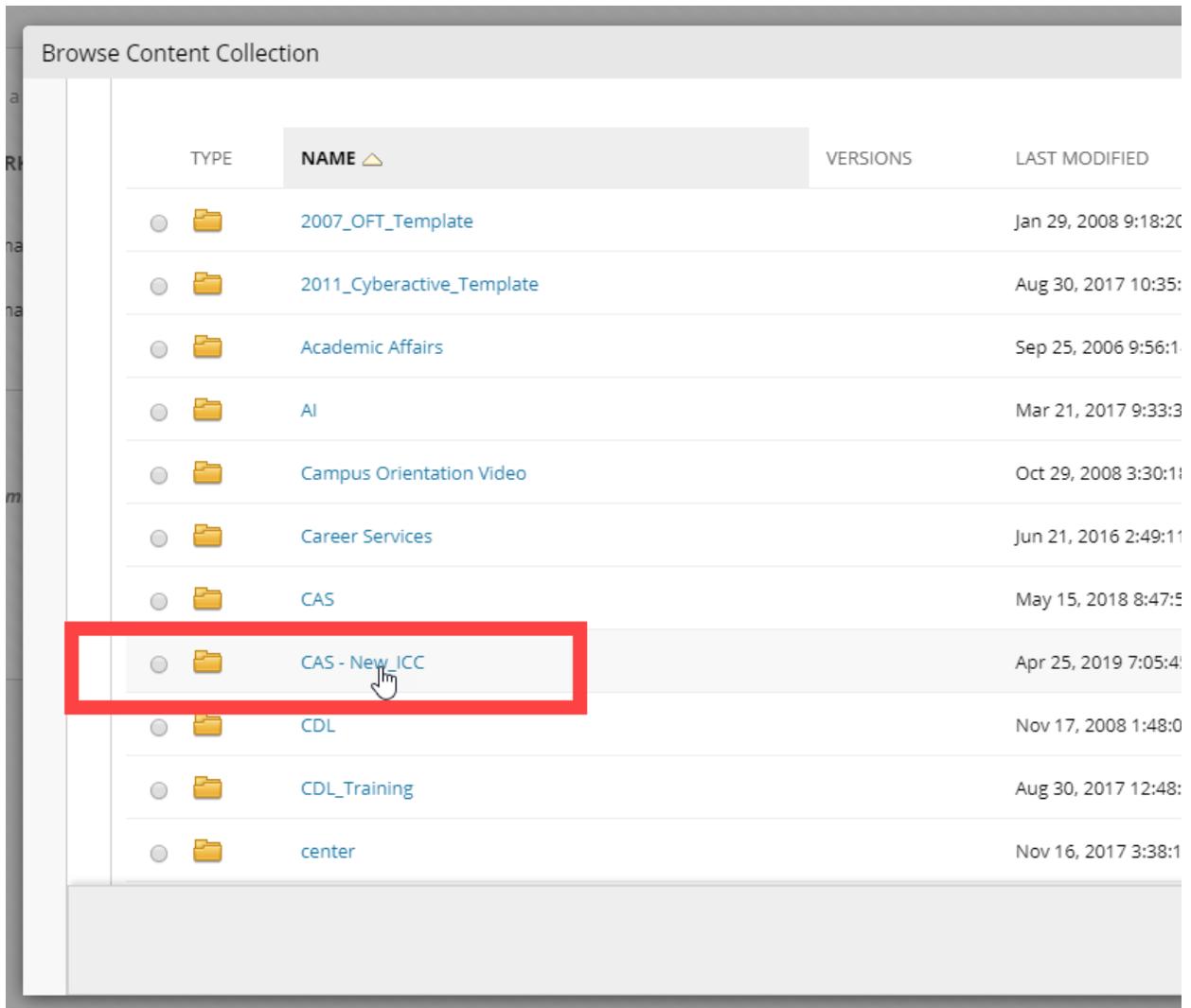
\* Bookmark Name

\* Bookmark Location

5. This will open a new window. Go to the dropdown menu for **Browse** and select the **Institutional Content**.



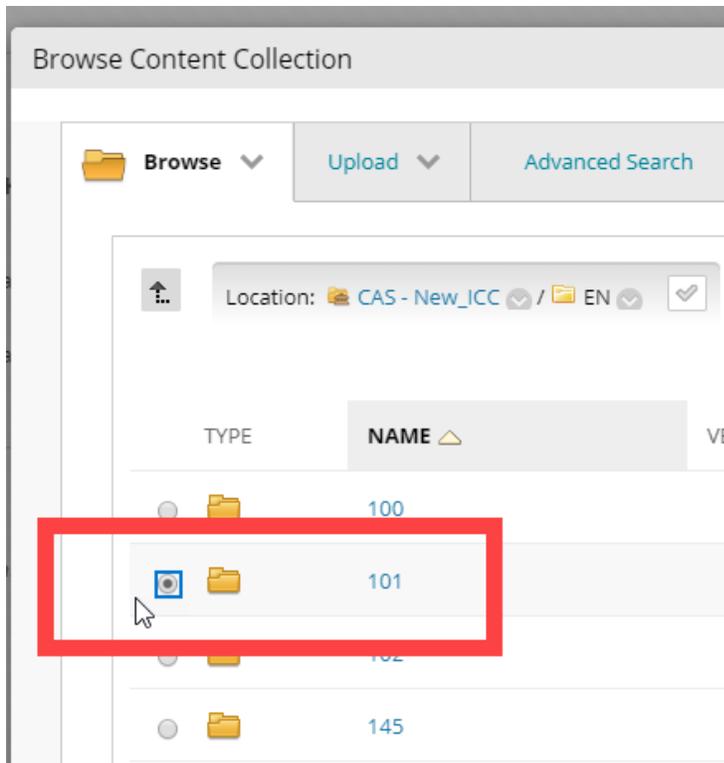
6. Click on the link for correct school (**remember** to select the one with **New\_ICC** at the end), and then click on the link for the correct department (e.g., EN, CA, ESL, etc.).



The screenshot shows a 'Browse Content Collection' interface with a table of folders. The table has four columns: TYPE, NAME, VERSIONS, and LAST MODIFIED. The folder 'CAS - New ICC' is highlighted with a red box, and a mouse cursor is pointing at it.

TYPE	NAME 	VERSIONS	LAST MODIFIED
	2007_OFT_Template		Jan 29, 2008 9:18:20
	2011_Cyberactive_Template		Aug 30, 2017 10:35:
	Academic Affairs		Sep 25, 2006 9:56:1
	AI		Mar 21, 2017 9:33:3
	Campus Orientation Video		Oct 29, 2008 3:30:11
	Career Services		Jun 21, 2016 2:49:11
	CAS		May 15, 2018 8:47:5
	CAS - New ICC		Apr 25, 2019 7:05:4
	CDL		Nov 17, 2008 1:48:0
	CDL_Training		Aug 30, 2017 12:48:
	center		Nov 16, 2017 3:38:1

7. Then you will click on the dot of the correct course # to indicate which course you want to bookmark (see EN 101 example in image below).



8. Select **Submit**.
9. Double-check the Bookmark Name to ensure that it is what you want and is easy to recognize (e.g., EN 101, PHE 330, etc.), and then select **Submit**.

Now, when you want to edit an ICC item or put the ICC item in the Master, you have a shortcut!!!!

\*Please note, this is an ID/CD resource and not an official faculty-facing document. For faculty resources, please reach out to the FRD.