Edit Content in a Content Area

1. Login to Blackboard and enter the course you wish to work with.
2. Enter a content area from the side course menu.
3. Click the **gray circle arrow** to the right of the item name to display a drop-down menu of options, as shown here:

   ![Content Item Arrow](image)

   This menu will vary depending on item type.

4. Click **Edit** on the drop-down menu. The “Edit Item” screen will appear.
5. Make the desired changes on the “Edit Item” screen.
6. Click **Submit**. Watch for a “success receipt” (shown below) to appear in a green bar at the top of the page.

   ![Success Receipt](image)

Note that you can also delete an item with the “Delete” option at the bottom of the drop-down menu. Be careful with this decision as deleted items may not be able to be recovered.