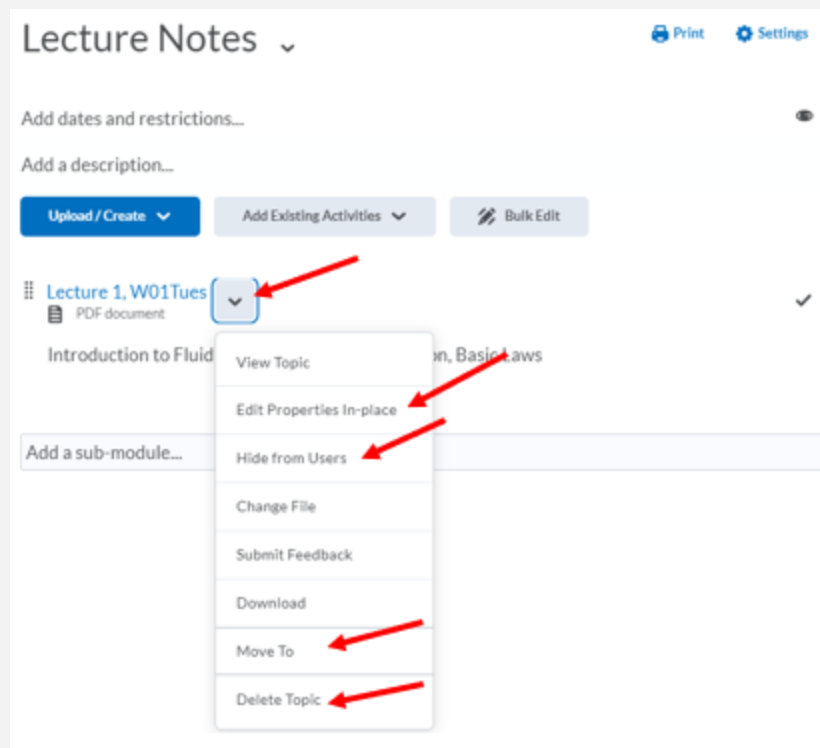


1.2.3 Editing Uploaded Files

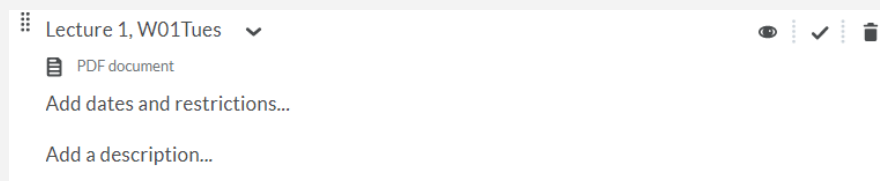
This tutorial covers how to edit uploaded files. It assumes you have uploaded a file using **Tutorial 1.2.2**. Editing files is helpful for adding in dates/restrictions and descriptions.

STEP 1

Navigate to the module your file is in. To edit files select the **drop down** arrow.



Edit Properties In-place: Select this to add dates and restrictions and a description to your files. Add a short description explaining the file contents.



Hide from Users: Use this if you want to hide content from students.

Move To: Use this if you've uploaded in the wrong module and need to move the file.

Delete Topic: Use this to delete an uploaded file.

1.2.3 Editing Uploaded Files

STEP 2

This is what students will see when you add a description using **Edit Properties In-Place** and use organized modules:

The screenshot displays a course management interface. On the left is a navigation sidebar with a search bar labeled 'Search Topics' and a magnifying glass icon. Below the search bar are several menu items: 'Bookmarks', 'Table of Contents' (with a '4' in a circle), 'Focus Group' (with a '4' in a circle), 'Lecture Notes' (highlighted with a checkmark), 'Lecture Videos', 'Tutorial Notes', 'Tutorial Videos', 'Assignments', and 'Assignment Solutions'. The main content area is titled 'Lecture Notes' with a dropdown arrow. At the top right of this area is a 'Print' icon. Below the title is a 'Download' button. A progress bar shows '100 % 1 of 1 topics complete'. Underneath, there is a section for 'Lecture 1, W01Tues' with a dropdown arrow, a 'PDF document' icon, and an 'Updated' status with a checkmark. The description for this lecture is 'Introduction to Fluid Dynamics, No-Slip Condition, Basic Laws'.