

Blackboard Training – University of St. Thomas

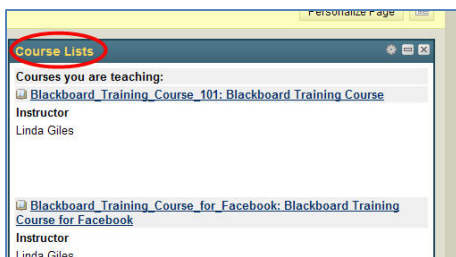
Edit Mode

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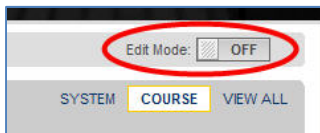
Edit Mode is a Blackboard feature that allows an instructor to make changes to content from within the Course view instead of navigating through the Control Panel. The **Edit Mode** toggles On and Off. The toggle appears in the navigation bar in each Course area and any subfolders.

Accessing the Quick Edit Feature

1. Log into Blackboard and select your course.



2. In the top right corner of the BB course shell screen, you will see an **Edit Mode** toggle button.



3. To edit content, toggle Edit Mode to "On".



4. To view course content as a student would see it, toggle **Edit Mode** to "Off".

