Blackboard Training – University of St. Thomas

Edit Mode

**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”.
