

Batch Edit

1. First, open your preferred web browser.



Google Chrome and Firefox

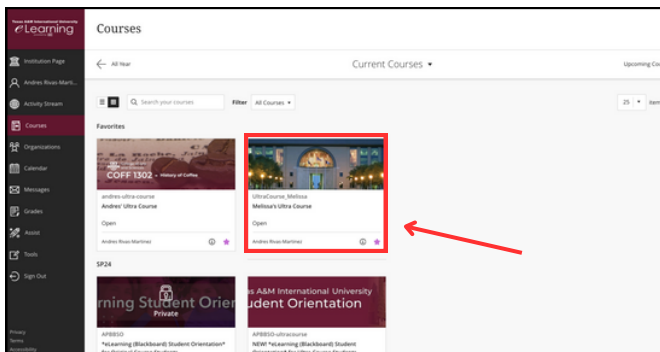
2. Log in to Blackboard: : <https://elearning.tamui.edu>



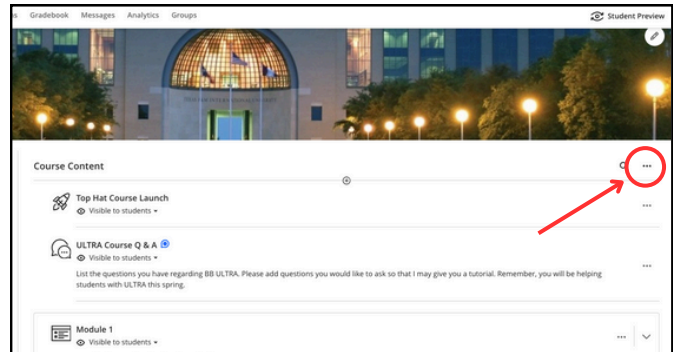
3. Click the Courses tab.



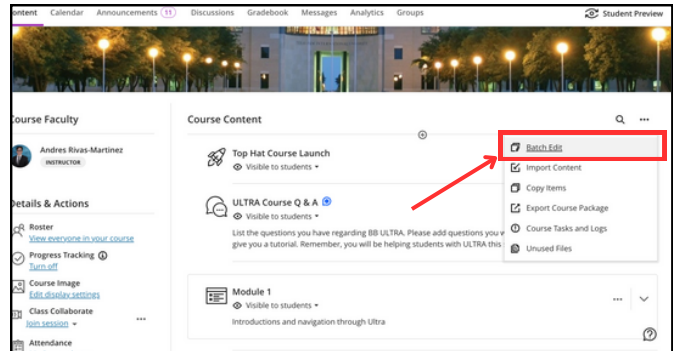
4. Click on the Course you are going to edit.



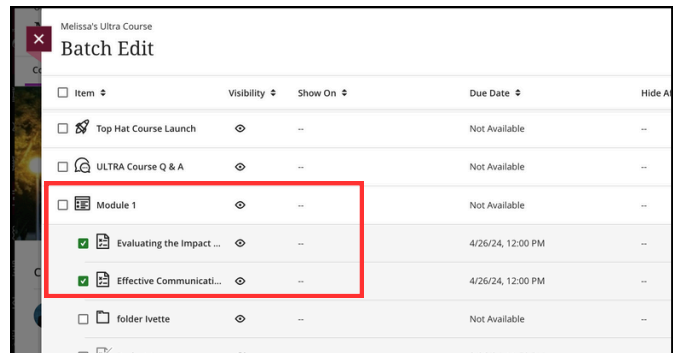
5. Click on three dots to access menu for more settings.



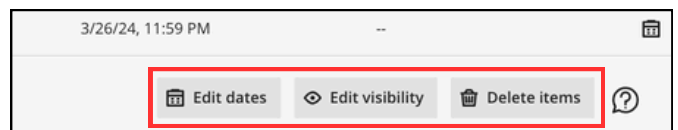
6. Click on "Batch Edit."



7. Select the items you desire to edit simultaneously.



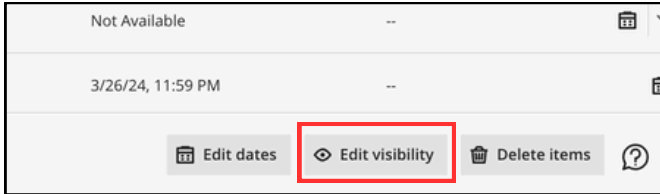
8. Choose the desired edit for your items.



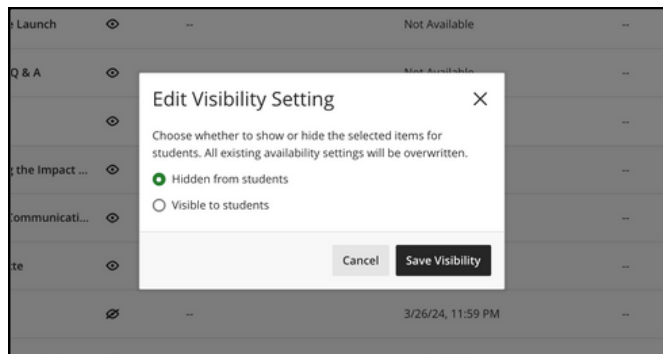
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Edit Visibility

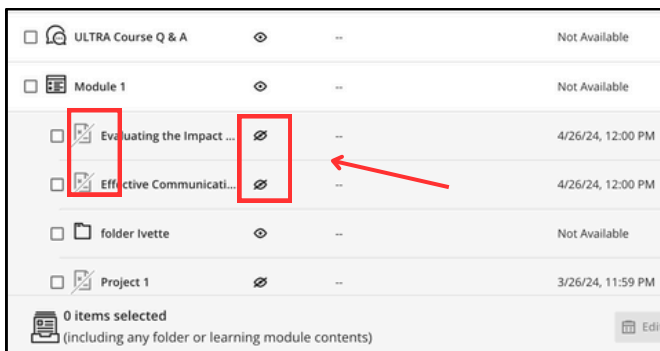
1. With your items selected, click “Edit Visibility” to adjust visibility for your students.



2. Select the visibility setting you desire.



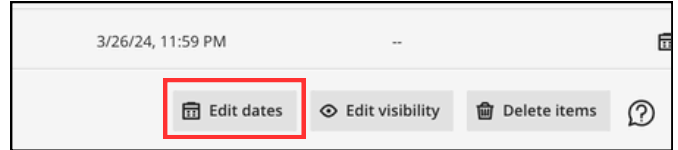
3. You can now indicate whether your item is hidden or visible based on the slash over the icon on the left or the eye icon on the right.



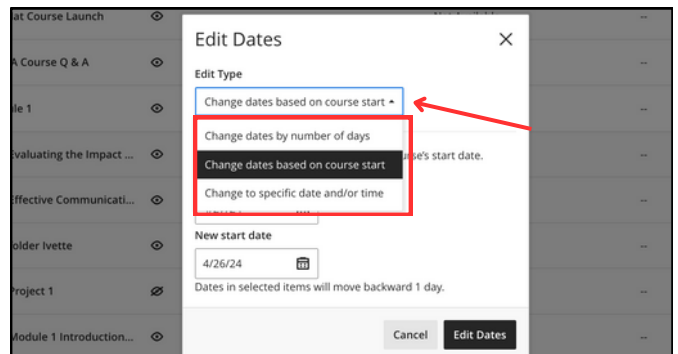
(end)

Edit Dates

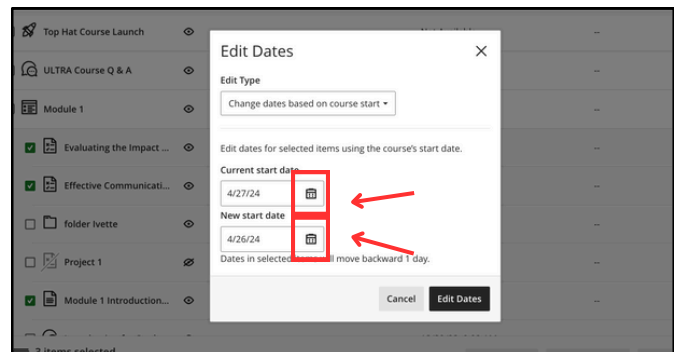
1. With your items selected, click “Edit Dates” to adjust dates for your students.



2. Click on the “Edit Type” drop-down box to select from the three types to edit dates.



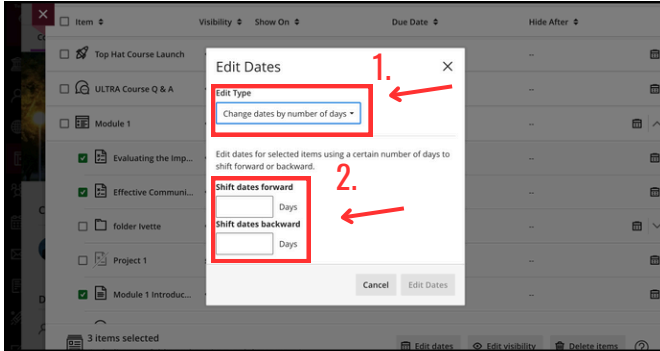
3. To change dates based on course start, choose “change dates based on course start” and click the calendar icon to adjust dates.



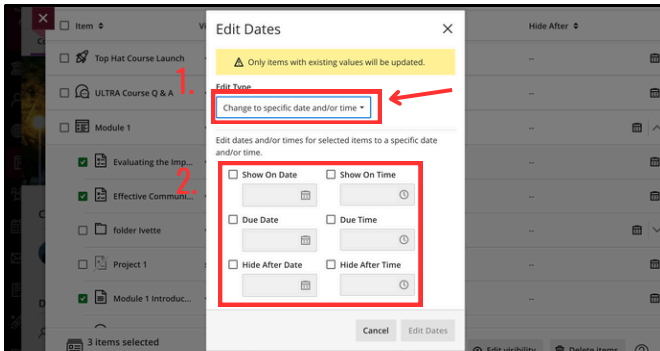
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Edit Dates (continued)

5. To change dates based on the number of days, choose “change dates by a number of days.” Then, adjust dates forward or backward.



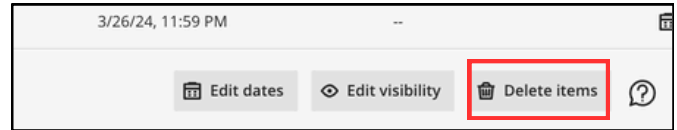
6. To change dates based on a specific date and/or time, choose “change to specific date and/or time.” Then select Show Date/Time, Due Date/Time, Hide Date/Time.



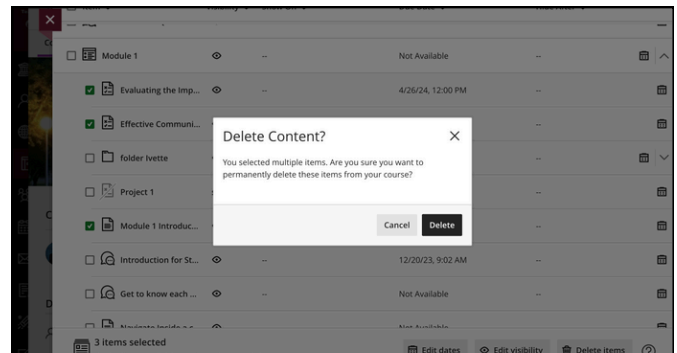
(end)

Delete Items

1. With your selected items, click “Delete Items.”



2. Click on “delete” to bulk delete your items.



For Blackboard Ultra support, contact the eLearning Team:

Email: elearning@tamiu.edu

Call: 956-326-2792

Visit: KLM 259, Monday to Friday, 8 AM to 6 PM

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