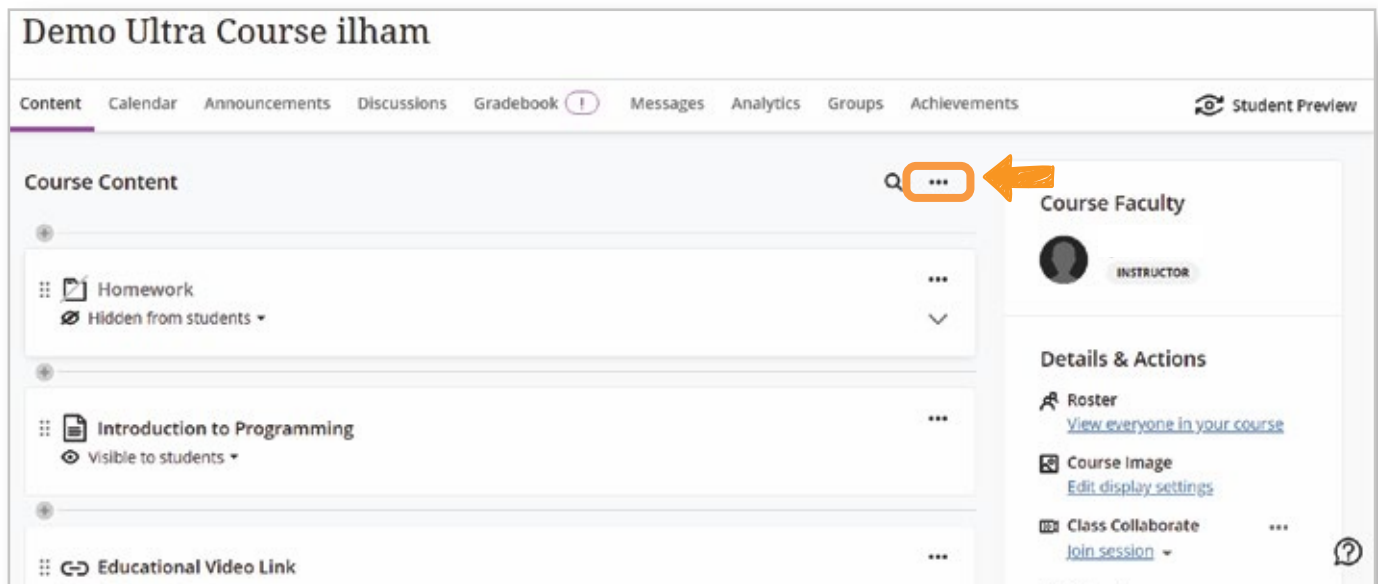


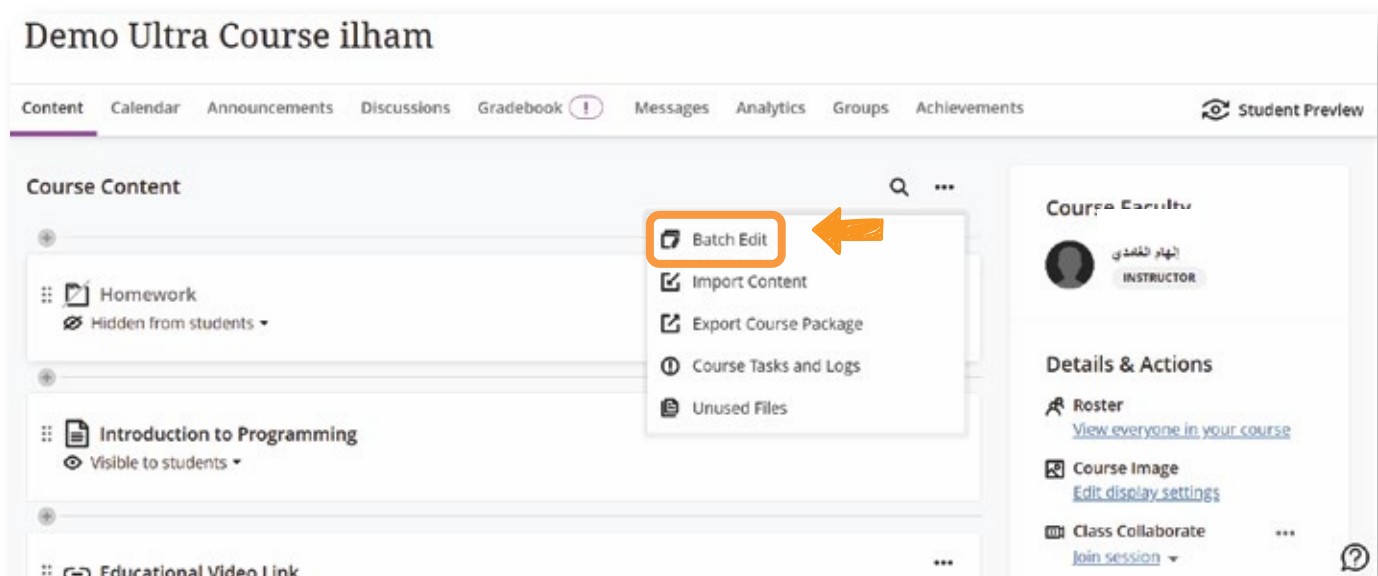
Batch Editing Content in Blackboard Ultra

In the Blackboard Ultra learning management system, "batch editing" refers to the ability to make group edits to multiple items within a course, rather than modifying each item individually. This feature saves significant time and effort, especially for courses with a large number of items. To batch edit content in the learning management system, please follow these steps:

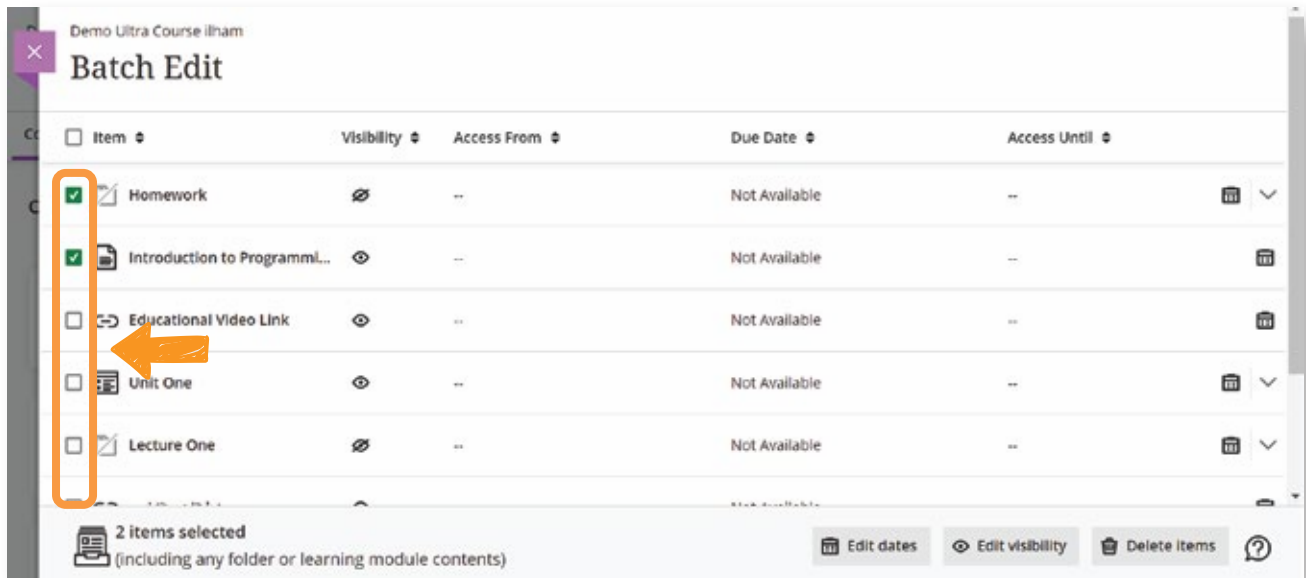
- 1 From the course content page, click the Options icon at the top.



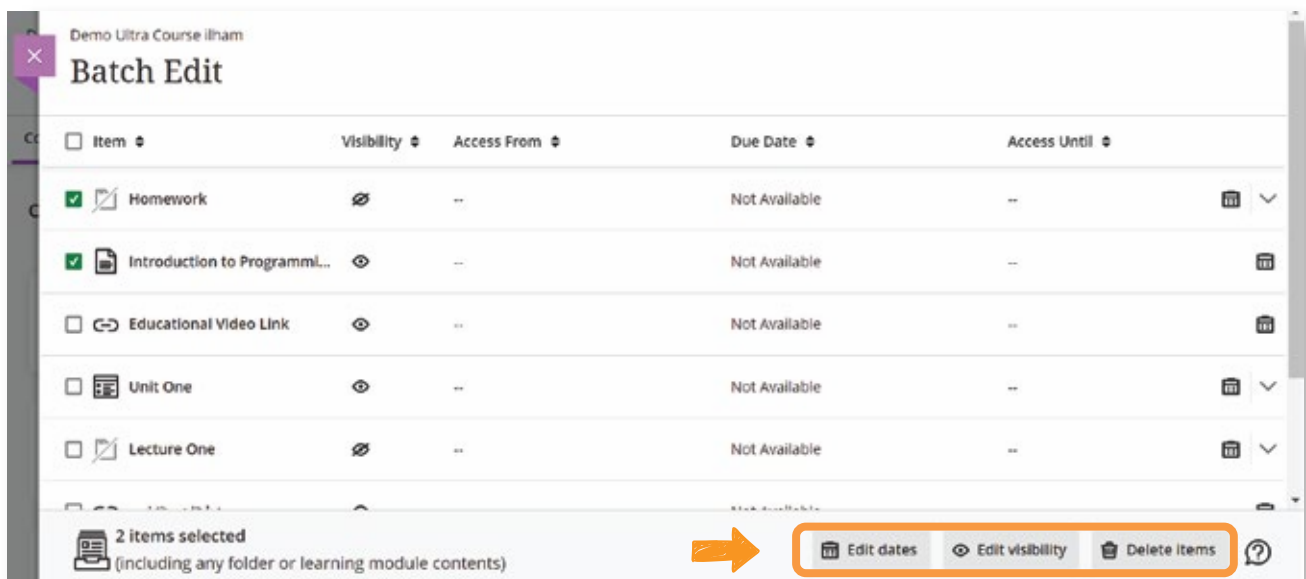
- 2 A menu will appear, click on Batch Edit.



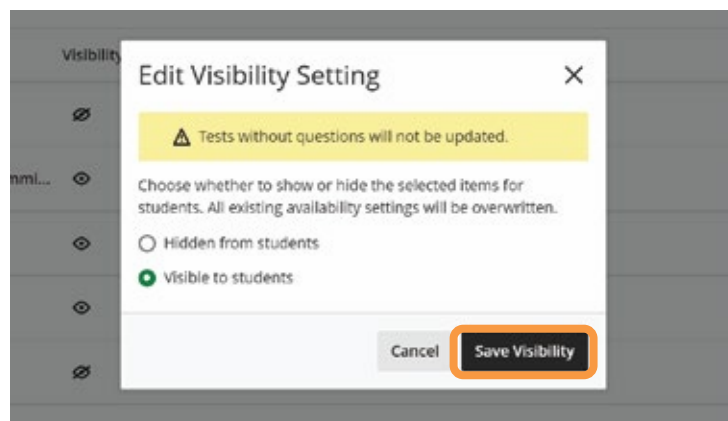
- 3 Select the items you want to edit at once.



- 4 After selecting, you will see a toolbar containing actions such as (Edit dates, Edit visibility, Delete items)



- 5 After completing the actions you want, click [Save](#).



Note:

- The contents of the files themselves (such as changing the content of a PDF) cannot be edited in batches, only the settings associated with them.
 - When you delete items in batches, they can only be restored if they are stored elsewhere.
 - Be sure to review your selections before making changes, as the changes will take effect immediately.
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