

# Using the Edit View in Blackboard

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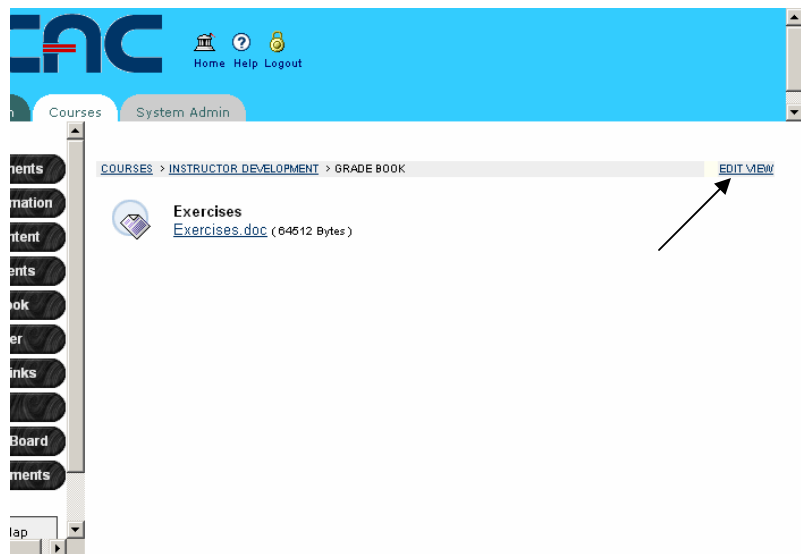
The Quick Edit feature has been added to the Blackboard system. With the Quick Edit feature you are able to add, modify or remove content from your course site without the need to access the Control Panel of the course site.

The Edit View feature is available in every content area of a Blackboard course site. To begin, access your course site and go to any of the content areas.

1. Go to any of the *content areas* of your course site

(e.g. Course Documents, Course Information, etc...)

2. Click on **Edit View** in the upper right-hand corner of the screen



3. The **Edit View** functions like the Control Panel view of a content area

Clicking the buttons in the *Add bar* will create that particular item in the section you are currently working in. It is also possible to Modify, Copy or Remove existing items.

4. Click **Display View** to return to the regular view of that content area

