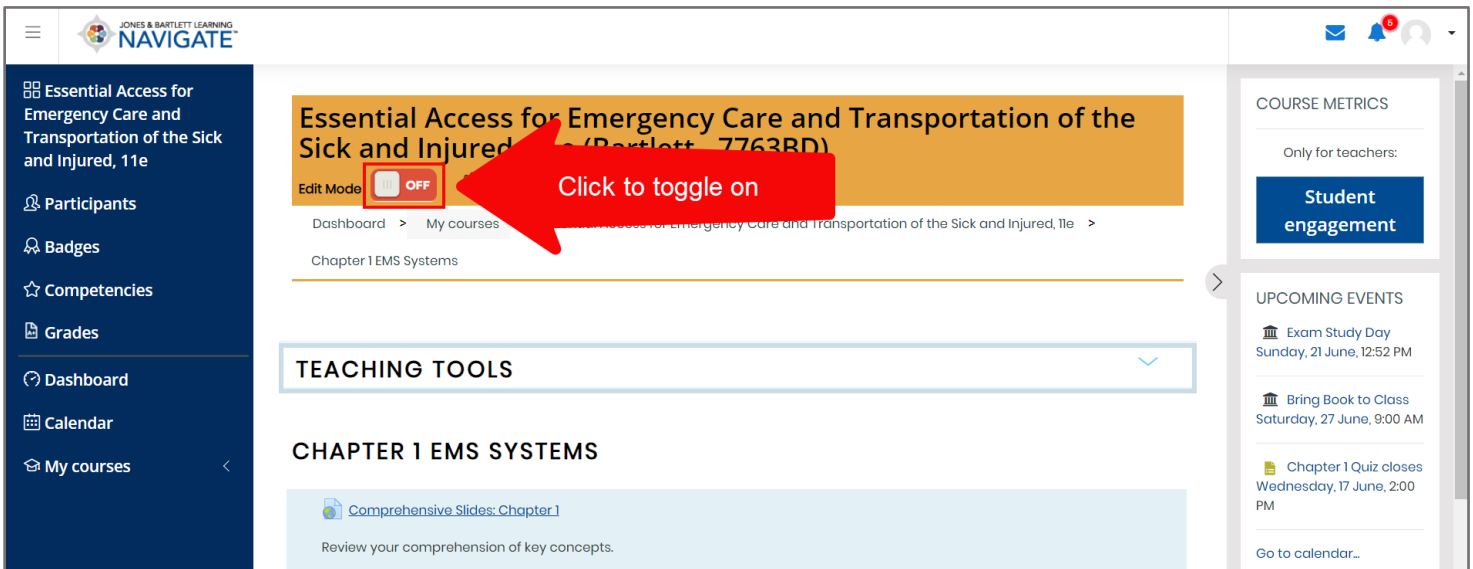


How to Edit Item Names and Labels

This document contains instructions for how to change the name of any individual resource or activity displayed within your course.

1. Navigate to the course page which contains the item that you would like to rename. Then toggle on the **Course Edit** mode using the button at the top of the page.



The screenshot shows the course page for "Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e". The "Edit Mode" toggle switch is currently set to "OFF". A red arrow points to the toggle with the text "Click to toggle on". The page includes a sidebar with navigation options like Participants, Badges, Competencies, Grades, Dashboard, Calendar, and My courses. The main content area shows "CHAPTER 1 EMS SYSTEMS" with a link to "Comprehensive Slides: Chapter 1". The right sidebar contains "COURSE METRICS" (Student engagement), "UPCOMING EVENTS" (Exam Study Day, Bring Book to Class, Chapter 1 Quiz closes), and a "Go to calendar..." link.

2. Scroll as needed to the item you wish to adjust and click the **pencil button** immediately to its right.

TEACHING TOOLS Edit ▾

CHAPTER 1 EMS SYSTEMS Edit ▾

- + Comprehensive Slides: Chapter 1 Edit ▾
Review your comprehension of key concepts.
- + Focused Lecture Outlines: Chapter 1 Edit ▾
Prepare for assessments.
- + Case Study: Chapter 1 Edit ▾
Review your comprehension of key concepts.

3. This action will change the item's naming into an editable field.

Escape to cancel, Enter when finished

Focused Lecture Outlines: Chapter 1

Prepare for assessments.

4. Proceed by implementing your changes here and then press the **Enter key** on your keyboard when satisfied.

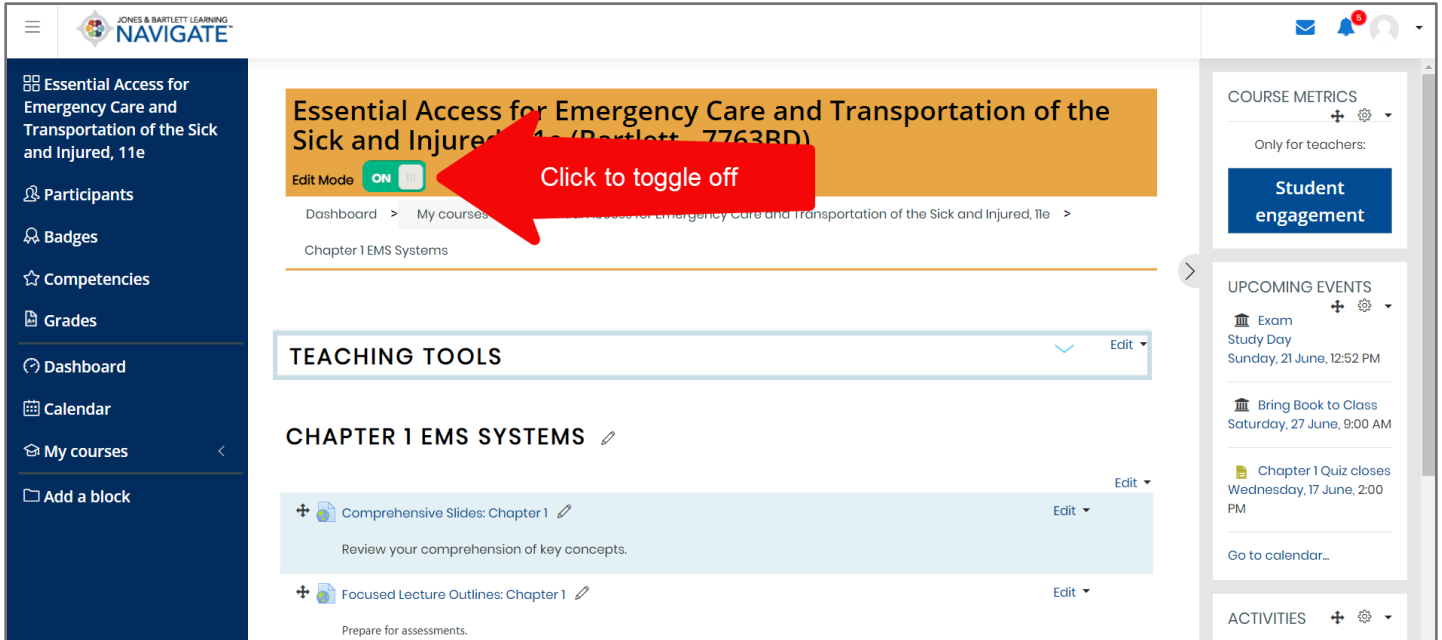
Escape to cancel, Enter when finished

Chapter 1 Outline: EMS Systems

Prepare for assessments.

Press "Enter" to save changes.

5. You may continue to update as many additional names on the page as needed following these same steps.
6. When you are finished making your desired edits, toggle off the Course **Edit Mode** to avoid making any unwanted changes.



The screenshot displays the JBLearn NAVIGATE course interface. On the left is a dark blue navigation sidebar with options: Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e; Participants; Badges; Competencies; Grades; Dashboard; Calendar; My courses; and Add a block. The main content area features a course title 'Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett, 7763BD)' with an 'Edit Mode ON' toggle. A red arrow points to this toggle with the text 'Click to toggle off'. Below the title is a breadcrumb trail: Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e > Chapter 1 EMS Systems. A 'TEACHING TOOLS' section is visible, followed by 'CHAPTER 1 EMS SYSTEMS' with two items: 'Comprehensive Slides: Chapter 1' and 'Focused Lecture Outlines: Chapter 1', each with an 'Edit' button. The right sidebar contains 'COURSE METRICS', 'UPCOMING EVENTS' (Exam Study Day, Bring Book to Class, Chapter 1 Quiz closes), and 'ACTIVITIES'. A 'Student engagement' button is also present.

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