

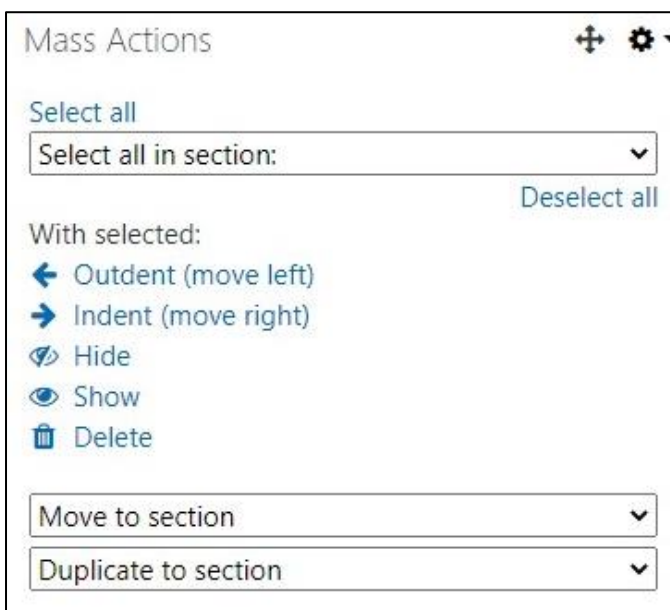
LEARNING DESIGN & TECHNOLOGY

Mass Actions Block

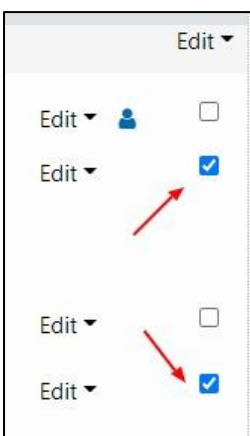
This new block allows teachers in a LEARN course to make changes to multiple items (resources or activities) in one go. That is instead of having to perform repeated actions on individual items.

To use the Mass Actions block to Move, Duplicate, Delete (and more!):

1. Turn Editing On, using the Blue button at the top of the screen (You should see the block appear at the top of the right hand column of the course page)
2. Go to the section that you want to make mass changes to.



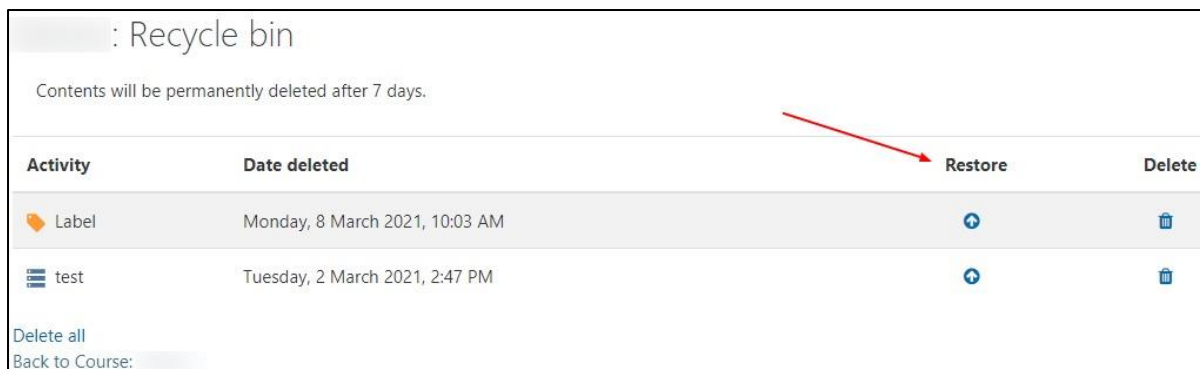
3. Select individual activities & resources (as shown below)



OR select all items at once from another section (From the dropdown menu, click on the section you want to select all from)

OR click on the 'Select all' option at the top to select all items in the current section

- Once you have finished with your selection, you can then select which action you want to perform, including the 'Move to section' and 'Duplicate to section' drop down options.
- If you delete a resource or activity accidentally, you will be able to restore items from the LEARN Recycle bin. Click on the Course Management gear icon to the right of AKO and then under the Course Settings heading, select Recycle bin and restore your items from there.



If you require further assistance with the Mass Actions block, requests must go through the Assist system. Here is a link to our team's Assist portal:

<https://assist.canterbury.ac.nz/assystnet/application.jsp#services/53>