

How to use the Bookmark Tool in Content

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In this tutorial, we will go over what the Bookmark tool is and how to use it. All images in this tutorial are screenshots of the preceding step(s).

What is the Bookmark Tool?

This tool was designed so you can easily return to any items in your course's content area you want to refer back to. It does this by allowing you to bookmark an item. Any bookmarked items will then be listed under the Bookmarks tab located at the top of the left-hand side panel.

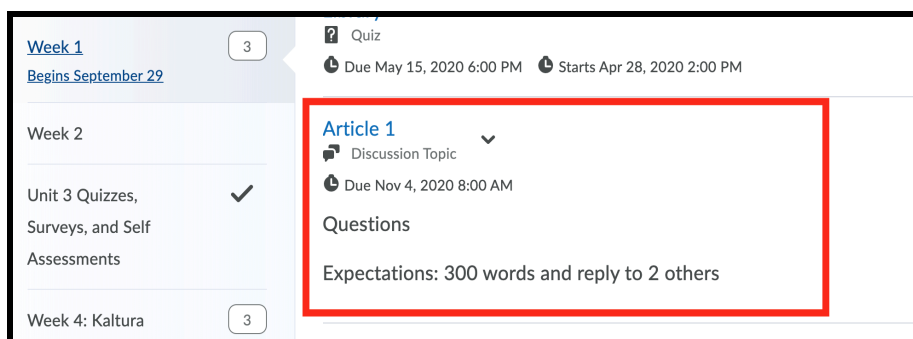
*Note that these bookmarks are your personal (user) bookmarks in a course shell, which means other users/Learners can not access and view your bookmarks.

How to Bookmark an Item

1. Go to the “**Content**” area of your course.



2. Find the piece of content you wish to bookmark and **click on the name** to open it.

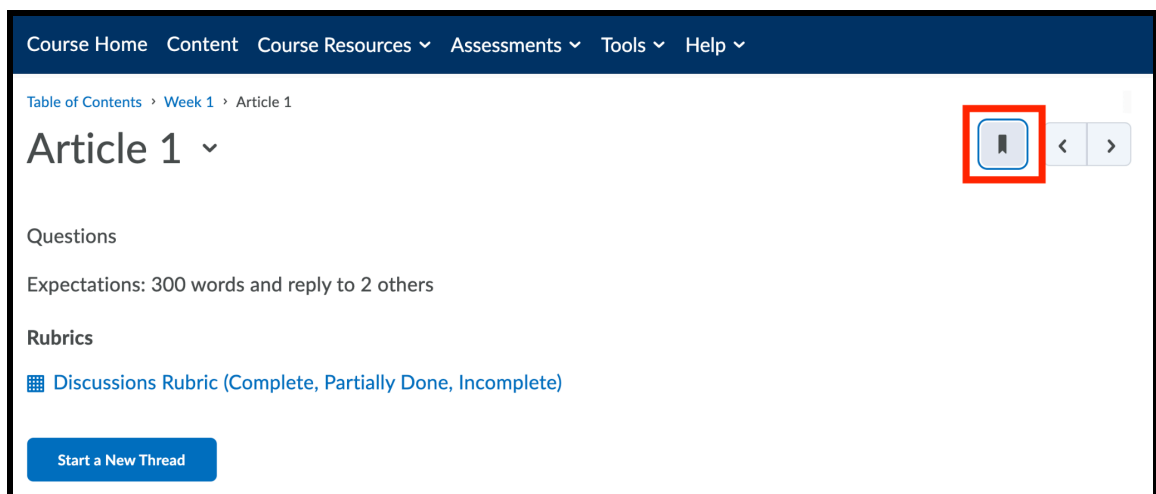


3. Click on the **bookmark** icon in the top right-hand corner.
 - a. When something is bookmarked, this icon will be a solid gray



- b. When something isn't bookmarked, this icon will be white with a small gray outline. 

4. Now your item is Bookmarked!

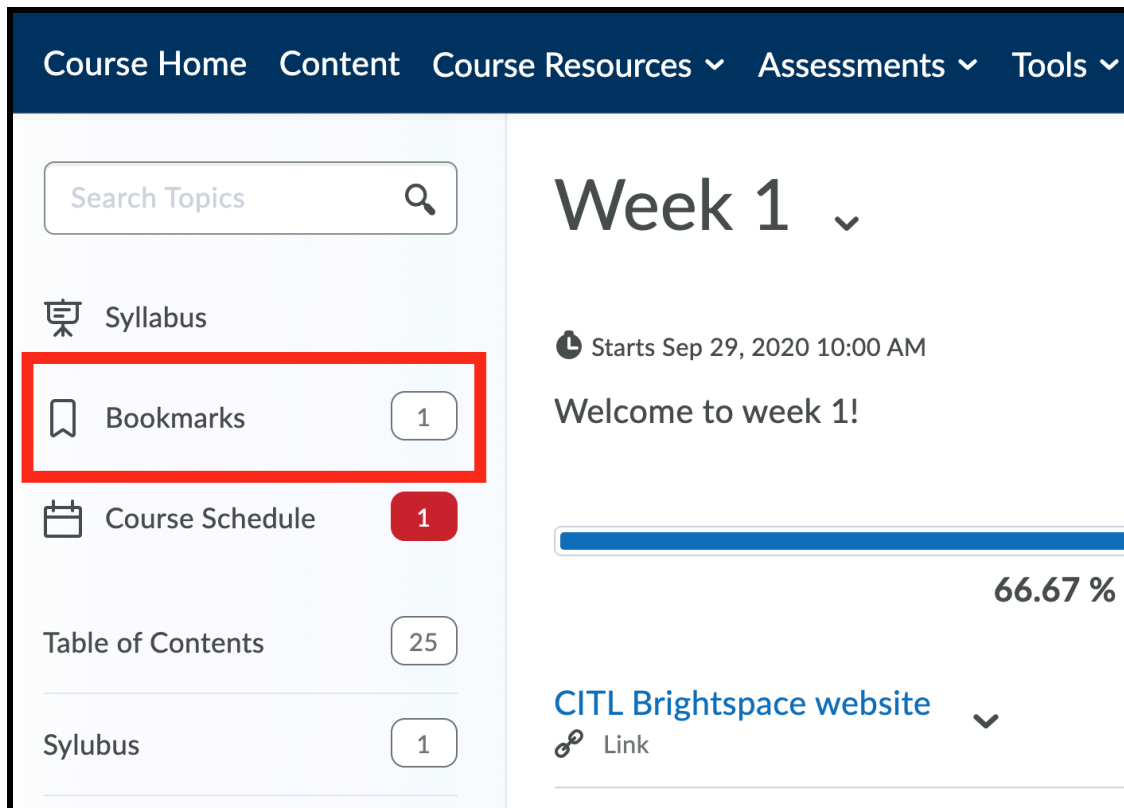


How to find Bookmarked Items

1. Go to the “**Content**” area of your course.



2. On the left-hand side panel, click on the “**Bookmarks**” button.



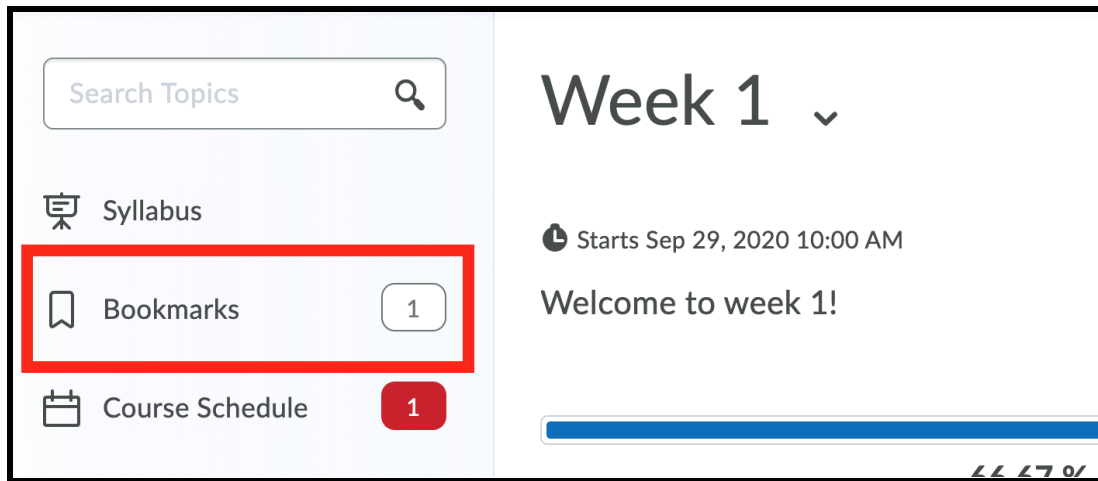
3. Here you will find a list of all the items you have bookmarked. **Click on the name of one** to open it.

How to Unbookmark an Item

1. Go to the “**Content**” area of your course.



2. On the left-hand side panel, click on the “**Bookmarks**” button.



3. Find the piece of content you wish to unbookmark and **click on the name to open it.**
4. Click on the **bookmark** icon in the top right-hand corner.
 - a. When something is bookmarked, this icon will be a solid gray color. 
 - b. When something isn't bookmarked, this icon will be white with a small gray outline. 
5. Now your item is unbookmarked.

