



How to edit/update content on TU Online

There are a number of different ways to update content on TU Online depending on how the content has originally been set up.

Updating content within a description box

1. Hover your mouse over the box that you would like to update and click on it. This will allow you to edit the content.

Week 2 - At a Glance ▾



Add dates and restrictions...



Session Content:

- The concept and the importance of Talent Management
- Talent Management Models
- The effective Talent Management practice
- The barriers and challenges to Talent Management practice

Upload / Create ▾

Existing Activities ▾

 Bulk Edit

Paragraph ▾

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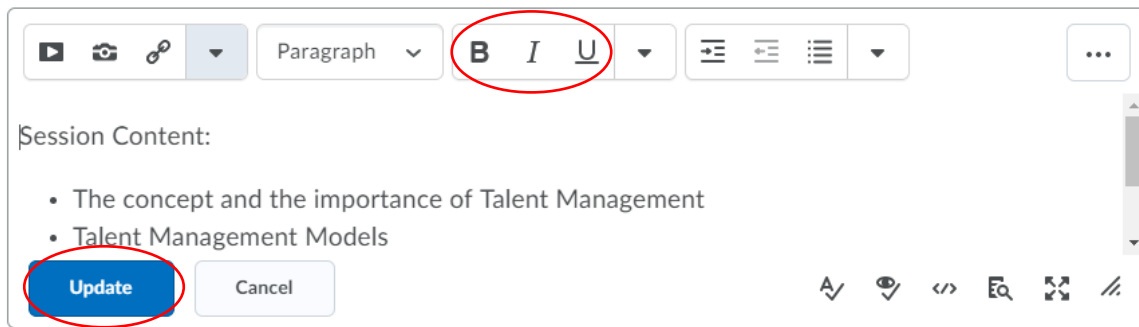
...

Session Content:

- The concept and the importance of Talent Management
- Talent Management Models

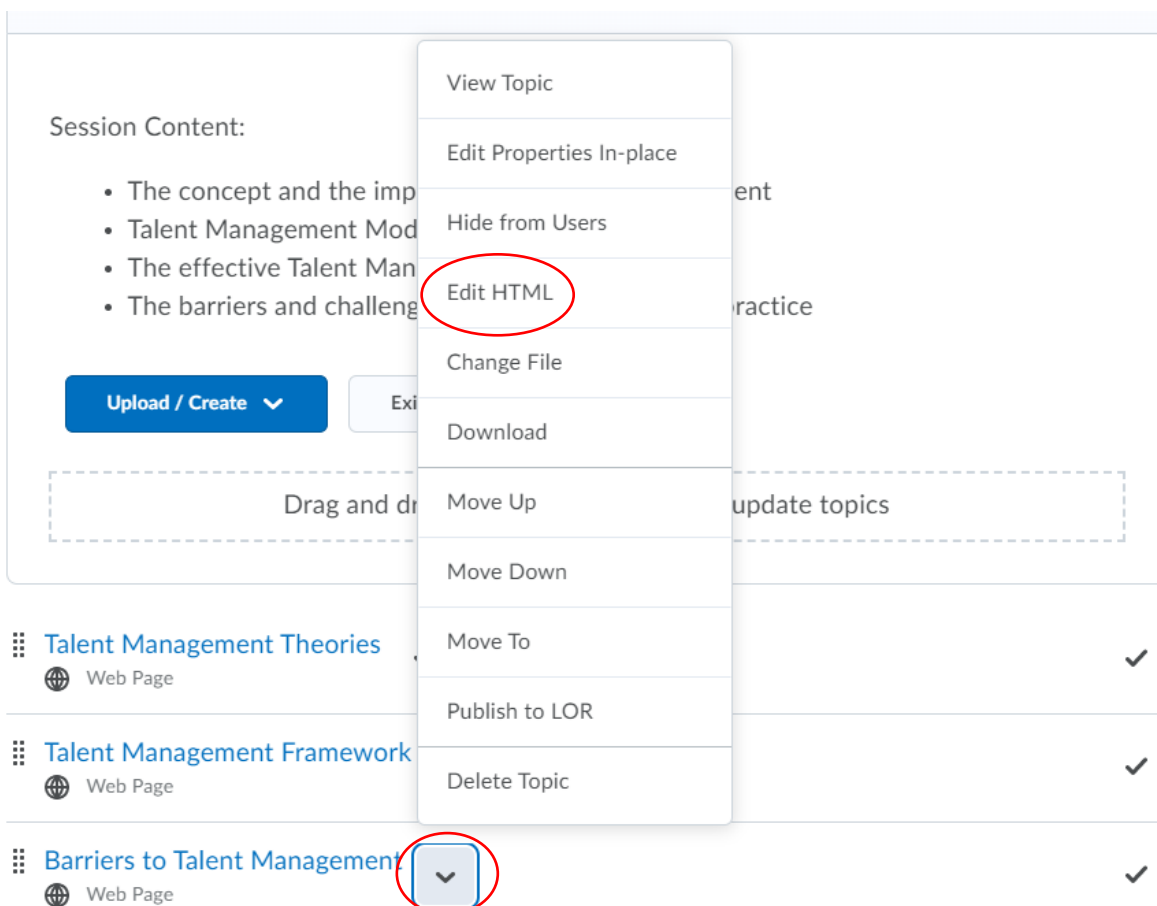
Update
Cancel

2. Type your updates directly into the box and select update. You can use the buttons at the top of the text box to format your text.



Updating content within a web page

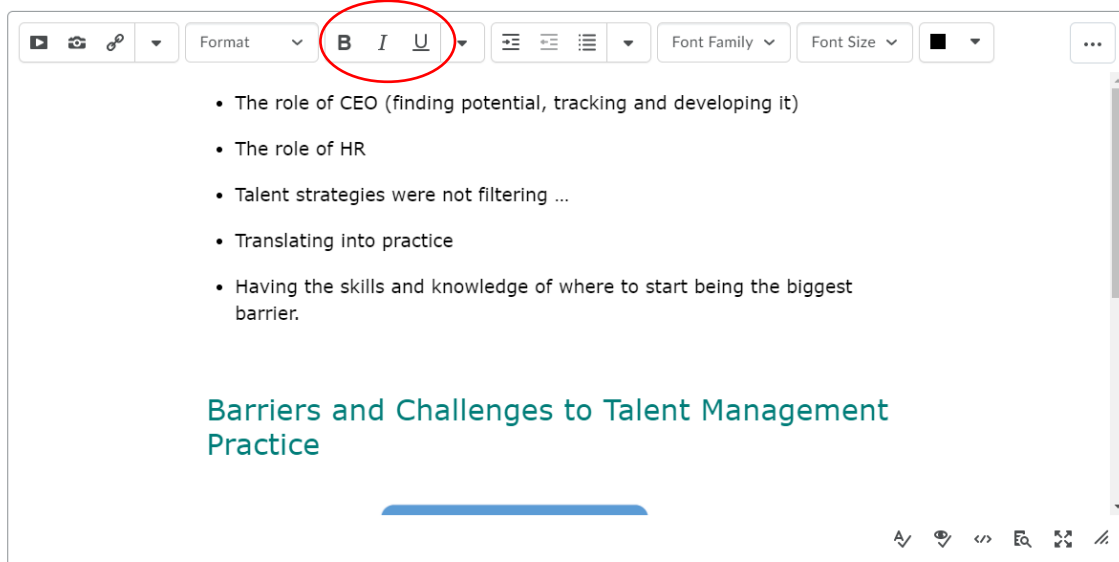
1. Locate the web page of content that you would like to update and select **Edit HTML** from arrow menu.



2. Type your content into the text box. Again, you can use the buttons at the top of the of the text box to modify the content.

Barriers to Talent Management Select a Document Template

Hide from Users



- The role of CEO (finding potential, tracking and developing it)
- The role of HR
- Talent strategies were not filtering ...
- Translating into practice
- Having the skills and knowledge of where to start being the biggest barrier.

Barriers and Challenges to Talent Management Practice

[Change Path](#)

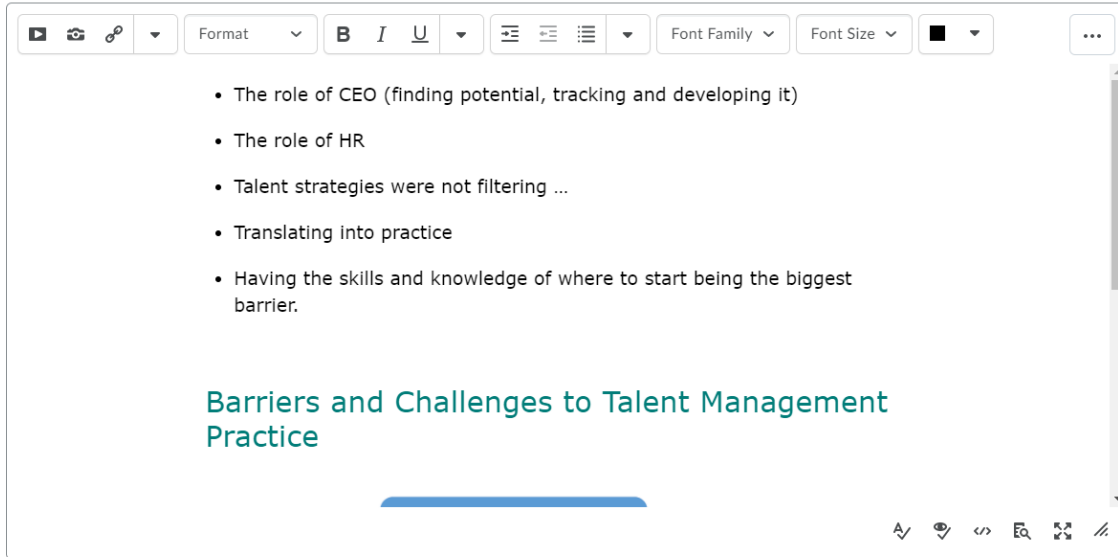
/content/enforced/6978-OBE5007-N-FJ1-2019/Week 2/

3. Click on **save and close** to update the content.

Edit HTML File

Barriers to Talent Management Select a Document Template ▾

Hide from Users



The image shows a rich text editor interface. The toolbar includes icons for video, image, link, undo, redo, bold, italic, underline, list, indent, font family, font size, and background color. The main content area contains a bulleted list of five items: 'The role of CEO (finding potential, tracking and developing it)', 'The role of HR', 'Talent strategies were not filtering ...', 'Translating into practice', and 'Having the skills and knowledge of where to start being the biggest barrier.'. Below the list is a large teal heading 'Barriers and Challenges to Talent Management Practice' followed by a blue horizontal line. At the bottom right of the editor are icons for undo, redo, link, unlink, and insert.

/content/enforced/6978-OBE5007-N-FJ1-2019/Week 2/ Change Path

Notify students that the content has changed

Save and Close Save Cancel