Batch check in (allow others to edit) or batch edit all pages at once

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1. To check in all pages in a Project you need to be in List view.

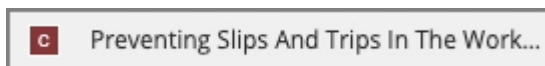   Select the three-dot menu.

   ⋮

2. Select List View.

   List View

3. The Project Outline switches from Card View to List View

   To check in all pages in the project, select the Project name.

   NOTE: You can also select a Module or a single Learning Object to batch check in or batch edit just the pages within that Module or Learning Object.
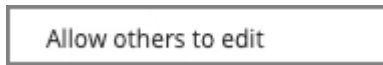
   C Preventing Slips And Trips In The Work...
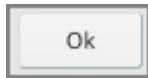
4. Select the three-dot menu.

   ⋮

5.   To check in all pages, select Allow others to edit.

        The Edit all pages option is also available, if you wish to open all pages for editing.

        Allow others to edit

6.   Select Ok.

        Ok

7.   When the authoring interface refreshes, you'll see that none of the pages have check marks beside them anymore.

        This batch check in process does not carry out all of the steps of Committing an individual page.

        It does not create Versions of any of the pages nor create new thumbnails for any of the pages.