

Viewing and Editing Items

1. The plan for this chapter will be to learn about viewing and editing items in ePEARL
2. Let's get started! This artifact: "Marie Antoinette" was developed for English Language Arts. The View screen shows the entry in read only format. So, from this screen a student can:
 - Close it without deleting it;
 - Start editing it;
 - Share the entry with others;
 - Delete it from ePEARL;
 - Send this artifact to the presentation folder
3. The Edit screen, which is accessed by clicking on the **pencil**, activates all the features and fields that are available for each entry. So, from this screen a student can:
 - Continue to work on the artifact;
 - Click on the **red X** to cancel the work without saving the changes. Then the student will see the artifact again in the Index Page
 - Click on the **green checkmark** to save the artifact with the changes or click on the two green checkmarks to save it as a new version.
 - Click on the **Pages** icon and work in the Multiple-Page Mode.Only fields and features that are filled out in the Edit screen will appear in the View screen.
4. During this chapter you learned about viewing and editing items in ePEARL. Now it's your turn! Open your demo account and practice! You can also print the instructions by clicking on the **print** button.