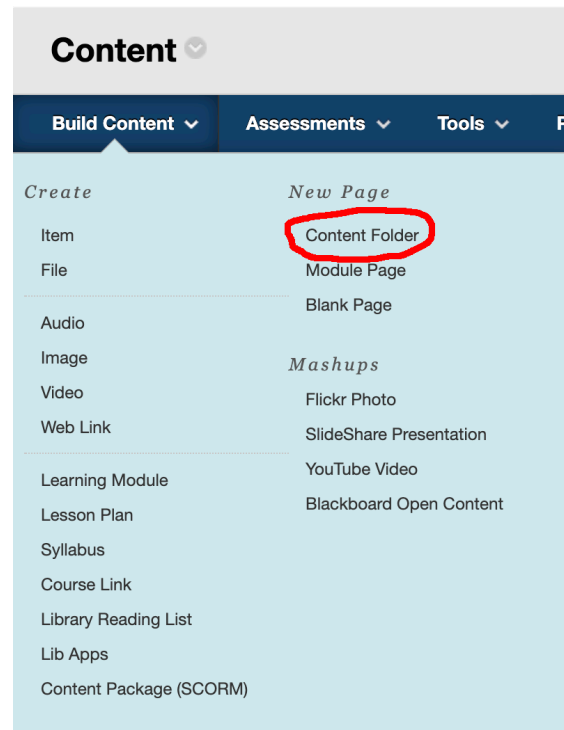# Add Course Content

- The Content area is where most faculty post materials that they need their students to access, such as

    - lecture notes and materials, such as in Word, Excel, or pdf files
    - PowerPoint slides
    - audio, image or videos
    - links to external websites that you want students to view.

Most faculty organize their content into folders, such as one folder for each chapter or unit of the course. It's wise to create all of your Content Folders *first*, then click into each folder to add the appropriate content. To do so:

- Click Content, Build Content, then Content Folder. Name your folder and add a description if desired, then click Submit. Repeat to create each of your content folders.

Then, whether in the general content area or within one of your content folders, you have several options for how to add content.

1. Click the Content link from the course menu at left. If you've created folders, click into the desired folder. Click Build Content. These are your options in the Build Content drop-down menu for how to add content:

    a. Select File to add most any file type, like Word documents, PowerPoint slides, pdfs, etc. When you name your file, you're creating the name of the link students will click to access your file, so make it clear, concise, and descriptive. Browse your computer, locate and highlight the file, then click Open. Check Track Number of Views if you'd like to see if students accessed your file. You can set date and time restrictions too.

    b. Select whichever file type you have—Audio, Image, Video—to add content that way. * Note: *You must add a description of any image in the Alt Text box provided.*

c. Select Blank Page to type new content (or copy & paste it into a blank page from, say, Word or Google Docs).

d. Select YouTube Video to search for and/or link to a YouTube video. Type the kind of video you're seeking in the search box, then click Go; click Select under the thumbnail to add it to your course.
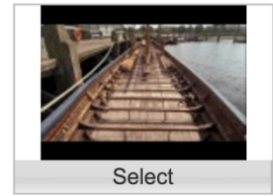
e. Select Web Link to add a link to another webpage. Use the text box to share a description or any information you want students to know about that web link before they view it.

HELPFUL HINTS:

• After you've added content, you might need to edit it. If so, navigate to the piece of content that needs editing, then hover your cursor to the right of its name, click the drop-down icon, and select Edit.
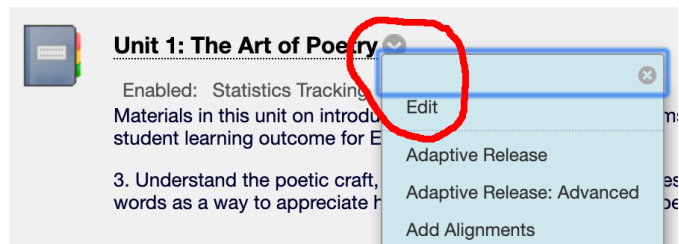
• You also may need to reorder or move content:

a. To reorder your content, hover your cursor to the left of its name, and you'll see a small up-down arrow appear against a yellow background. Click and hold the up-down arrow and drag that piece of content up or down the page as desired. Unclick at the desired location.
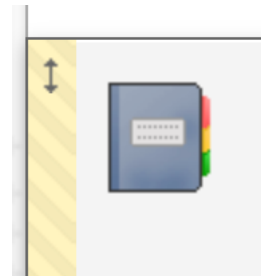
b. To move your content to another folder or section of your class website, hover your cursor to the right of its name and click the drop-down icon. Select Move. Click Browse, locate and highlight the section or folder you wish to move this content to, when click Submit.

CONTENT INFORMATION

Name                Unit 2: Texts in Context

DESTINATION

Destination Course        ENG-221-300-The Art of Poetry-34303.202002 (34303.202002)

Destination Folder        [            ] Browse...

Create links for items which    ● Yes  ○ No
cannot be copied

Copy Alignments           ● Yes  ○ No