

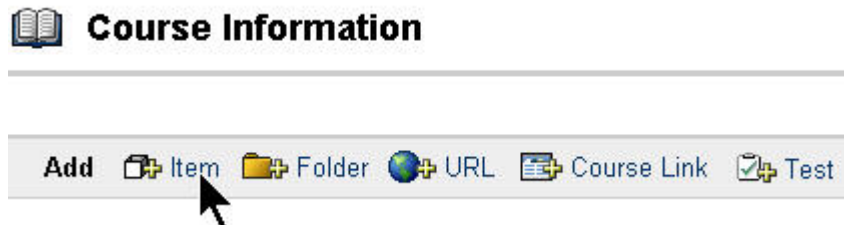
Adding Course Content

This tutorial explains how to add documents (i.e. syllabus, PowerPoint presentation, handouts, etc.) to your course. Before you can add any documents, you need to have created the content area for the document. If you haven't done this, see the tutorial, "Managing the Course Menu."

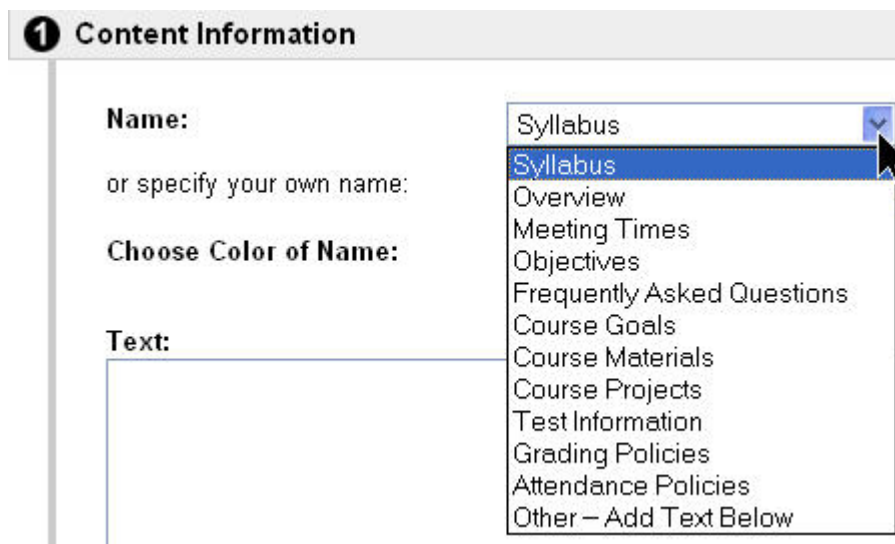
- 1 To add a document in **Content Areas**, click on the desired file.



- 2 Once in **Course Information**, click on **Item** to add your content.



- 3 From the drop down menu, select a topic or type in your own in the text box.



-
- 4 In the text box, write an explanation of the document. (This isn't necessary.)

Text:

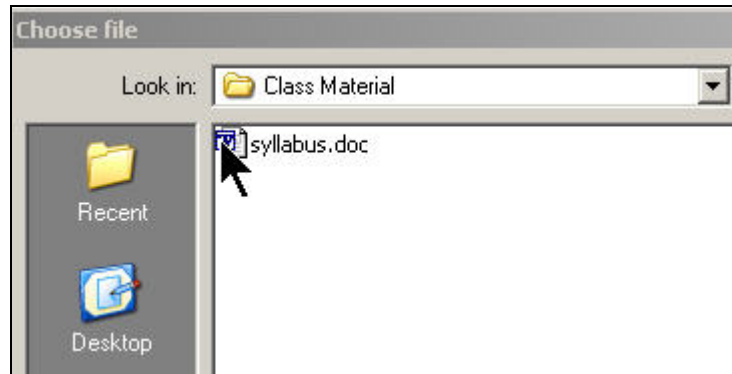
This is the syllabus for Nursing 320, Winter Semester

- 5 Scroll down to **Content Attachments**. To find your file, click on **Browse**.

Click the Browse button to select the file to attach from your computer.



-
- 6 Navigate to the file that you want to attach and click on it.



-
- 7 Then, click **Open**. The file has now been attached.



- 8 Under **Options**, select which ones you want.

3 Options

Do you want to make the content visible? Yes No

Do you want to add offline content? Yes No

Do you want to track number of views? Yes No

Do you want to add metadata? Yes No

Choose date restrictions

Display After

Oct 23 2003

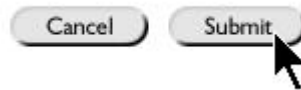
05 20 PM

Display Until

Oct 27 2003

01 45 PM

- 9 Next, click **Submit**.



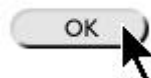
- 10 The **Content Receipt** shows that the document has been added.

Content Receipt

Content updated






Syllabus
syllabus.doc (24064 Bytes)
This is the syllabus for Nursing 320, Winter Semester.


- 11 Click on **OK**.



- 12 The document has now been added under **Course Information**.

Course Information

Add  Item  Folder  URL  Course Link  Test

 1 **Syllabus**
[syllabus.doc](#) (24064 Bytes)
This is the syllabus for Nursing 320, Winter Semester.

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- 13** Click **OK** to go back to the **Control Panel**.

