

## How to Create and Manage Content: Table of Contents

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### How to create a new content area on the course menu

1. Ensure the edit mode switch is **on**
2. (Left) click the + sign on the course menu
3. Select “Create Content Area”
4. Type the name of your Content Area
5. Select the checkbox to make the area available for students to see immediately

Note, you can also create tool links for areas such as announcements, contacts, module pages, etc.

### How to hide/show a content area

1. Ensure the edit mode switch is **on**
2. (Left) click the chevron next to the content area you want to hide or show on the course menu
3. Select “Hide” or “Show” link as appropriate


### How to add a syllabus

1. Ensure the edit mode switch is **on**
2. (Left) click on the course menu’s content area link called “Syllabus“
3. Click the chevron to the right of “Build Content”

4. Click on create “file”
5. Find the file by clicking “Browse my computer” or “browse my course” (if you have already loaded the syllabus into the course).
6. Give the file a name
7. Click “submit”

*Note your syllabus may be in any of these formats: PDF, Word 97-2003, Word 2007, HTML/web page*

### **How to move a content area from one place to another on the course menu**

1. Ensure the edit mode switch is **on**
2. Hover your mouse over the  to the left of the content area you want to move
3. Left click your mouse and drag and drop (by releasing the mouse button) the content area to the desired location

### **How to create folders in your course content area**

1. Ensure the edit mode switch is **on**
2. (Left) Click on the desired content area in the course menu
3. (Left) Click on the chevron to the immediate right of the “Build Content” button
4. Select “Content folder”
5. Enter a name for the folder, e.g. Week One Instructions
6. Enter the directions for navigating the module in the text field
7. Under options, you may want to select date and time restrictions for viewing folder
8. Click “Submit”

### **How to create learning modules in your course content area (NOTE: Only use learning modules to enforce sequential viewing of information, assessments, etc.)**

1. Ensure the edit mode switch is **on**
2. (Left) Click on the desired content area in the course menu
3. (Left) Click on the chevron to the immediate right of the “Build Content” button
4. Select “learning module”
5. Enter a name for the learning module e.g. Week One Instructions
6. Enter the directions for navigating the module in the text field
7. Under options, click the radio button for "Yes" where it says "enforce sequential viewing of the learning module" if you want students to complete one portion of the module before the next
8. Also under options, you may want to select date and time restrictions for viewing the learning module
9. Click “Submit”

### **How to create content item**

1. After creating the learning module, click chevron to the immediate right of the “Build Content” button
2. Choose the create “Item” from the menu
3. Enter a name for the item, e.g. Week One Readings
4. Enter a text description, if desired
5. Under item #2 Attach a power point presentation / show, by clicking "browse, then selecting the desired file from your hard drive--the special action should read "create a link to this file"
6. Review options and select date and time restrictions as you did with creating the learning module

7. Click “Submit“

Note: You can only attach one file at a time. To attach more items you will need to click on the chevron to the right of the item and hit “Edit”. You can then under item #2 attach another file.

### How to **attach a media file**

1. If you want to attach a media file instead of a power point follow these steps:
2. Contact Chris Boland (513) 244-4635 to have your media file loaded onto the streaming server and to get your web address link to the file

After creating your learning module or folder...

3. (left) Click on the chevron to the immediate right of “Build Content“
4. Select “Audio,” “Image,” or “Video”
5. Find the file by browsing my computer, course or mashups
6. Give the file a name
7. Enter a text description (optional)
8. Review options and update the date restrictions
9. Click “submit”

### How to **change the course entry point**

1. To see what page students will see initially when they log into your course; click the double orange arrows in the content menu area. If you want to change the entry point:
2. Click “customization” in the control panel/course management area
3. Select “Style”
4. In area #4, select the course entry point from your drop down list.
5. Click “submit”

### How to **add a page banner to your welcome page (module page)**

1. Click the chevron to the right of the Page Title; You’ll see the options for *Edit* and *Page Banner*, select “Page Banner”
2. On the Page Banner page, after you’ve entered the text as you’d like it to be displayed on your page, click the radio button for “Use Custom Banner”
3. Click “submit”

### How to **adjust available tools in the course**

1. Ensure the edit mode switch is **on**
2. Click on “Customization“, then tool availability
3. Uncheck the tools you do not want students to use in the course

### How to **add/update instructor contact information**

1. Ensure the edit mode switch is **on**
2. (Left) click on the course menu’s content area link called “ Instructor Contacts”
3. To add a new instructor, click “ create contact“ then complete and submit the form
4. To update current instructor information, click on the chevron (double down arrows) next to the generic instructor name and select “edit“

## How to add an external link such as the *MSJ Library* onto your course menu

1. To add the link to the MSJ library, for example, follow these steps:
2. Click the + sign at the top of your course menu
3. Select “Create External Link”
4. Name the link *MSJ library*
5. Cut and paste this URL where required: <http://inside.msj.edu/departments/library/>
6. Click “submit”
7. Now that the link has been added to your course menu, click the chevron to the right of your new link item and select “Select Link to Open in New Window”

You may want to drag and drop this content area to another location on your course menu

### Important note for adding external links!

Always set up external links to open in a new window if the option is available...if you do not see the option available on the screen where you are adding the external link, be sure to add this phrase in front of the http:// web address:

## How to manage files within a course

(Note the organization of the files is different than how they are organized within the course. This feature allows you to manage all your course files and be able to choose “Browse Course” to display files to students)

1. Left click on the “Files” in the Control Panel Menu (below the course tool menu)
2. Left click on your course name
3. You can “Create folder” and “Upload Files”
4. Once files are in the file menu, you can link files to content within the course.
5. From the course menu navigate to a content area such as Weekly Course Content
6. In the content area or a folder click on the chevron to the right of “Build Content”
7. Choose create “File”
8. Choose “Browse Course” to select the file
9. Choose the options you want
10. Click “Submit”

## How do I assign a textbook

1. In a course content area click on the chevron to the immediate right of “Assign Textbook”
2. Click on “Search for textbook”
3. Choose the search criteria from the drop down menu and enter in the search term
4. Choose the textbook from the list by clicking “select”
5. Choose whether the text is “required” or “recommended”
6. Click “Submit”