

Uploading Content

Content Areas

Content Areas	
Course Information	Assignments
Course Documents	External Links

Although the content put into Course Information, Course Documents, Assignments and External Links may be very different, these four are grouped together because they can all be constructed in the same way.



An Item can be text that you type into a box or it can also be any one document that you can upload from your computer.



Folders are simply places where you can store items that are alike in some way.



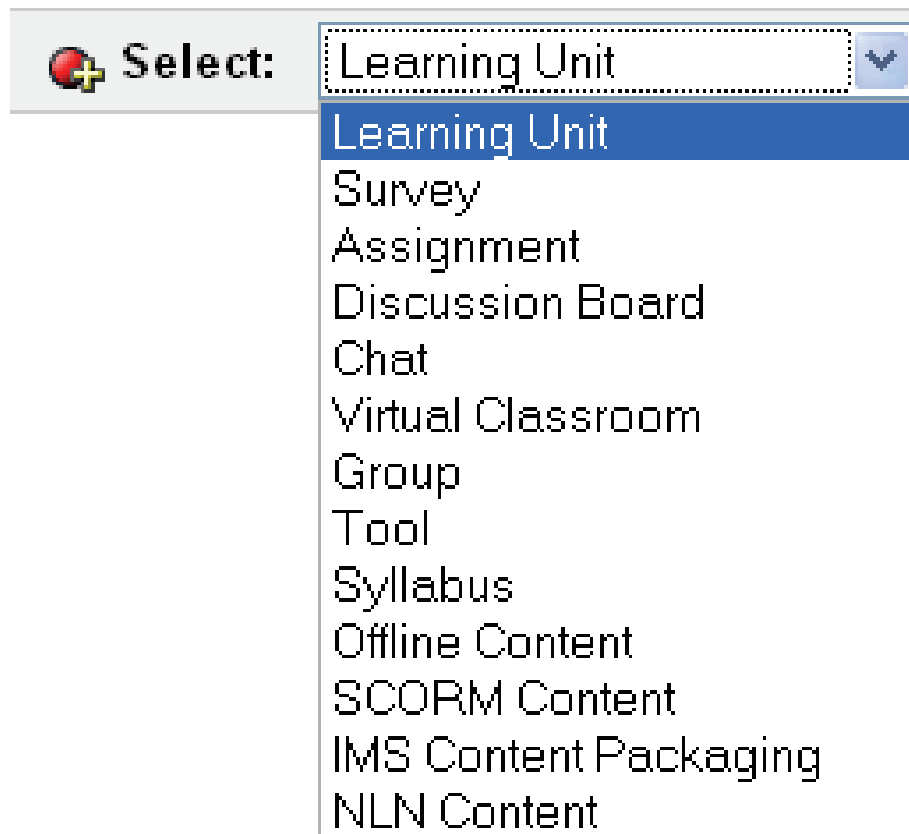
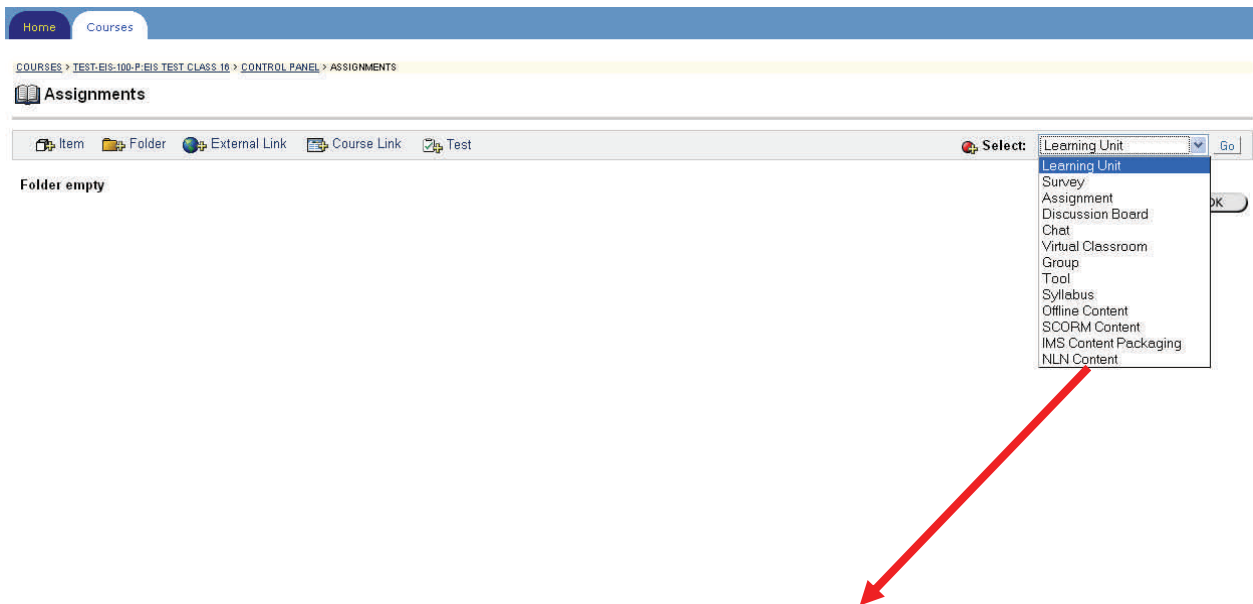
External Links are URLs to which you want your students to have access.



A Course Link will send your students from one spot in your course to another (eg. From Announcements to Assignments)



Once you have created an assessment you will have to put it into a content area for students to access.



Additionally, instructors can also add a variety of other types of content to a content area or a folder.

Add Item

1 Content Information

Name

Choose Color of Name

Text

Smart Text Plain Text HTML

Each item must be given a name.

The text box is for a description of the item or the text of the item can be pasted into the text box.

Currently the Smart Text vs. Plain Text option isn't working.

2 Content

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

Attach local file

Name of Link to File

Special Action

If the item will be uploaded, it is done with this Browse button.

The availability of this item can be changed by restricting the dates below.

3 Options

Make the content available Yes No

Track number of views Yes No

Choose date and time restrictions

Display After Display Until

Nov	07	2005	<input type="checkbox"/>	Nov	07	2005	<input type="checkbox"/>
04	30	PM		04	30	PM	

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

As always, to save click the Submit button.