

## Adding Items to the Course Documents Area

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### Create Item

1. Mouse over **Build Content** > click **Item**.
2. Type in the **Name** of the File and a description in the **Text** box.
3. Attach a file from a local drive or course Content Collection. File name is used as a title of the file by default. Consider providing a descriptive name of the content in the **Link Title**. Select the desired **File Action Option** for each attached file.
4. Select the desired Options.
  - Permit Users to View the Content Item – Yes or No
  - Track Number of Views – allows you to see who has accessed the item
  - Select Date and Time Restrictions – set the day and times the content will be available to students
5. Click **Submit** when finished.

### Creating Folders and Organizing Files

Folders provide the instructor with a way to add multiple files to a course in an organized manner.

1. Mouse over Build Content > click Content Folder.
2. Type in the **Name** of the folder and a description of what the folder contains in the **Text** box.
3. Select the desired **Options** > click **Submit**.

### Adding Content to Folders

1. Click the title of the Folder to open it.
2. Add the desired content using the drop down menus on the Action Bar.

### Creating Learning Modules

Learning Modules offer a simple and intuitive means for instructors to organize and structure course content with hierarchical organization so students can navigate through content in a logical, sequential way.

1. Mouse over Build Content > click **Learning Module**.
2. Type in the **Name** of the module and a description of what the module contains in the **Text** box.
3. Select the desired **Options** > click **Submit**.
4. Click the title of the Learning Module to open it.
5. Add the desired content using the drop down menus on the Action Bar.