

Adding Content to the Course Documents

Create Item

1. Select **Create Item** on the Action Bar.
2. Type in the Name of the File and a description in the Text box.
3. Attach or Link Content is desired. Make sure and add the Name of Link to File and select a Special Action Option.

Special Action Options

- Create a link to this file – use this to add a link directly to a word document, Excel file, etc.
 - Display media within the page – use this when adding audio, video, or graphics.
 - Unpackage this file – use this when uploading a compressed/zipped file.
4. Select the appropriate Options.

Upload 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. From the Course Documents area, select **Build** and **Create Folder**.
2. Type in the Name of the folder and a description of what the folder contains in the Text box.
3. Select the Options.
4. Click Submit.

Adding Content to Folders

1. Click on the title of the Folder to open it.
2. Add the desired content, evaluation or collaboration tool inside the folder by using the **Build** drop down menu.

