

# Course Content

## Introduction

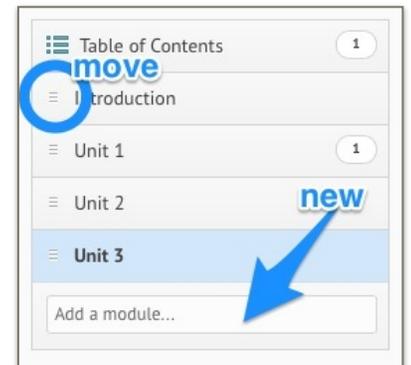
Access the **Course Content** area by clicking on the **Resources** link in the navigation bar and selecting the **Course Content** option. This is where you'll create or upload all of the materials that you want to make available to students. This can be HTML or text-based documents, links to external web pages or other tools within your course, or uploaded files such as PDF documents. Just remember that if you want to show information to students, you'll probably do so in **Course Content**.

Materials inside Course Content are organized into **Modules** and **Topics**. Modules are groupings (or folders) that can contain any number of topics. Topics are the actual pieces of content that you want to present to students. If, for example, you wanted to make your syllabus available for online viewing (always a good idea), you might start out by creating a Module called "Course Documents." Within that module you may have several topics including one called "Syllabus."

## Creating Modules

You can create modules by typing a module name in the text field at the bottom of the Table of Contents pane and pressing the **Enter** key.

**Rearrange** modules by clicking on the handle (3 small lines) and dropping it in a new location. **Rename** or **Delete** modules by selecting the module in the Table of Contents pane and activating the context menu (small triangle) in the main content area.



## Ways to Create Topics

To create a topic, first select a Module from the **Table of Contents**. Then, either drag and drop files from your computer to the upload target or activate the **New** menu and choose an option from the context menu.

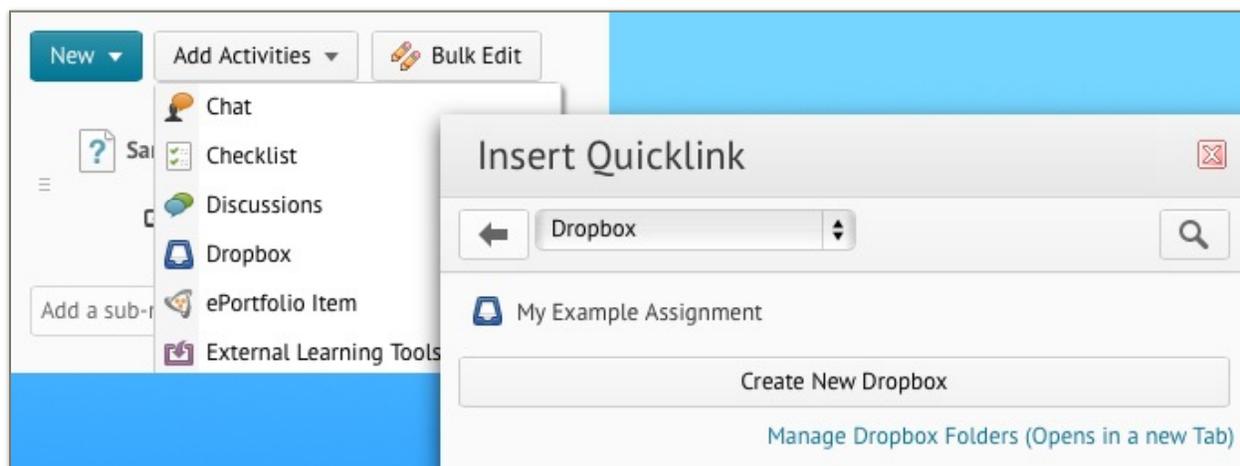
drag and drop files from your desktop

select an option from the "New" menu

- **Upload Files** - Upload a file from your computer
- **Create a File** - Creates a new HTML file
- **Create a Link** - Creates a link to an external website
- **Add from Manage Files** - Link to an existing file in your Manage Files area

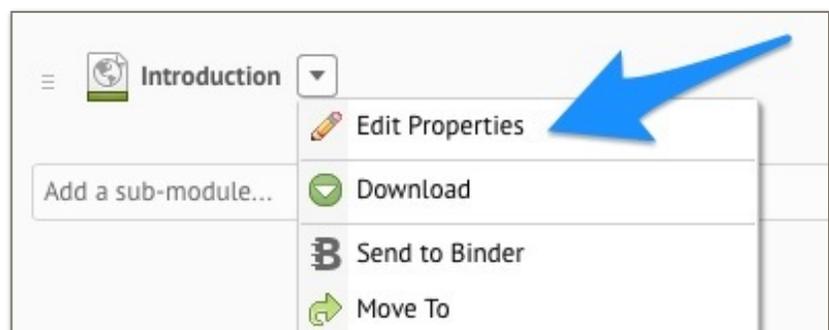
## Add Activities

You can add quicklinks to existing course activities (Dropbox folders, Quizzes, Discussion Topics, etc.) or create new activities by selecting a module in the Table of Contents pane and activating the **Add Activities** button in the main content area. Then, select the type of activity and either choose an existing item from the list or create a new one.

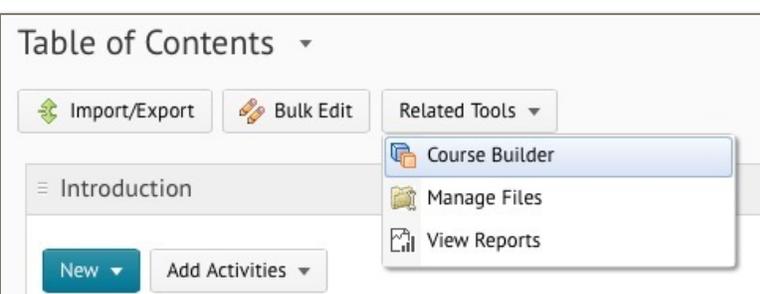


## Add Dates and Restrictions

You can change the status of an item (draft or published), add start/end/due dates, or attach release conditions by activating the context menu for a topic and choosing the **Edit Properties** option. Start dates determine when the item will become visible to students, end dates determine when items will no longer be available, and release conditions allow you to limit access to content or activities based on the completion of another activity. For example, you may not want to allow students to take an exam until they have reviewed the study guide.



## Accessing Other Tools



Access additional tools, such as Course Builder and Reports, by clicking the **Table of Contents** link in the left panel and choosing Related Tools in the main content area.