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### Course Content Create a Content Folder

Build Content V Tools ~ Publisher Content v Assessments v **ITSCTEST009** Test Site Create New Page 2 Content Folder Item Module Page File Blank Page Audio Image Mashups Video Flickr Photo Web Link SlideShare Presentation YouTube Video Learning Module Lesson Plan Syllabus Course Link Content Package (SCORM)

- 1) Access a content area.
- 2) Point to Build Content. Select Content Folder.



# Course Content Create a Content Folder

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- 3) On the Create Content Folder page, type a Name for the folder.
- 4) Select **Yes** to **Track Number of Views** if you would like to view Usage Statistics of this folder later.
- 5) Click Submit.

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#### [Mastering the Basics] User Guide

# Course Content Create an Item

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- Access a content area. Point to Build Content to access the dropdown list. Select Item.
- 2) On the **Create Item** page, type a **Name** for the item.
- Attach files from
   Browse My Computer
   or Browse Content
   Collection.
- 4) Select **Yes** to **Track Number of Views** if you would like to view Usage Statistics of this item later.
- 5) For Select Date and Time Restrictions, you can set items to display on a specific date and time and to stop displaying on a specific date and time.
- 6) Click Submit.

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#### [Mastering the Basics] User Guide

### Course Content Create a Web Link

Build Content 🗸 🗸	* Indicates a required field. Cancel Submit
eate tem File Audio	1. Web Link Information  * Name  * URL  For example, http://www.my.school.edu/
mage Video	2. Description Text T T T T Paragrapl ♥ Arial ♥ 3 (12pt) ♥ ≔ • 號 = T • ● • ♥ ₺ № ♠ ※ D D Q ♥ ♥ ≡ ≡ ≡ ≡ ≡ T * T <sub>x</sub> Ø ▷ • T T • ● - ↓ ♥ •
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Content Package (SCORM)	<ul> <li>Attachments</li> <li>If you select a file you do not want, click Do Not Attach to remove the attachment from the content item. The file itself is not deleted.</li> <li>Attach File</li> <li>Browse My Computer</li> <li>Browse Content Collection</li> </ul>
	4. Web Link Options Open in New Window   Yes No

- Access a content area. Under Build Content choose Web Link.
- Enter the Name and URL (includes http://) in the Web Link Information input box.
- 3) Select Yes to Open in New Window.
- 4) Click Submit.