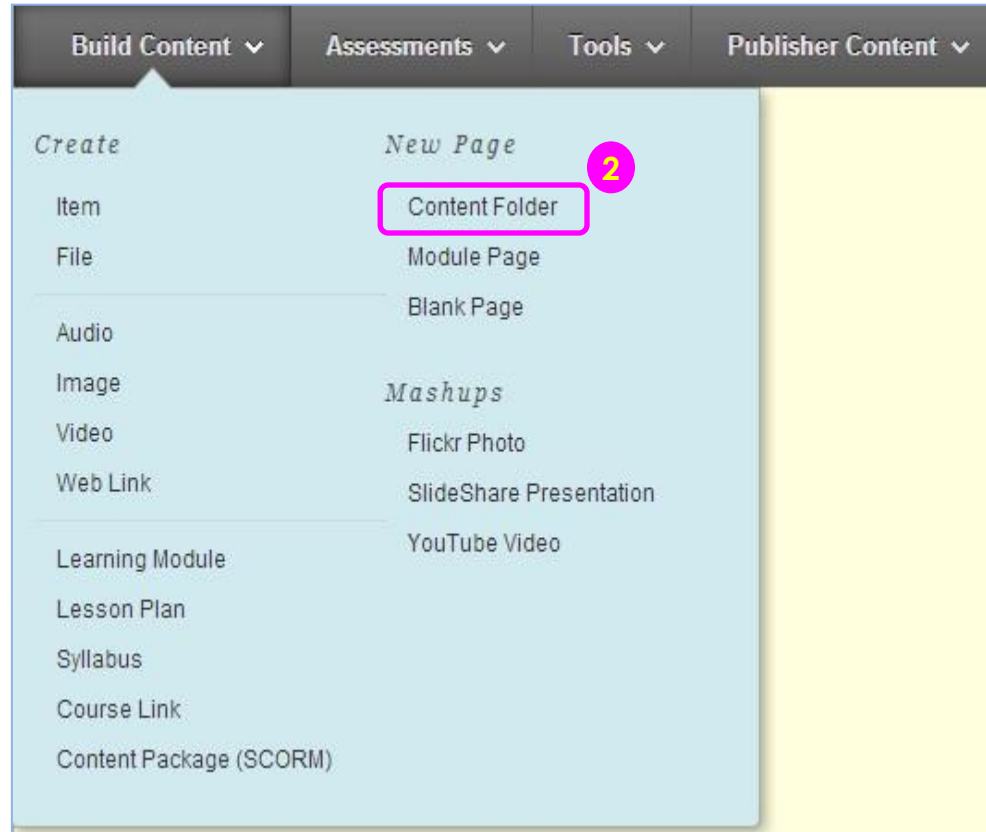
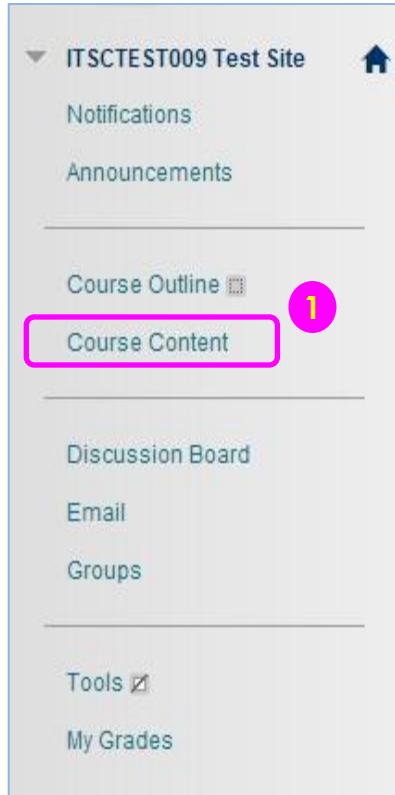


# Course Content

## Create a Content Folder



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

# Course Content

## Create a Content Folder

### 1. Content Folder Information

\* Name

3

Color of Name  Black

Text

**T T T** Arial 3 (12pt) **T** **☰** **☰** **ABC** **🔗** **🔗** **📺** **i** **🔄** **⏏**

Path: p Words:0

### 2. Standard Options

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

4

Select Date and Time Restrictions

Display After

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

### 3. Submit

Click Submit to proceed. Click Cancel to quit.

5

- 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**.

# Course Content

## Create an Item

Build Content ▾

Create

**Item**

File

Audio

Image

Video

Web Link

Learning Module

Lesson Plan

Syllabus

Course Link

Content Package (SCORM)

\* Indicates a required field.

Cancel Submit

### 1. Content Information

\* Name

Color of Name  Black

Text

Path: p Words: 0

### 2. Attachments

*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.*

Attach File

### 3. Standard Options

Permit Users to View this  Yes  No Content

Track Number of Views  Yes  No

Select Date and Time Restrictions

Display After

Display Until

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

- 1) Access a content area. Point to **Build Content** to access the drop-down list. Select **Item**.
- 2) On the **Create Item** page, type a **Name** for the item.
- 3) 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**.

# Course Content

## Create a Web Link

**Build Content** ▾

Create

- Item
- File
- Audio
- Image
- Video
- Web Link**
- Learning Module
- Lesson Plan
- Syllabus
- Course Link
- Content Package (SCORM)

\* Indicates a required field.

Cancel **Submit**

**1. Web Link Information**

\* Name

\* URL   
 For example, <http://www.myschool.edu/>

**2. Description**

Text

Path: p Words: 0

**3. Attachments**

*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.*

Attach File

**4. Web Link Options**

Open in New Window  Yes  No

- 1) Access a content area. Under **Build Content** choose **Web Link**.
- 2) 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**.