

Add Content - Item, File, or URL

1. To add content for students to read study and do research, follow the following. Within the desired unit, cursor over <Build Content> and Click <Item>
2. Clicking item allows you to give a description and attach a file.
 - a. **NOTE: to add video, click on URL – instructions at end.**



3. Type name and description.

4. Attach file if desired.
5. Key in appropriate dates and permit view and confirm track views.
6. Click <Submit>



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ADD FILE: This will add a file without description.

7. Find the file and Click <Open>
8. Browse for file.
9. Key in Permit view and dates if desired.
10. Click <Submit>

The screenshot shows a three-step form for adding a file. Step 1, 'Select File', includes a text field for 'Name', a 'Color of Name' dropdown set to 'Black', and two buttons: 'Browse My Computer' and 'Browse Course'. Step 2, 'File Options', has radio buttons for 'Open in New Window' and 'Add alignment to content', both set to 'No'. Step 3, 'Standard Options', has radio buttons for 'Permit Users to View this Content' and 'Track Number of Views', both set to 'Yes'. It also features 'Display After' and 'Display Until' date pickers, both set to 'No'. Red arrows point to the 'Name' field, 'Browse My Computer' button, 'Permit Users to View this Content' radio button, and the 'Display After' date picker.

ADD URL (Web Link):

1. Click on <Build Content> and then <Web Link>
2. Name it and Key in address.
3. Provide description
4. Click <Submit>

A URL is a shortcut to a Web resource. Add a URL to a Content Area to provide a quick access point to relevant materials. [More Help](#)

* Indicates a required field.

The screenshot shows a form for adding a URL. Step 1, 'URL Information', includes text fields for 'Name' and 'URL'. Below the 'URL' field is the example text 'For example, http://www.myschool.edu/'. Below the form is a rich text editor toolbar with various icons. Red arrows point to the 'Name' field, the 'URL' field, and the rich text editor toolbar.

