

Adding content and managing files

There are two methods to add content to your course. Each method has its pros and cons and each will be discussed in this document.

The simplest way to add content to your course is in the **'Lessons'** tab. Click the **'Add Content'** link within the **'Lessons'** tab.

You should now see the **'Create an Item'** screen. This screen has the options that you have at your disposal to add content to your course. This page lists 20 individual options a professor has to add content. The most commonly used options are **'Folder'** and **'File'**



Create an Item



Lesson Plan

Create a lesson



Link

Create a URL to link to a document on the World Wide Web.



Game

Adds a crossword puzzle or quiz show content item.



Blog

Folder

Create a new folder to organize your content.

File

Upload Zip, Word, Excel, graphic files and more from your computer.

IMS/SCORM Package

Adds a reference to an IMS/SCORM content package.

Wiki

Page

Create a new page of content from scratch.



Discussion Forum

Adds a gradable Discussion Forum for collaboration or Q & A.

Course Syndication Folder

Creating a **'Folder'** is efficient and an easy process. Folders should be used to group content of similar subject.

Folders and files should have descriptive titles or subtitles that explain what is within each respectively.

A screenshot of a 'Page Settings' form. It has two input fields: 'Title' with the value 'Course information' and 'Subtitle' with the value 'Syllabus, Schedule, and Course Outline'.

| Page Settings | |
|---------------|--|
| Title | Course information |
| Subtitle | Syllabus, Schedule, and Course Outline |

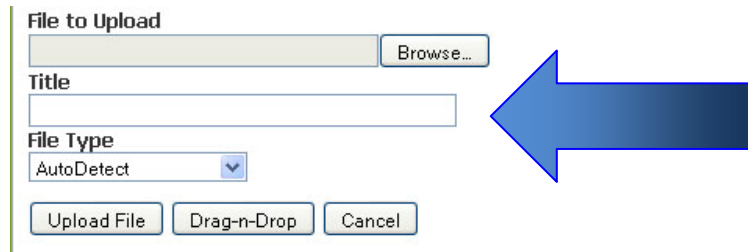
To add content to your folder:

In your folder click the **'Add Content'** link. Again you will be presented with the **'Create Items'** screen. Choose the **'File'** option.

Uploading a file is similar to attaching one to an e-mail.

Click the **Browse** button, the File Upload Pop up will appear; here you will search for your file and press **'Open'**.

Before you click Upload be sure to change the title.



Why should I change the title?

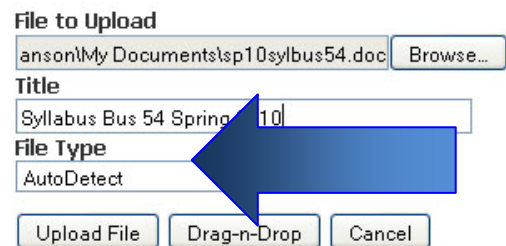
Renaming files is important due to the need of accessibility for disabled students. Students who are visually impaired, for example, use eLearning by use of a screen reader; this piece of software reads the contents of the screen to the student. Sometimes this includes hidden code that the normal visual viewer can not see. If this file name isn't changed it will be read as a jumble of text which when read to the student may sound like code or jumbled text, instead rename the file using a descriptive title using words instead of abbreviations.

For examples of a screen reader reading file names please use the following links:

[Correctly Named File](#)

[Incorrectly Named File](#)

Click the **'Upload File'** button to complete the file upload.




To the right is how the finished upload looks within the folder we created.



This method is not fool proof. Some students tend to have trouble accessing files uploaded in this way.

The following page is the result of clicking on file uploaded in this way:

 Syllabus Bus 54 Spring 2010

Updated: 3/15/10

[Settings](#) [Reports](#) [Utilities](#) [Submissions](#) [Delete](#)

[Print](#) [My Notes](#) | [Previous](#) [Next](#)

The requested file can be accessed using the link below.

[sp10syllbus54.doc](#)

Launching link in 5 seconds. To stop the timer move your mouse over the link above.

Windows Users:

To download the file to your own computer, right-click the location link and select "Save Target As" or "Save Link As" from the pop-up menu. To attempt to view the file from its current location, just left-click the location link.

Mac Users:

To download the file to your own computer, click and hold the mouse button on the location link, then select "Copy Link to Disk" or "Save Link As" from the pop-up menu. To attempt to view the file from its current location, simply click the location link.

Uploading files this way requires that the student waits 5 seconds before the file downloads. Student occasionally stop this timer and are stuck at this page. This page does contain directions for students to download the file but many overlook this.

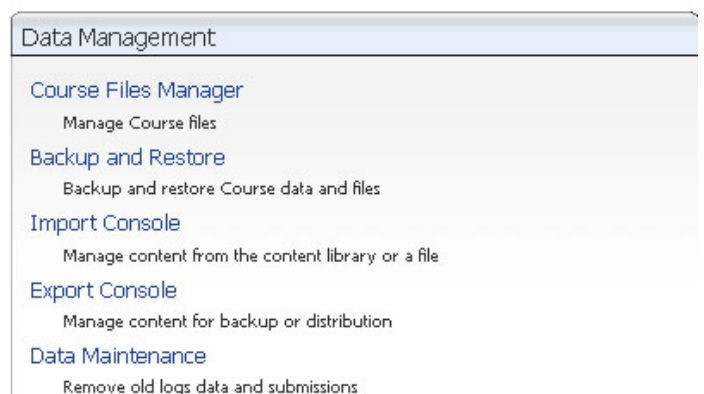
Alternate File Upload:

An alternate way to upload files is to upload them directly to the **Course File Manager** in the **Manage** tab and then link to the content in the **Lessons** tab.



Click on the '**Manage**' tab to access the '**Course File Manager**'

To the left of this page there is the option '**Course File Manager**'



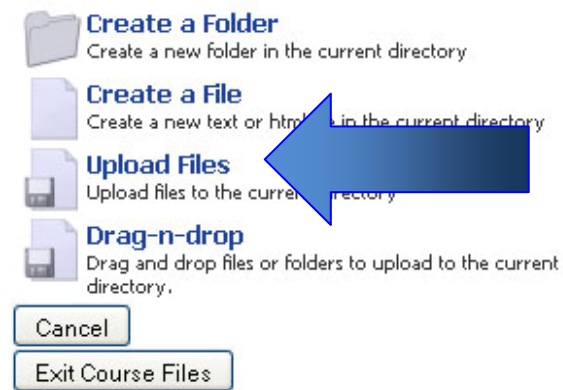
The Following pages are similar to adding content to the lessons tab.

Click:

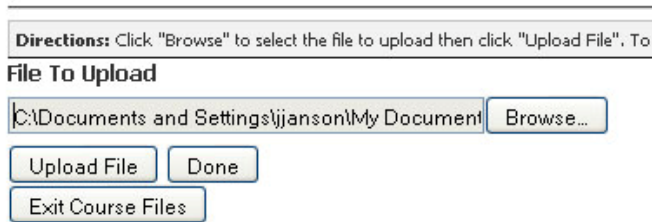
'Add Content'

There are 4 options, create a folder to organize your content then use **'Upload Files'** to add your content to that folder.

Add Content



Upload a File



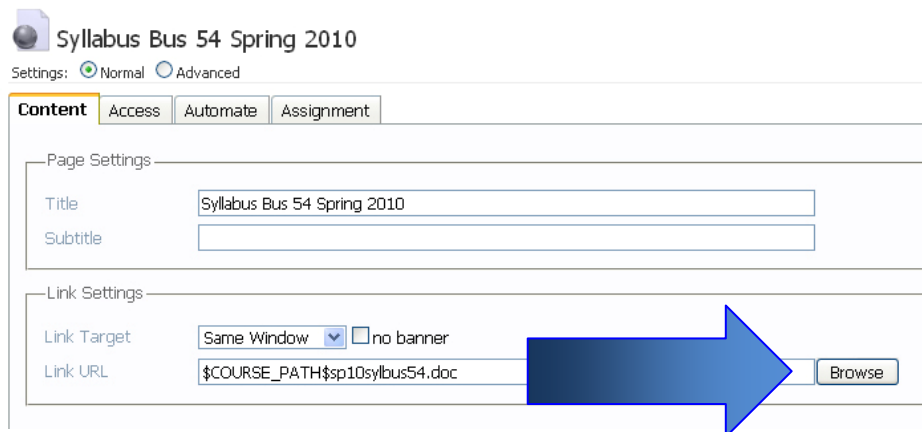
Uploading a file is similar to the method before. Click browse, find the file in the window then click open.

Now click the **'Upload File'** option. Repeat this for all of your files.

Linking to your content:

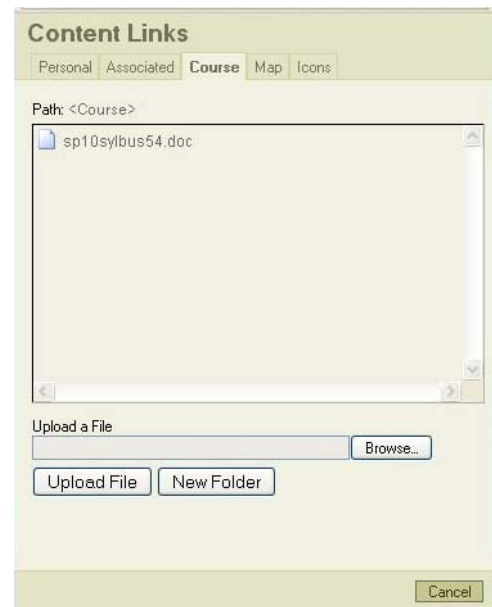
Continue as you would to add a file to the **'Lessons'** tab. Click **'Add Content'** like before, and select **'Link'** instead of **'File'**, title the link.

Click **'Browse'**



A window will pop up called '**Content Links**' and by default it will be on the '**Associated**' Tab, Choose the '**Course**' Tab and click on the desired file that was previously uploaded.

Press 'Save' in the link dialogue



This will add a link to your content without the 5 second wait. You may also add content links in documents made in the '**Page**' option. This will create a blue hyper link to your document.

This can only be done for files you upload, if you want to create a '**Page**' which is HTML page created by eLearning for your content added.