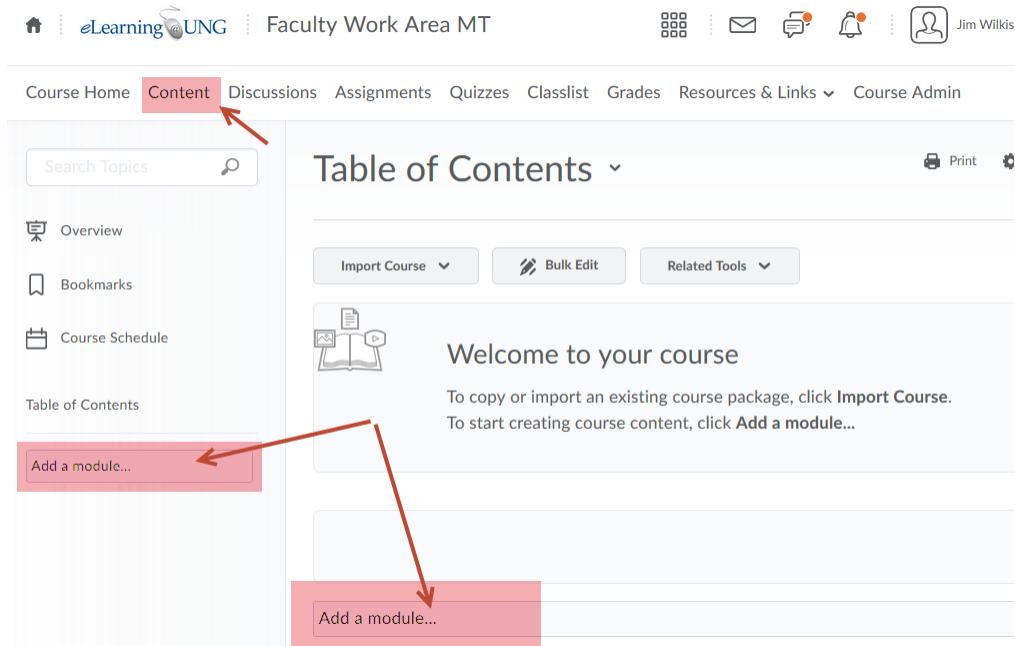


## Adding Content to a eLearning Course – Content Tool

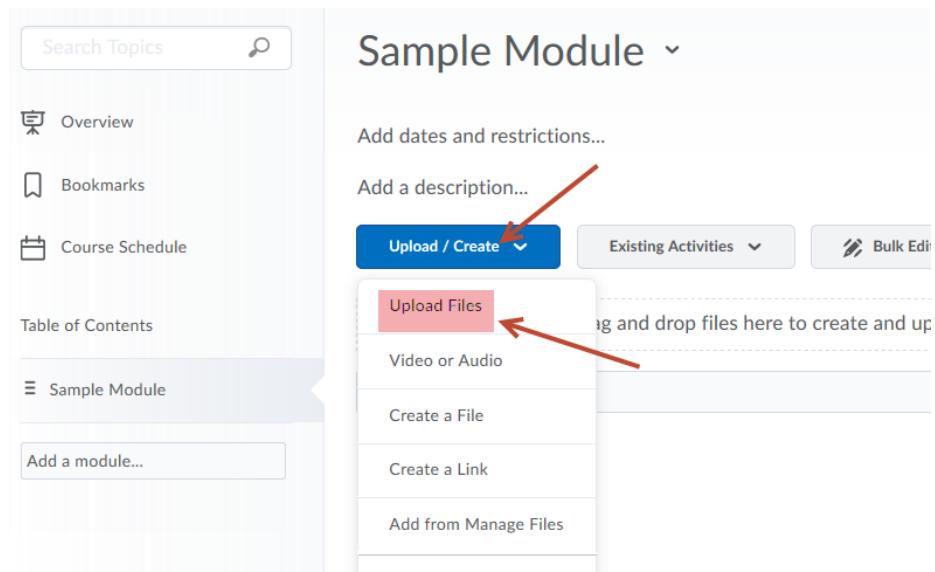
Using the Content Tool:

1. Click on the **Content** link and either create a module (need at least one to load content) by typing a name for it in the **Add a module** box (either) and “Enter”. (An empty Table of Contents shown here)



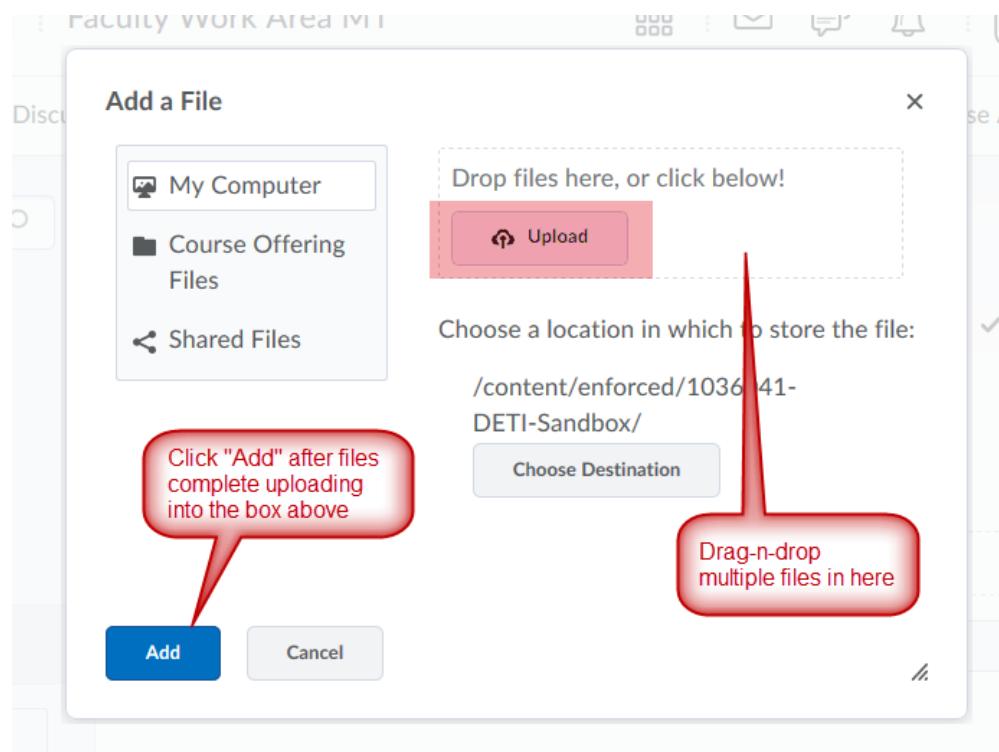
The screenshot shows the 'Content' tool interface. At the top, there's a navigation bar with links for Course Home, Content (which is highlighted with a red box and an arrow), Discussions, Assignments, Quizzes, Classlist, Grades, Resources & Links, and Course Admin. Below the navigation is a search bar labeled 'Search Topics' with a magnifying glass icon. The main area is titled 'Table of Contents' with a dropdown arrow. There are three buttons at the top of this section: 'Import Course' (with a dropdown arrow), 'Bulk Edit' (with a pencil icon), and 'Related Tools' (with a dropdown arrow). Below these buttons is a 'Welcome to your course' section with a book icon. It contains text: 'To copy or import an existing course package, click Import Course.' and 'To start creating course content, click Add a module...'. Two 'Add a module...' buttons are highlighted with red boxes and arrows pointing to them: one in the 'Table of Contents' sidebar and one in the main content area.

2. In the new module (or in an existing module), click on the **Upload/Create** button and then **Upload Files**



The screenshot shows the 'Sample Module' creation interface. On the left, there's a sidebar with links for Overview, Bookmarks, Course Schedule, Table of Contents, and Sample Module. Below these is an 'Add a module...' button. The main area is titled 'Sample Module' with a dropdown arrow. It has fields for 'Add dates and restrictions...' and 'Add a description...'. Below these is a 'Upload / Create' button with a dropdown arrow, which is highlighted with a red box and an arrow. A dropdown menu is open, showing options: 'Upload Files' (which is highlighted with a red box and an arrow), 'Video or Audio', 'Create a File', 'Create a Link', and 'Add from Manage Files'. To the right of the dropdown menu is a dashed box with the text 'Drag and drop files here to create and up'.

3. In the pop-up “Add a File” window, either drag-and-drop files (can be multiple files) or “Upload” (browse to a single file):



Files will be added to module as line items into the module.

Files that can be uploaded (extensions shown):

RTF, PPT, PPS, PDF, DOC, DOCX, PPTX, XML, XLS, TXT, WP (text)

JPG, JPEG, PNG, GIF, BMP, TIF, TIFF (images)

SWF, MPG, MPEG, RM, MP3, MP4, M4V, M4A, AVI, WAV, RAM, ASF, MOV (video)

HTM, HTML, MHT, MHTML (web)