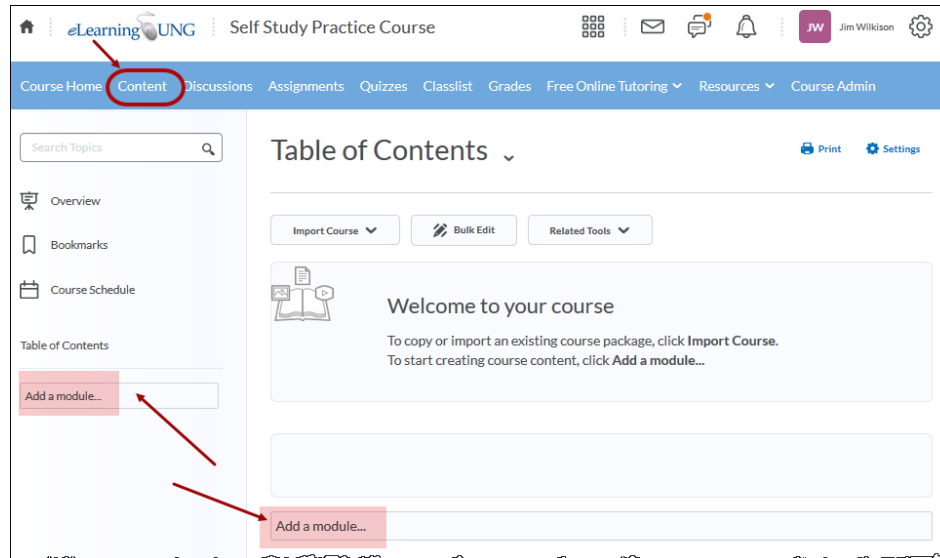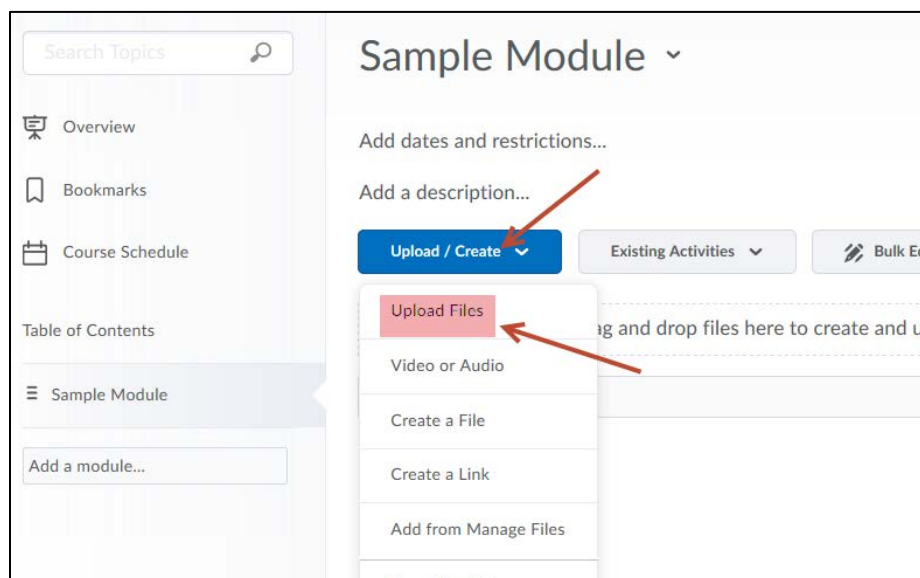# Adding Content to a eLearning Course – Content Tool

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)
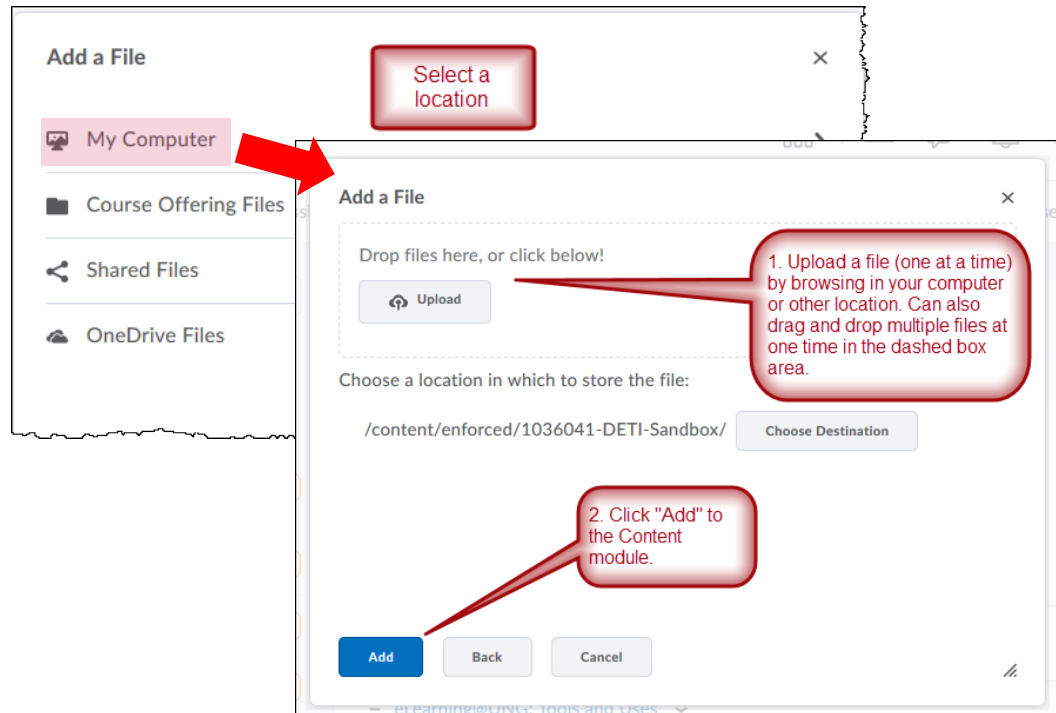

2. In the new module (or in an <u>existing</u> module), click on the **Upload/Create** button and then **Upload Files**
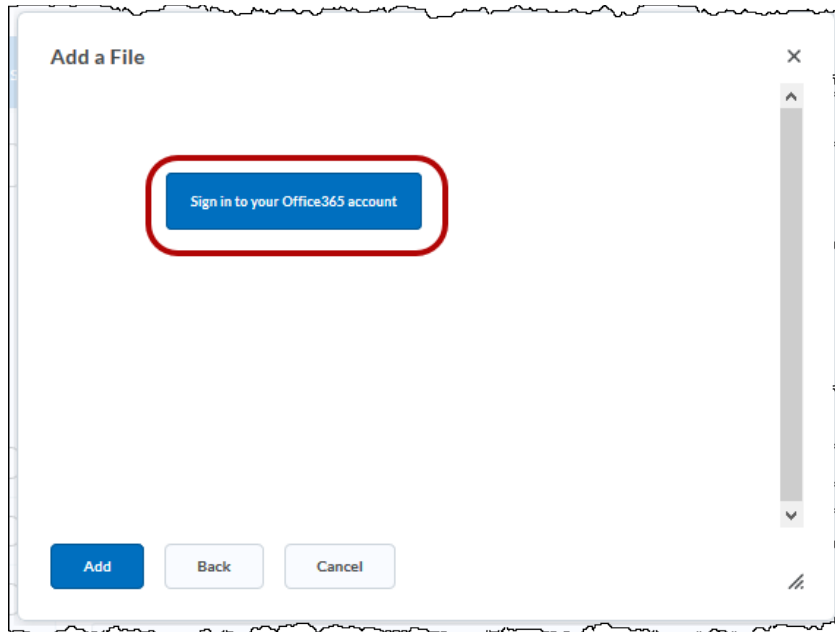
3. Most of the time you will probably select "My Computer", however if you have files in 365 OneDrive, you can select this option:
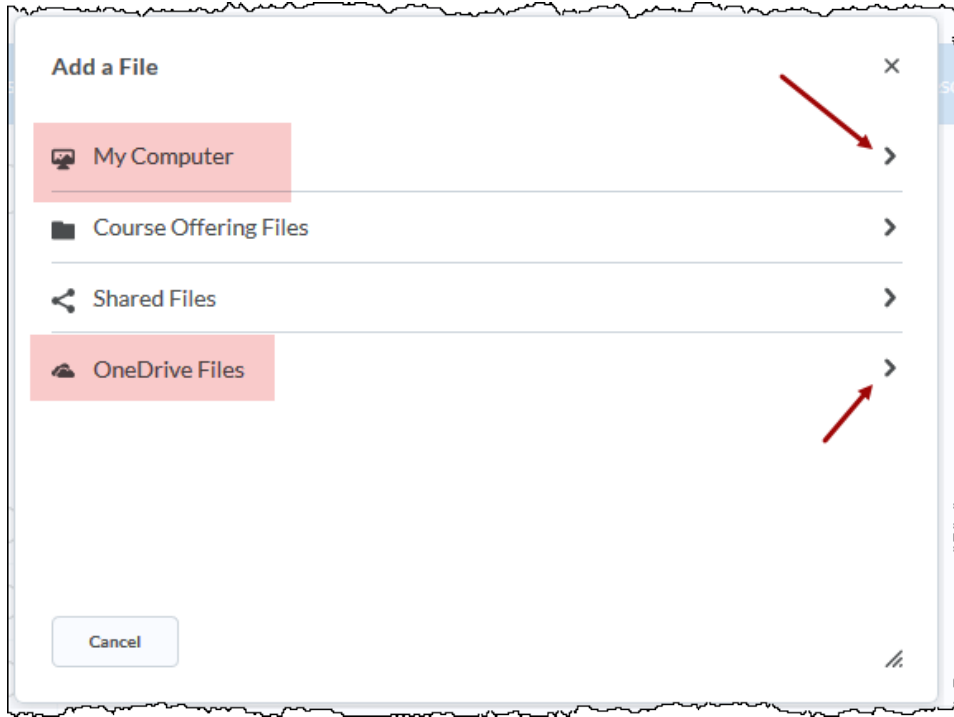
4. In the pop-up "Add a File" window, either drag-and-drop files (can be multiple files) or "Upload" (browse to a single file):

For OneDrive:

Files will be added to module as line items (topics)to 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)