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)

eLearning UNG Self	Study Practice Course		Jim Wilkison
Course Home Content Discussions	Assignments Quizzes Classlist Grades	Free Online Tutoring 🗸 Reso	ources 🗸 Course Admin
Search Topics Q	Table of Contents 🗸		🖨 Print 🛛 🔅 Settings
Cverview Overview			
D Bookmarks	Import Course 🗸 🧭 Bulk Edit	Related Tools 💙	
Course Schedule	Welcome to you	r course	
Table of Contents		ting course package, click Import ontent, click Add a module	t Course.
Add a module			
	Add a module	a	

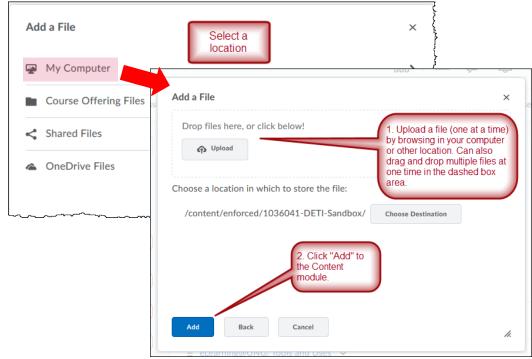
2. In the new module (or in an <u>existing</u> module), click on the **Upload/Create** button and then **Upload Files**

Search Topics	Sample Module ~			
토 Overview	Add dates and restrictions			
D Bookmarks	Add a description	/		
Course Schedule	Upload / Create	Existing Activities 🐱	🚀 Bulk Edi	
Table of Contents	Upload Files	and drop files here to	o create and up	
	Video or Audio			
■ Sample Module	Create a File			
Add a module	Create a Link			
	Add from Manage Files			

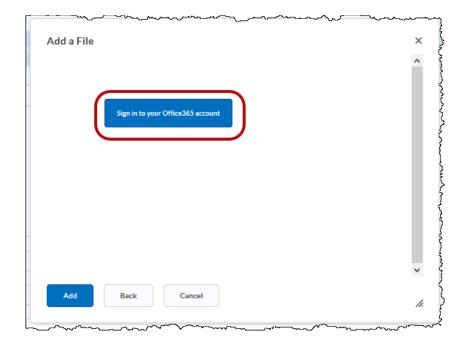
3. Most of the time you will probably select "My Computer", however if you have files in 365 OneDrive, you can select this option:



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):







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)