Content Guide

What is Content?

The Content tool is used to create, edit, and organize course materials such as syllabi, lecture notes, video, audio and readings.

You can also:

- Import/Export existing content
- Change the way your course displays content
- Create new Dropboxes, Discussions and Quizzes
- Link course topics to existing discussions, quizzes and dropboxes

The Content tool allows users to navigate through course content and activities. The tool also provides bookmarks for users to flag individual topics.
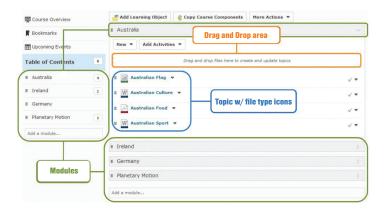
How is Content organized?

Module: Modules are like folders on your computer; an organizational tool that contains information. Modules must be populated with Topics (or files) in order to display content.

Sub-Modules: Sub Modules are simply Modules nested within other Modules. They also cannot have content; they simply hold it.

Topics: Topics are the actual content items. Topics can be created in the Learning Environment using the HTML editor, or can be files uploaded into the Learning Environment . (.pdf, .doc, etc).

Course

Table of Contents

This is your course layout and the primary area for creating and managing your course content. From here you can insert modules, topics or content-applicable tools into your content stream. You can also organize content items by dragging them to their appropriate spots.

Course Overview

The Course Overview has a description area and location for a single document. It is a place where you can insert an introductory message about the course. You can make this as intricate or as basic as you like. This is a good place to put the syllabus, for example.
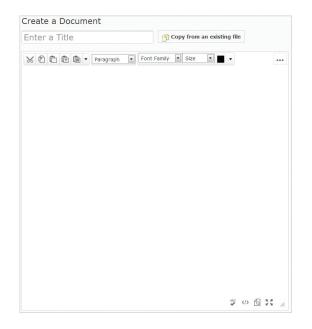
Content Map

When viewing a content topic, hover over the expandable left panel to quickly navigate to any topic within the module or any topic within the course. You can also use the drag and drop feature to directly upload topic files without leaving this viewer.

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Creating Content from scratch

1. First create at least one Module to hold your content item.
2. Click on the **Add a Module** bar and name your Module (i.e. Romeo and Juliet).
3. Click on the **New** button and select **New Document.**
4. Enter content into the HTML Editor (see the HTML Editor document for further information).

Document Templates

The document templates area of the Content Tool allows you to customize and stylize your content documents. Start by creating a series of HTML document templates and save them in the Manage Files area of the Content Tool.   As you create your content topics you can easily access the "Select a Document Template" action button and access your HTML document templates, allowing you to style your content topics.

Note: Enable the HTML Templates and ensure that a template directory is set by accessing the settings area

Adding files

Pre-existing files can be placed by dragging them from their home on your computer to the Drag and Drop box at the top of each module.

Note: Drag and Drop will not work on some versions of Internet Explorer.

Alternatively, click the **New** button at the top of the module, and select **Upload** to bring the file in.

Note: Ensure that your users have the appropriate software to view the file extensions you have placed in your content (for example: .doc or .docx files require a valid copy of Microsoft® Word). Best practice is to include file extensions that can be opened with freeware: for example, Adobe® Reader® is free and can be used to open .pdf files.

Incorporating tools in the Content stream

There are multiple tools that can be incorporated into the content stream. These include Discussions, Quizzes Checklists, Dropboxes, Self Assessments and Surveys. You can insert these tools in the Content Stream using the Add Activities button on the content tool. You can use an existing Quiz/Discussion/etc or create a new one inline. Once added, that tool will show up as part of the content stream and will display inline with the tool. Here is an example of adding a dropbox to the content tool.