

Managing Course Content

Understanding the Organization of Content

The Content has four main sections:

- Overview: You can use this section to post course expectation and/or syllabus. It is not mandatory to post information in this section.
- Bookmarks: This section lists the topics that have been bookmarked by you.
- Course Schedule: This section lists due dates, start dates, and other courses events.
- Table of Contents: In this section, you create modules and topics to organize any material you want to publish.

Note: Content should be organized in modules and topics. You must create a module before uploading files or linking to external sites.

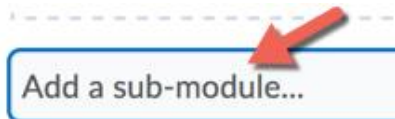
Creating a Module

1. Click on the **Table of Contents**.
2. Click **Add a module** textbox, type the title and press enter.



Creating Sub-modules

1. Click on the module where you wish to add a sub-module.
2. Click on the **Add a sub-module**, type the module's title and press enter.



Editing a Module's (Sub-Module's) Title

1. Select a Module from the Table of Contents.
2. Click on the module's title, type the new title and press enter.

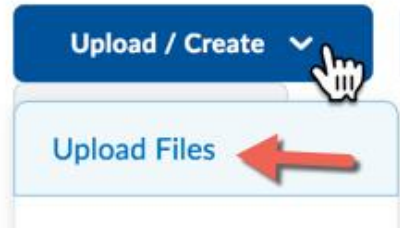


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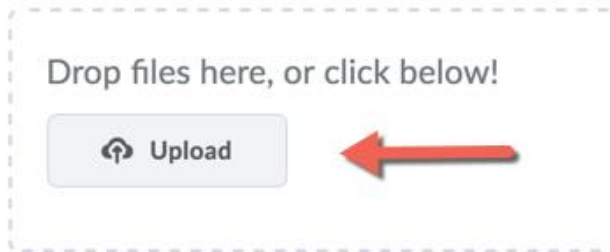
Adding a New Topic in a Content Module

Creating a Topic by Uploading a File

1. Select a module, click the **Upload/Create** drop-down and select **Upload Files**.



2. Click the **Upload** button and locate the file. Click **Open**, then Click **Add**.



Creating a Topic by Adding Existing Activities

1. Select a module.
2. Click Add Existing Activities and select an activity (discussions, quizzes, dropbox, etc.).

