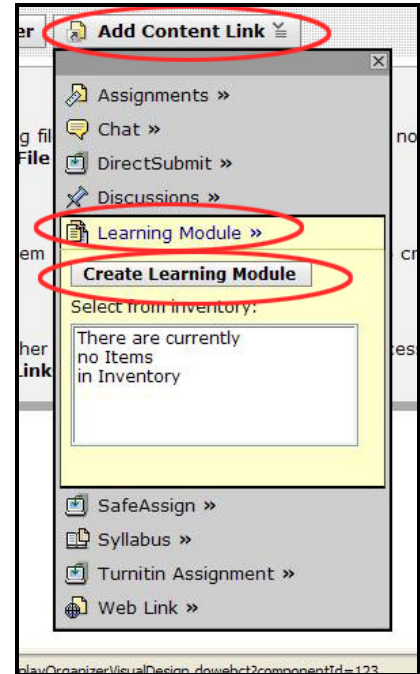


Building course content

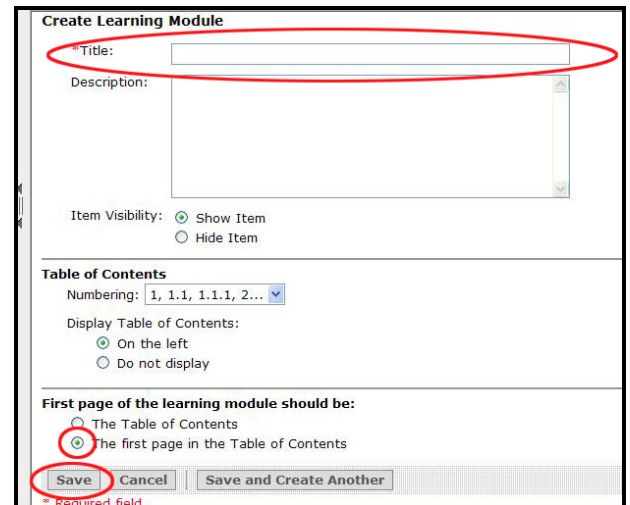
1. Click the folder in which you want to post content.



2. Click the “Add Content Link” button and select “Learning Module”
 - a. Learning Module options expands
 - b. Click “Create Learning Module”



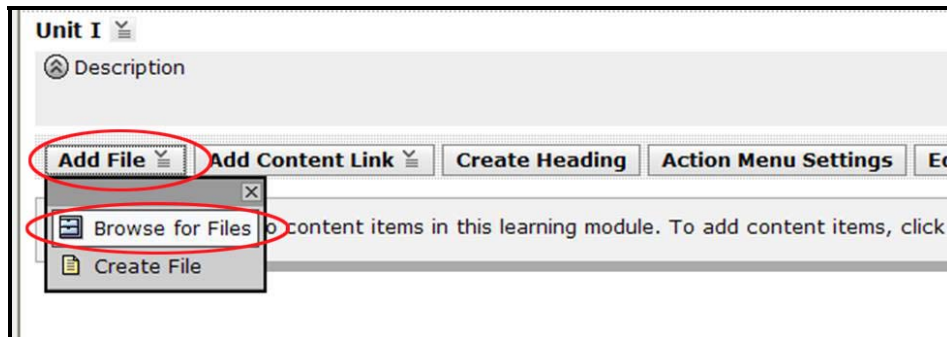
3. Enter Learning Module information:
 - a. Title: Enter the title of the Learning Module (for example: Unit 1)
 - b. Description: Enter a brief description of what the Learning Module will contain (or leave blank)
4. Select the type of numbering, if any, to be displayed for the Table of Contents
 - a. If you want the Table of Contents to be displayed, select “On the Left”
 - b. If you don’t want it to be displayed select “Do not display”
5. First page of the learning module should be:
 - a. If you want the learning module to open to the table of contents, select “The Table of Contents”
 - b. If you want the learning module to open up to the first page of content in the module, select “the first page in the Table of Contents”



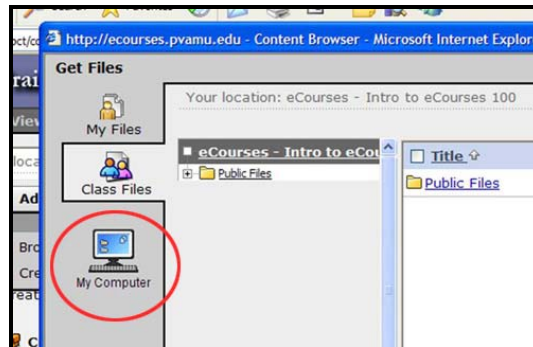
6. Repeat 13 a – b to create additional learning modules

Adding Content to a Content Module

1. Go to the desired learning module
2. Once inside the learning module, click “Add File”



- b. Select “Browse for Files”



- iii. Search for the files in one of three places:
 1. “My Files” – the folder that is accessible to every course in the user’s eCourses account;
 2. “Class Files” – contains files specific to the current course
 3. “My Computer” – the user’s PC hard drive or removable storage
- iv. Find and select the desired document

3. Click “My eCourses” to return to the Course List (note the new icons under course title in the **Course List** area)