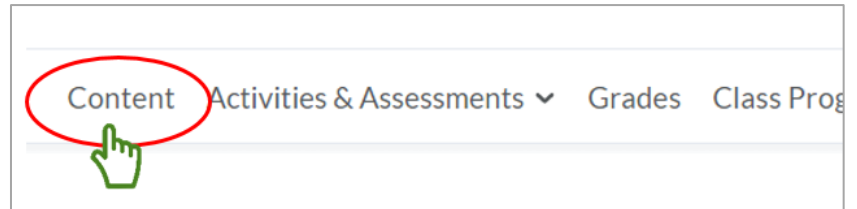




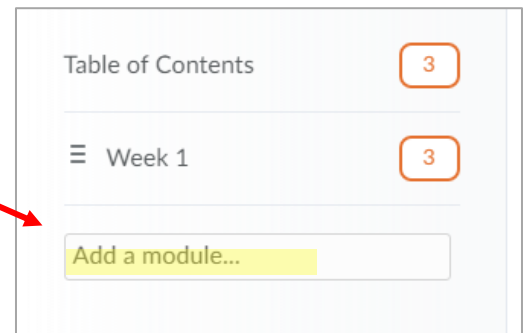
How do I create modules and add content items?


You must create a module before you can add topics. You can create sub-modules (modules within existing modules) to establish a deeper hierarchy. Once you create modules, populate them with topics. You can drag and drop files from your computer into a module, or you can select from the Content tool's New and Add Activities buttons to create new topics or add existing course objects.


1. Click on the **Content** tab in your NavBar.



2. Under **Table of Contents**, click in the Add a module text box to type the name of the module you would like to create.



3. Click enter on your keyboard. Modules can be rearranged using the reorder icon. ()
4. To add content items to the module, click **Upload/Create** and select the item, or drag and drop content into the module.

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Table of Contents 2

Folder 1 - Week 1 2

week 2

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Drag and drop files here to create and update topics

Add a sub-module...