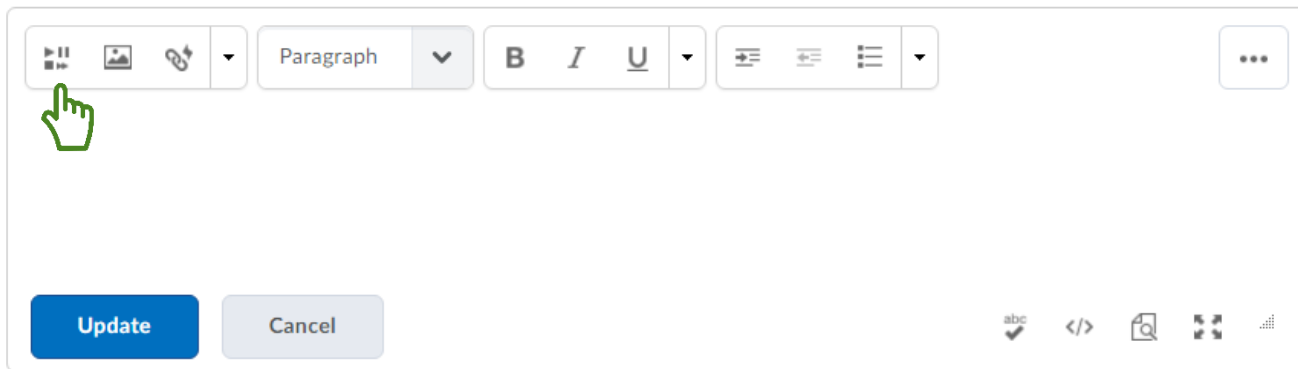




## How do I insert stuff into my course?

The Insert Stuff link is available anywhere in the course where the text entry box is available. This includes content item descriptions, discussions, syllabus, assignments, tests.

1) Inside a text entry box, click the **Insert Stuff** icon.



2) Use the left-hand navigation to select what type of stuff to insert. Some of the stuff you can insert is:

**My Computer** (files from your computer), **Video Note** (a quick webcam recording), **YouTube, Flickr, Link** (website address), **Embed Code** (an html code from another website)

### Insert Stuff

- My Computer
- Course Offering Files
- Learning Repository
- ePortfolio
- Capture
- Video Note Search
- Video Note

Upload Cancel

### My Computer

Select the file to upload from your computer:

Choose File No file chosen

OPTIONAL: choose where this file is stored in your online file manager

/content/enforced/6925-DEMO1650.01/

Choose Destination



3) After selecting/uploading the file or item you want to insert, click **Insert**. For this example, a file from My Computer is being inserted.

### Insert Stuff

- My Computer
- Course Offering Files
- Learning Repository
- ePortfolio
- Capture
- Video Note Search
- Video Note

### My Computer Properties

Source: </content/enforced/6925-DEMO1650.01/Spring2016-DropInSupport.xlsx>

Link Text:

Refresh Preview

</content/enforced/6925-DEMO1650.01/Spring2016-DropInSupport.xlsx>

Insert

Back

Cancel

4) In the text entry box, click **Update**.

Rich text editor toolbar with icons for undo, redo, image, link, paragraph, bold, italic, underline, bulleted list, numbered list, and indent. The text entry box contains the URL </content/enforced/6925-DEMO1650.01/Spring2016-DropInSupport.xlsx>. The Update button is highlighted with a green hand cursor.