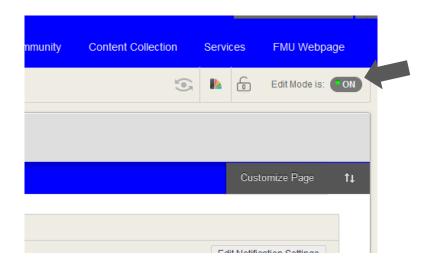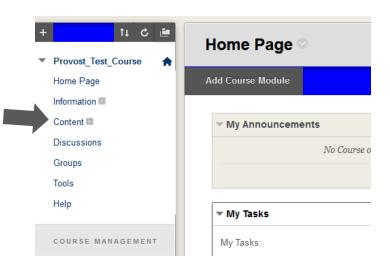## Upload Course Content

Step 1

Make sure that Edit Mode is "On" as shown below.

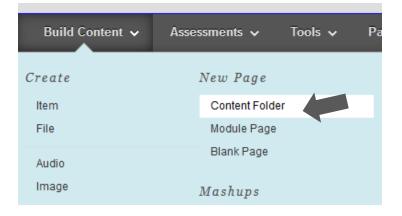### Step 2

Select the "Content" folder.

Step 3

Hover over the "Build Content" menu item and a number of options will appear. If you want to organize weekly content into folders, please follow steps 4-7. If you do not wish to use folders, you can skip to step 8.

Step 4

Select "Content Folder" from the dropdown menu.

Step 5

Give the folder a name. Many instructors like to organize by week. In our example below, we have given the folder a name of Week 1.
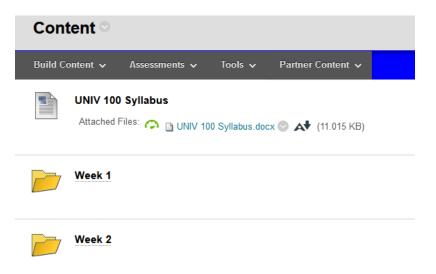
Step 6

You will want to make sure that the option "Permit Users to View This Content" is marked *Yes*. If you want to restrict the view so that students can only see content between certain dates you can do so with the options shown below.

Step 7

Click the "Submit" button. You now have a new folder. In the example below, you can see that we have created several folders for our course.

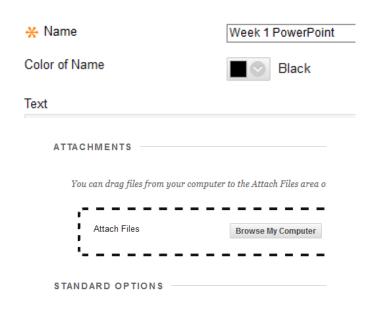To upload course content (PDFs, PowerPoints, etc.) follow the guidelines below.

Step 8

Select "Item" from the "Build Content" dropdown menu.

Step 9

Name your content and attach the file by browsing your computer for the content you wish to upload.
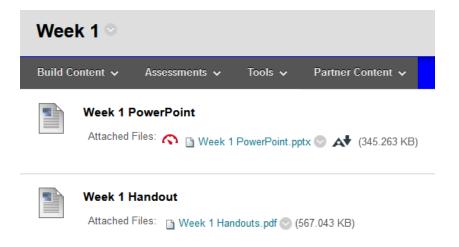
Step 10

You will want to make sure that the option "Permit Users to View This Content" is marked *Yes.* If you want to restrict the view so that students can only see content between certain dates you can do so with the options shown below.

Step 11

Click the "Submit" button. In the example below, I have uploaded a PowerPoint and a pdf document for my students to view.

Note

Other content types that are often uploaded include links to videos and articles. To upload a link, you should select "Web Link" from the list of options under the "Build Content" menu item. Give it a name, paste the URL, and hit "Submit" at the bottom of the page.

For more tutorials and tips, please visit our Continuity of Instruction page.