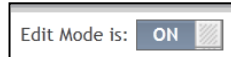


Create Various Types of Content

NOTE: This tutorial was created using Mozilla Firefox 13.0.1. Other browser's displays may differ somewhat in presentation. Most images have been cropped for clarity and don't represent the entire browser window.

I. Create an Item

Ensure Edit mode is On.



1. Navigate to **Course Content** in the **Course Menu**.

2. Click the chevrons on **Build Content** from the action bar to reveal drop down menu.

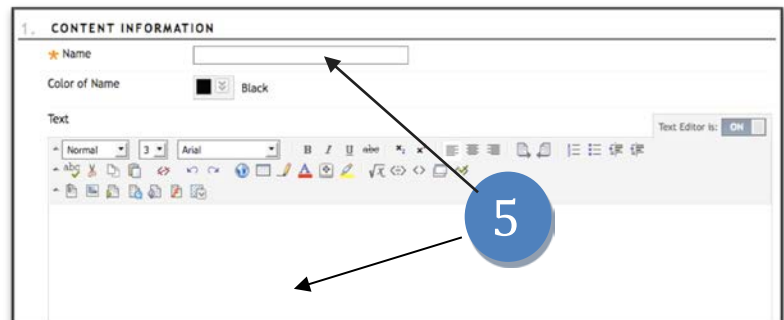
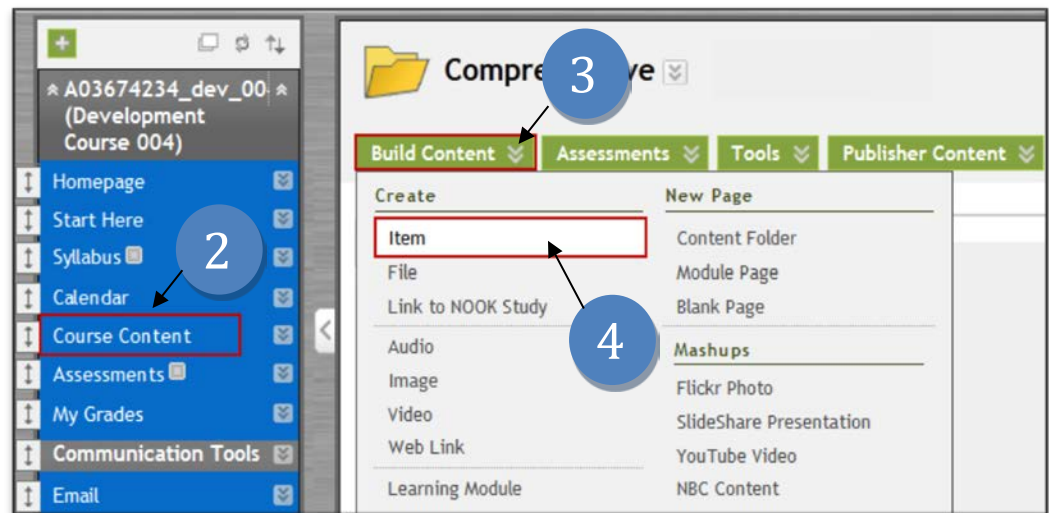
3. Choose **Item** under **Create**.

4. Under option 1, **Content Information**, fill in the **Name** textbox and below any key information or instructions you want to include.

5. Under option 2, **Attachments**, search for a file to attach by clicking **Browse My Computer** or **Browse Course** buttons.

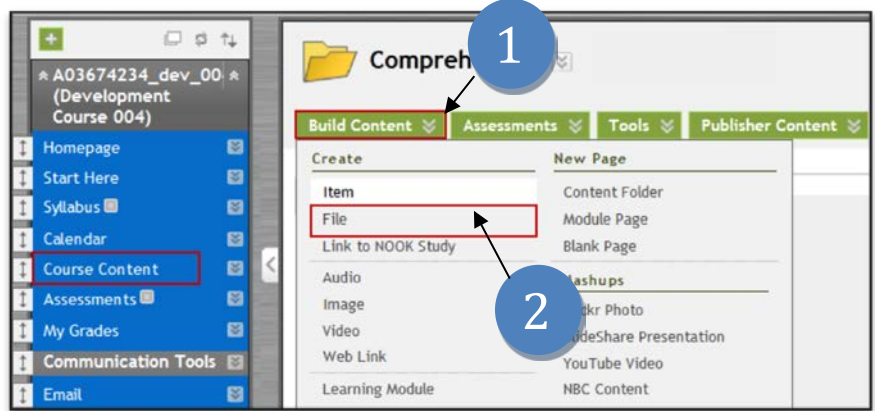
6. Under option 3, **Option**, select the options that best apply.

7. Click **Submit** when finished.



II. Create a File:

1. Click the chevrons on **Build Content** from the action bar to reveal drop down menu.
2. Choose **File** under **Create**.
3. Under option1, **Select File**, click the **Browse My**



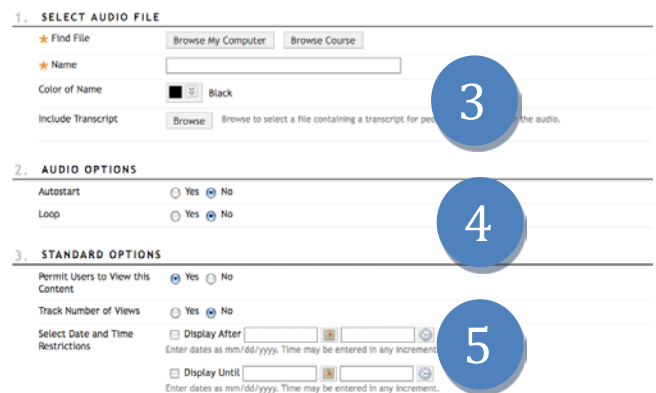
Computer or **Browse Course** buttons to search for the file.

4. Type a name in the **Name** textbox and select the options that best fits below.
5. Under option 2, **Standard Options**, choose the options you wish.
6. Click **Submit** when finished.



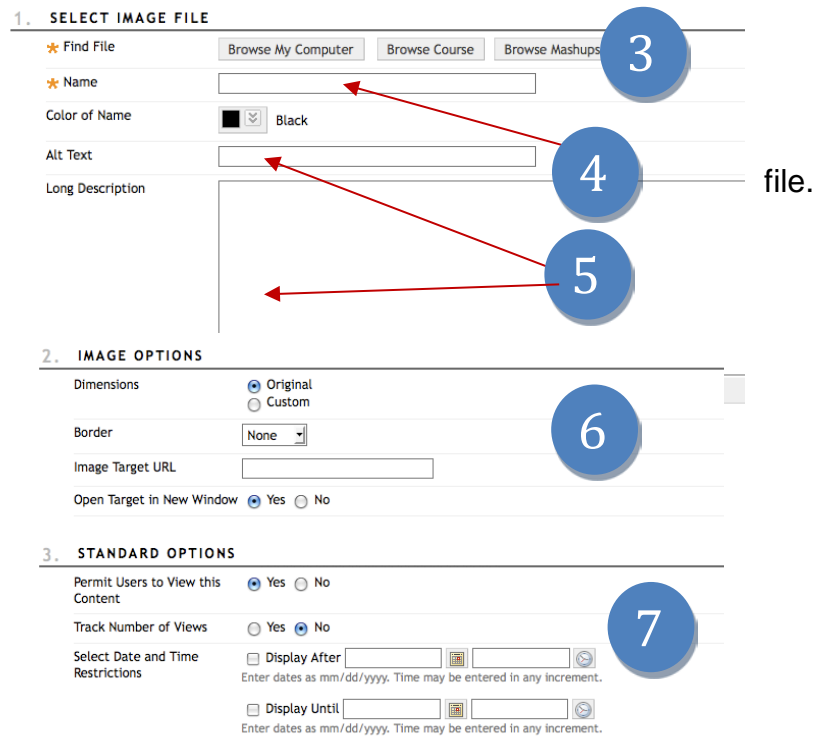
III. Create Audio:

1. Click the chevrons on **Build Content** from the action bar to reveal drop down menu.
2. Choose **Audio** under **Create**.
3. Under option1, **Select Image File**, click the **Browse My Computer** or **Browse Course** buttons to search for the file; provide a name in the **Name** field.
4. Under option 2, **Audio Options**, specify your choices.
5. Under option 3, **Standard Options**, fill the options of your choosing.
6. Click **Submit** when finished.



IV. Create image:

1. Click the chevrons on **Build Content** from the action bar above to reveal drop down menu.
2. Choose **Image** under **Create**.
3. Under option1, **Select Image File**, click the **Browse My Computer**, **Browse Course** or **Browse Mashups** buttons to search for the file.
4. Provide a name in the **Name** field.
5. Fill text boxes below with needed descriptions.
6. Under option 2, **Image Options**, specify your choices.
7. Under option 3, **Standard Options**, specify the options of your choosing.
8. Click **Submit** when finished.



1. SELECT IMAGE FILE

Find File

Name

Color of Name

Alt Text

Long Description

2. IMAGE OPTIONS

Dimensions Original Custom

Border

Image Target URL

Open Target in New Window Yes No

3. STANDARD OPTIONS

Permit Users to View this Content Yes No

Track Number of Views Yes No

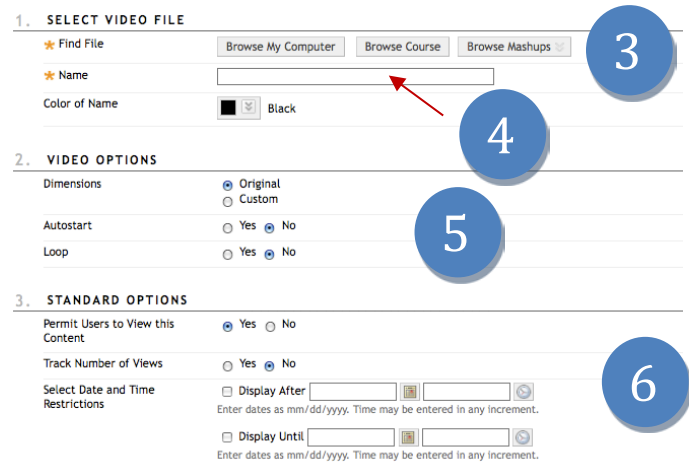
Select Date and Time Restrictions

Display After

Display Until

V. Create Video:

1. Click the chevrons on **Build Content** from the action bar above to reveal drop down menu.
2. Choose **Video** under **Create**.
3. Under option1, **Select Video File**, click the **Browse My Computer**, **Browse Course** or **Browse Mashups** buttons to search for the file.
4. Provide a name in the **Name** field.
5. Under option 2, **Video Options**, specify your choices.
6. Under option 3, **Standard Options**, specify the options of your choosing.
7. Click **Submit** when finished.



1. SELECT VIDEO FILE

Find File

Name

Color of Name

2. VIDEO OPTIONS

Dimensions Original Custom

Autostart Yes No

Loop Yes No

3. STANDARD OPTIONS

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

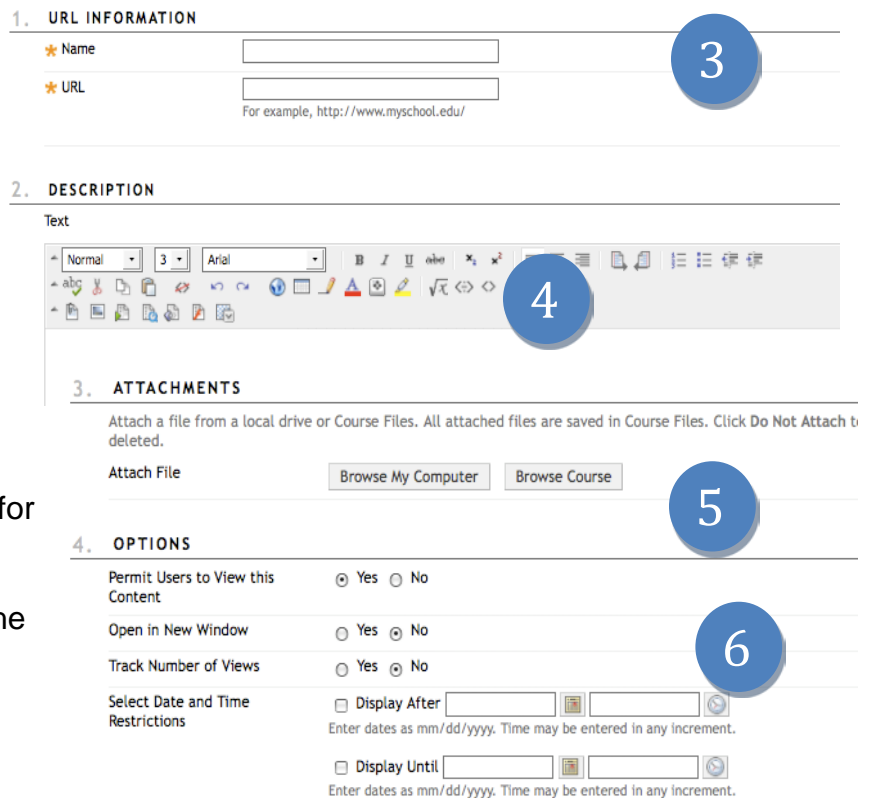
Display After

Display Until

VI. Create Web Link:

This is a great choice to use as a short cut to a website.

1. Click the chevrons on **Build Content** from the action bar above to reveal drop down menu.
2. Choose **Web Link** under **Create**.
3. Under option 1, **URL Information**, provide a name in the **Name** field and paste the site address in the **URL** textbox.
4. Under option 2, **Description**, write a brief description.
5. Under option 3, **Attachments**, click **Browse My Computer** or **Browse Course** buttons to search for the file you wish to attach.
6. Under Option 4, **Options**, specify the options of your choosing.
7. Click **Submit** when finished.



The screenshot shows a web form for creating a web link. It is divided into four main sections:

- 1. URL INFORMATION:** Contains two text input fields. The first is labeled 'Name' and the second is labeled 'URL'. Below the URL field is a small example: 'For example, http://www.myschool.edu/'. A blue circle with the number '3' is placed over the URL field.
- 2. DESCRIPTION:** Features a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, link, unlink, list, etc.) and a text area below. A blue circle with the number '4' is placed over the toolbar.
- 3. ATTACHMENTS:** Includes a heading, a brief instruction, and two buttons: 'Browse My Computer' and 'Browse Course'. A blue circle with the number '5' is placed over the 'Browse My Computer' button.
- 4. OPTIONS:** Contains four rows of options, each with a radio button and a label:
 - 'Permit Users to View this Content' with radio buttons for 'Yes' and 'No'.
 - 'Open in New Window' with radio buttons for 'Yes' and 'No'.
 - 'Track Number of Views' with radio buttons for 'Yes' and 'No'.
 - 'Select Date and Time Restrictions' with two rows of checkboxes and date pickers: 'Display After' and 'Display Until'. Below each row is a note: 'Enter dates as mm/dd/yyyy. Time may be entered in any increment.'
 A blue circle with the number '6' is placed over the 'Open in New Window' radio buttons.