

Managing Content

- **Content Display Settings:** Use the options in this area to customize the display of your course content, including the appearance of sidebars, course TOC (table of contents), and lists.
- **Manage Files:** This is the file management system, where you can upload and manage the files associated with your course offering.
- **Manage Content:** The Manage Content tool allows you to create, edit and organize modules and topics within your course content area. You can add topics and modules, modify the order of your topics and modules within the content area, and view the files that are presently used in your course.
- **Compile for Printing:** Use this tool to view content as it would print.

Side Bar

Course Content

Options

Course Content page

Manage Content

The **Content Manager** tool allows you to create, edit, and organize modules and topics within your course. This creates the link between files that you have uploaded into the File Manager and the student's view of Content accessed from the navigation bar.

1. From your course home page, click the **Content** link on your course navigation bar, then click the **Manage Content** link on the right side of the page.

Content Manager

Edit Mode: Normal Position: Up/Down By: 1 Move Delete

English Literature - BTC

Unit 1. Homepage

i. Homepage


Unit 2. Dissection Videos

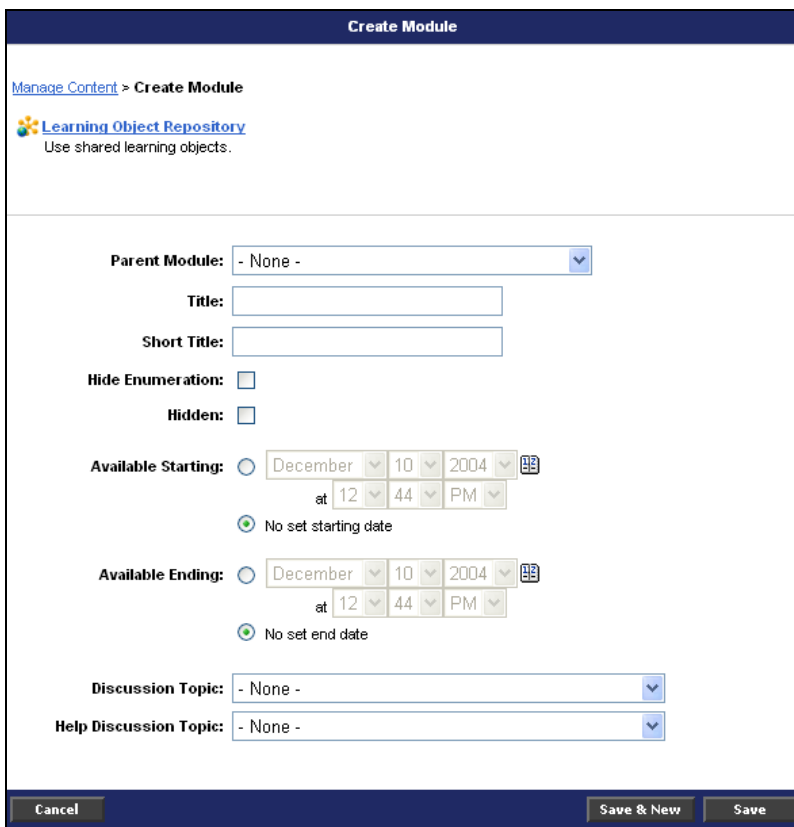
i. Dissection Videos

Content Manager

Creating Modules


Creating a module is the first step in creating course content. A module must be created before you are able to insert topics. A topic must always be associated with a module.

1. On the Content Manager page, click the  **Add Module** icon beside the course name. The Create Module page displays.
2. Type your module title in the **Title** field.
3. Type in a **Short Title** (optional). For example, if the module title is Course Expectations, the short title could be Expectations. The short title is displayed on the left side of the page, allowing users to navigate easily through modules.
4. You may want to select the **Hide Enumeration** option if you do not want this module included in the numbering system. For example, a hidden enumeration on an Outline module will not affect the numbering on Unit 1 or Unit 2 modules.
5. To hide a module from participants' view, select the **Hidden** check box. All topics beneath this module will also be hidden.
6. To set up time released content, select appropriate **Available Starting** and **Available Ending** dates.
7. Click **Save** to save your changes. Or, to continue creating modules, click **Save & New**.



Create Module

[Manage Content](#) > [Create Module](#)

 **Learning Object Repository**
Use shared learning objects.

Parent Module: - None -

Title:

Short Title:

Hide Enumeration:

Hidden:

Available Starting: December 10 2004
at 12 44 PM
 No set starting date

Available Ending: December 10 2004
at 12 44 PM
 No set end date

Discussion Topic: - None -

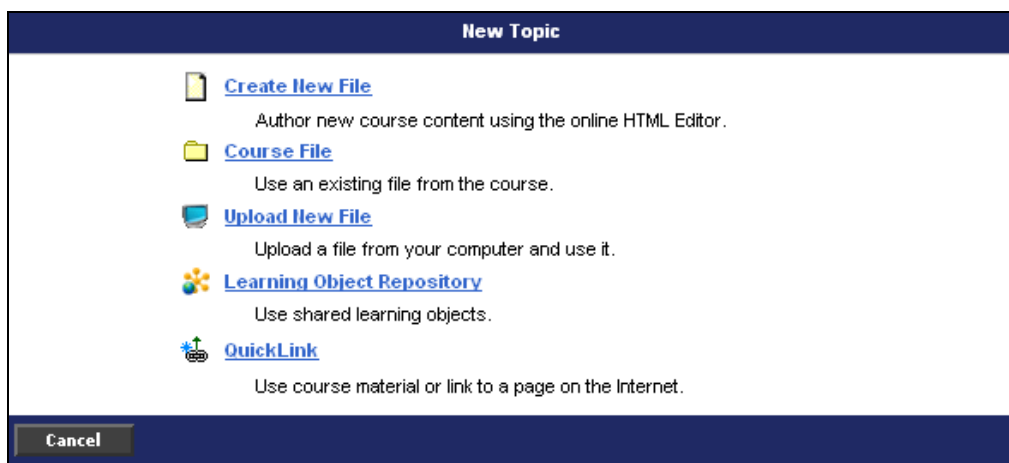
Help Discussion Topic: - None -

Create Module



Creating Topics

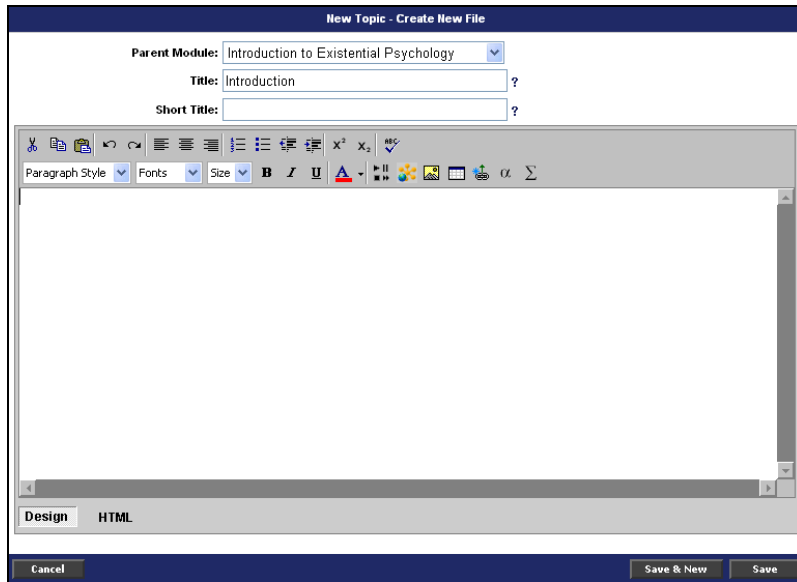
There are several ways to create topics in **Manage Content**:

1. **Create New File**. Create your document completely online using the HTML Editor.
2. **Course File**. Browse your Manage Files area to create topics from existing files.
3. **Upload New File**. Upload files from your computer and directly into the Manage Content area.
4. **QuickLink**. Create quick links to other areas of your course site and external sites.
5. **Bulk Add Topics**. Create multiple topics from your course files at one time.



Create New Topic File



1. On the Content Manager page, click the  **Add Topic** icon beside the module that you want to add a topic to. The New Topic page displays.
2. Click the  **Create New File** link from the list of options. The Create New File page displays, containing a HTML editor.
3. By default, the **Parent Module** is the module that you selected. If you want the topic to appear under another module, use the **Parent Module** drop-down list to choose the desired module.
4. Type a topic **Title** (e.g. Introduction, Summary, Module Expectations.)
5. Type an optional **Short Title** (e.g. If the topic title is Module Expectations, the short title could be Expectations.)
6. Use the HTML Editor to create your content.
7. Click **Save**. You will be prompted to save the file in your Manage Files area.
8. Your new topic displays under its parent module on the Content Manager page.



New Topic – Create New File

Create a Topic from a Course File


You must have first uploaded files into the File Manager before you can create topics using this method.

1. On the Content Manager page, click the  **Add Topic** icon beside the module that you want to add a topic to. The New Topic page displays.
2. Click the  Course File link from the list of options. The New Topic – Course File page displays.
3. By default, the **Parent Module** is the module that you selected. If you want the topic to appear under another module, use the **Parent Module** drop-down list to choose the desired module.
4. Type a topic **Title** (e.g. Introduction, Summary, Module Expectations.)
5. Type an optional **Short Title** (e.g. If the topic title is Module Expectations, the short title could be Expectations.)
6. Click the **Browse** button to locate the course file. The Files Viewer pop-up displays.
7. Select the course file by clicking on it. This action will close the Files Viewer pop-up and insert the file path in the **Course File** field on the New Topic – Course File page.
8. Click **Save**, or click **Save & New** to create another topic from a file. Your new topic displays under its parent module on the Content Manager page.




Create a Topic by Uploading a New File

Use this method when the file has already been created, but you have not yet added it to the File Manager. This is not the most efficient way to add large numbers of documents.

1. On the Content Manager page, click the  **Add Topic** icon beside the module that you want to add a topic to. The New Topic page displays.


2. Click the  **Upload New File** link from the list of options. The New Topic – Upload New File page displays.
3. By default, the **Parent Module** is the module that you selected. If you want the topic to appear under another module, use the **Parent Module** drop-down list to choose the desired module.
4. Type a topic **Title** (e.g. Introduction, Summary, Module Expectations.)
5. Type an optional **Short Title** (e.g. If the topic title is Module Expectations, the short title could be Expectations.)
6. Click the **Browse** button to locate the file. The Choose file pop-up displays.
7. Browse for the file on your computer, select the required file and click Open. This action will close the Choose file pop-up and insert the file path in the **File to Upload** field on the New Topic – Upload New File page.
8. Click **Save**, or click **Save & New** to create another topic from a file. The Save As pop-up displays.
9. By default, the **Current Folder** field contains the root path of your course. Browse to your required location and click **Save**. Your new topic displays under its parent module on the Content Manager page.

Creating a Topic as a Quicklink

1. On the Content Manager page, click the  **Add Topic** icon beside the module that you want to add a topic to. The New Topic page displays.
 2. Click the  **QuickLink** link from the list of options. The New Topic – Link page displays.
 3. By default, the **Parent Module** is the module that you selected. If you want the topic to appear under another module, use the **Parent Module** drop-down list to choose the desired module.
 4. Type a topic **Title** (e.g. Introduction, Summary, Module Expectations.)
 5. Type an optional **Short Title** (e.g. If the topic title is Module Expectations, the short title could be Expectations.)
 6. Type the URL in the **URL** field.
- OR
7. Click the  **Insert QuickLink** icon beside the **URL** field. The Insert QuickLink pop-up displays.
 8. Select a **Category** and **Item**, and click **Insert**. This action will close the Insert QuickLink pop-up and insert the URL of the QuickLink in the **URL** field on the New Topic – Link page.
 9. Click **Save**, or click **Save & New** to create another QuickLink. Your new QuickLink topic displays under its parent module on the Content Manager page.



Bulk Add Topics

Once you have uploaded your files into the File Manager, the bulk add topic option is the most efficient way to link your content files for your student's view.

1. On the Content Manager page, click the  **Bulk Add Topic** icon beside the module that you want to bulk add topics to. The Bulk Create Topic page displays.

2. By default, the **Parent Module** is the module that you selected. If you want to bulk upload topics to another module, use the **Parent Module** drop-down list to choose the desired module.
3. Choose multiple topics from the list by selecting the check boxes beside the file names.
4. For each file, you can update the title of the topic by editing the **Title** field (optional.)
5. Click **Create**. All of your chosen topics display under their parent module on the Content Manager page.



Delete a Module or Topic

1. On the Content Manager page, click the  **Delete Module** or  **Delete Topic** icon next to a module or topic.
2. Click **OK** in the confirmation message.

Note: *Deleting a module will delete all topics within that module. However, deleting a module or topic does not delete the actual content files. Content files must be deleted using the Manage Files tool.*


Positioning of Topics/Modules

Use this feature to change the order in which topics and modules appear on the Content Manager page.

1. On the Content Manager page, select the check box beside the module or topic to be repositioned.
2. Type the number of positions by which to move the module or topic in the **Position: By:** field at the top of the page.
3. Click the  **Up** or  **Down** arrow to position the module or topic as desired.




Moving Topics from One Module to Another

1. Select the check box beside the module or topic that you would like to move.
2. Click the  **Move** icon. The Move pop-up displays.
3. Select a new **Parent Module** for your module or topic.
4. Click **Save**. The module or topic is displayed under its new parent module in the Content Manager page.

Compile for Printing

The compile for print option allows you to view several teaching units, or topics within a teaching unit in a single window.

1. Select the Content link in the navigation bar and then the compile for printing link ( [compile for printing](#)).

2. After choosing the compile for printing link you see the View Multiple Topics checklist. The units and topics that were visible on the course content page are all listed in the checklist. To view multiple topics:
 - Select all of the units and topics that you would like to view.
 - Click **View**.

A new window opens with the content of all selected topics.

Note: *If a topic contains a Microsoft PowerPoint file that was saved as an HTML file that topic will not compile for printing. If any topic included in the list of those being compiled for printing contains a Microsoft PowerPoint file that was saved as an HTML file the result of clicking View will be an error.*