Content - Creating New Topics (6/2016)

After you have created and selected your Module, you should see two dropdown menus, New and Add Existing Activities, and the Bulk Edit button. These will allow you to create new Topics and a few new features within your Content area.

**Note:** In the New dropdown menu when you select the New Dropbox, New Discussions, or New Quiz, you will be creating a new Dropbox folder, Discussions topic, or quiz in those areas as well as linking to them from the Content area. In the Add Existing Activities dropdown menu, when you select Discussions, Dropbox, or Quizzes, you are linking to an existing folder, topic, or quiz from the Content area.

**Adding a New Video or Audio Topic**

A new option was included in the v10.6 update to add videos and audio clips to your Content area. This will allow you to use completion tracking and view the students’ progress for a specific video.

1. Enter the course’s Content area using the Materials dropdown menu. Click on the name of the Module in the left column you would like to add a Topic to. For this handout, we’ve selected Course Information.

2. Select the New dropdown menu and select Video or Audio from the list.
3. On the Add Video or Audio window, you can add the URL or Embed Code for an online video or audio clip you would like to use in your Content area (A).

4. Desire2Learn offers some suggestions for video sites that can be embedded using this feature. Select the **What video sites can be embedded?** Link (B).
   a. **Note:** Please use these sites at your own discretion and, if you use any of them, make sure you test the videos to make sure they will work for your students.

5. In this handout, we will be embedding videos from YouTube, Films on Demand, and Kaltura. We need to open tabs for YouTube and Films on Demand, as well as the Kaltura My Media window before starting the next step.
   a. **Note:** You can open one of the YouTube and Films on Demand videos you use in your course or use the same ones we will be using. You will need to create a short video and upload it into Kaltura for that part of the handout.

6. Select the **University of Wisconsin-Superior | Campus Tour - YouTube** tab.

7. Click the **Share** button (A).

8. Click the **Embed** button (B).

9. Click the **Show More** button (C).
10. Make sure you uncheck any of the settings that you don’t want included in the video player.
   a. **Note:** Best practice is to at least uncheck the Show suggested videos when the video finishes because it might play a video that is not related to your topic or be offensive to some of your viewers.

11. Right Click in the **Video Embed Code** text box and select the Select All menu item.
   a. **Note:** We recommend using this method to make sure you get the complete embed code.

12. Right Click in the **Video Embed Code** text box and select the Copy menu item.

13. Return to the **Learn@UWSuperior Add Video or Audio** window.

14. Right Click the **Enter Url or Embed Code** text box and select the Paste menu item.
15. Select the **Title** text box and type **UW-Superior Campus Tour** (A).

16. You should see a preview of the video below the Title text box (B).

17. Select the **Save** button (C).

18. The video will be embedded in the topic (A). You can change the Activity Details as needed for this video, including adding date restrictions and a description (B).

19. Select the **Course Information** breadcrumb link (C).

20. The Video or Audio topic we just created will be listed in the Course Information module.

21. The file will show as an additional Topic to the right of the Module name in the left column (highlighted in red).

22. Select the **New** dropdown menu and select the **Video or Audio** menu item.
23. Select the **Films On Demand** tab.
   
   ![Image of a link]
   

24. Click the **Share** tab (A).

25. Select the **Embed Code** tab (B).

26. Because of the way our access to Films on Demand is set up, we must use the **Alternate Embed Code** (C) for any videos we want to use from this database.

27. Select the **Highlight** link under the Alternate Embed Code (D).

28. Right Click the **Alternate Embed Code** text box and select the **Copy** menu item.

29. Return to the **Learn@UWSuperior Add Video or Audio** window.

30. Right Click the **Enter Url or Embed Code** text box.

31. Select the **Paste** menu item.
32. You may receive a warning similar to this when you paste your embed code into the text box (red box). Because we know Films on Demand uses that URL (orange box) to make sure our off-campus access is possible, we can allow this video to be displayed.
   a. **Note:** If you are unsure of the website you are copying the video embed code from, please do not include it in your course. Check to see if Films on Demand or another video option has the video you are trying to embed.

33. If you keep the **Always trust this URL** box checked (green box), you shouldn’t receive this message about Films on Demand videos when you add them in this course.

34. Select the **Allow** button (blue box).

35. Select the **Save** button.

36. If you forget to add a Title, the system will not let you move to the next step until you add what is missing.

37. Select the **Title** text box and type **Van Gogh - Starry Night**.

38. Click the **Save** button.
39. The video will be embedded in the topic (A). You can change the Activity Details as needed for this video, including adding date restrictions and a description (B).

40. Select the Course Information breadcrumb link (C).

41. The Video or Audio topic we just created will be listed in the Course Information module.

42. In the next part of the lesson, we will be using a video we placed in the Kaltura My Media area. You will need to open the My Media window before starting the next step if you haven’t already done so.

My Media

Sort by Most Recent · View All Statuses · View All Media ·

Search My Media

Add New

Actions

43. Select the New dropdown menu and select the Video or Audio menu item.
44. There is an Upload tab, but videos and audio recordings should not be stored in Learn@UWSuperior, you should use Kaltura for your multimedia items.

45. In the next part of the lesson, we’ll show you how to find a Kaltura video’s embed code and use in the Enter URL or Embed Code text box.

46. Select the **Kaltura – My Media** window.

47. Select a **Video or Audio** clip that you have in the My Media area. In this handout, we’ve selected the Kaltura Overview video.
   a. **Note:** If you need help uploading or creating a video in Kaltura, please see the Kaltura Quick Guides and Video Tutorials on the Teaching & Learning Tools website.

48. You might need to select **Pause** if the video or audio clip starts playing automatically.

49. Select the **Share** button.
50. Press the Ctrl + C keys on your keyboard to copy the embed code.  
**Note:** You can select a different Player Skin (A) or Player Size (B), just make sure you do that before you copy the embed code.

51. Return to the Learn@UWSuperior Add Video or Audio window.

52. Right Click the Enter Url or Embed Code text box and select the Paste menu item.

53. **Note:** You may receive a warning similar to the one you saw when you pasted the Films on Demand embed code into the text box. Because we know Kaltura uses that URL, we can allow this video to be displayed. You will need to select the Allow button if that happens.

54. Select the Title text box and type Kaltura Overview.

55. Select the Save button.
56. The video will be embedded in the topic (red box). You can change the Activity Details as needed for this video, including adding date restrictions and a description (orange box).

57. Select the Course Information breadcrumb link.

58. The Video or Audio topic we just created will be listed in the Course Information module.

Adding a New Uploaded File

1. Enter the course’s Content area using the Materials dropdown menu. Click on the name of the Module in the left column you would like to add a Topic to. For this handout, we’ve selected Course Information.

2. Click on the New dropdown menu and select Upload Files from the list.

3. When the Add a File window opens, click on the Browse button to find the file on your computer. You could also “Drop and Drag” the file into this window if your browser supports the action.
4. When the **Choose File to Upload** window opens, go to the folder you have stored your file in and select it from the list. Click the **Open** button.

5. When you have added the file from your computer, click the **Add** button.

6. The file will show as an additional Topic to the right of the Module name in the left column (highlighted in red).

7. The system will use the file name as the Topic name. To change this, click on the dropdown menu next to the file name and select **Edit Properties In-Place**.

8. You can edit the following items from the Table of Contents screen:
   a. Topic Name
   b. Status of the Topic (Published or Draft)
   c. Add date and restrictions
   d. Add a description...
   e. Completion Tracking (default is automatic, other options are manual or none)
9. You can move this topic from the bottom of the list towards the top so it’s one of the first thing our students see when they enter the Content area. To do this, click the three horizontal lines to the left of the topic and drag the topic to where you want it in the list.

Create a File (HTML page)

1. Enter the course’s Content area using the Materials dropdown menu. Click on the name of the Module you would like to add a Topic to in the left column. For this handout, we’ve selected Course Information.

2. Click on the New dropdown menu and select Create a File from the list.
3. The Create a File screen will open, you will need to:
   A. Type your Topic’s name
   B. Browse for a Template – If you have created a template with basic information, you can find it using this button.
   C. Type your Topic’s information
      Note: If you are pasting information from another document, you will need to use the paste shortcut, CTRL + V, to complete the process.
   D. Change Path - If you have your Manage Files area organized in Folders, you can select it this button.
   E. Select a Saving option – Publish (available to students instantly), Save as Draft (unavailable to students until you publish), or Cancel.

4. After you select your saving option, you will be taken to the Topic screen. For this handout, we selected **Publish**.

5. The Topic Navigation Panel (highlighted in red) will allow you to move between topics and modules without having to go back to the Table of Contents. The information you typed or copied and pasted will be near the top of the screen, along with buttons to Edit HTML, Send to Binder, Reflect in ePortfolio, Download and Print this new file (highlighted in orange). Under that, is the Activity Details, where you would add the Completion Tracking; Add a description...; Date Restrictions; and Release Conditions (highlighted in green). The Learning Objectives and Completion Summary, where you will be able to see which students have viewed the topic, are tabs next to the Activity Details (highlighted in blue). The last section is the Last Modified information (highlighted in purple) when this topic was last
modified.

6. You can also use the Add a description, set the Completion Tracking and other restrictions from the Table of Contents Module screen. Click on the Table of Contents > (your module name) breadcrumb near the top of the screen.

Note: The module name in this handout is Course Information, yours might be something else.

7. The file will show as an additional Topic to the right of the Module name in the left column (highlighted in red).

8. Click on the Topic’s dropdown menu and select Edit Properties In-Place from the list.

9. You can edit the following items from the Table of Contents screen:
   A. Topic Name
   B. Status of the Topic (Published or Draft)
   C. Add date and restrictions
   D. Add a description...
   E. Completion Tracking (default is automatic, other options are manual or none)
10. Because it was a Syllabus we just created, we want to move this topic from the bottom of the list to the top so it’s the first thing our students see when they enter the Content area. To do this, click the three horizontal lines to the left of the topic and drag the topic to the top of the list.

Creating a Link (URL)

1. Enter the course’s Content area using the Materials dropdown menu. Click on the name of the Module you would like to add a Topic to in the left column. For this handout, we’ve selected Course Information.

2. Click on the New dropdown menu and select Create a Link from the list.
3. When the **New Link** window opens, you’ll be able to:

   A. Type in the Link’s Title
   
   B. Type in the Link’s URL
   
   C. Allow the link to Open in a New Window. **Note:** Make sure you select this option, it will make it easier for your students to return to Learn@UWSuperior when they have finished on the outside website.
   
   D. Create or Cancel this New Link

4. The Topic Navigation Panel (highlighted in red) will allow you to move between topics and modules without having to go back to the Table of Contents. Then Content area handles links to outside sites differently than it does to files or other tools, you will see a button that will allow you to view the website, be able to edit the link, and Reflect in ePortfolio (highlighted in orange). Under that, you will be able to see the Activity Details, where you would add the Completion Tracking; Add a description; Date Restrictions and Release Conditions; and Learning Objectives (highlighted in orange). Under that, is the Activity Details, where you would add the Completion Tracking; Add a description; Date Restrictions; and Release Conditions (highlighted in green). The Learning Objectives and Completion Summary, where you will be able to see which students have viewed the topic, are tabs next to the Activity Details.
(highlighted in blue). The last section is the Last Modified information (highlighted in purple) when this topic was last modified.

5. You can also use the Add a description, edit the link, set the Completion Tracking and other restrictions from the Table of Contents Module screen. Click on the **Table of Contents** > (your module name) breadcrumb near the top of the screen.

**Note:** The module name in this handout is Course Information, yours might be something else.

6. When you click on the **Topic**’s dropdown menu there will be two editing options, **Edit Properties In-Place** and **Edit Link** on the list. Edit Properties In-Place allows you to change the settings for this link and Edit Link allows you to change the link itself.

7. You will now be able to make edits to this Topic.
8. You can move this topic from the bottom of the list towards the top so it’s one of the first thing our students see when they enter the Content area. To do this, click the three horizontal lines to the left of the topic and drag the topic to where you want it in the list.

Add from Manage Files (Course File)

1. Enter the course’s Content area using the Materials dropdown menu. Click on the name of the Module you would like to add a Topic to in the left column. For this handout, we’ve selected Course Information.

2. Click on the New dropdown menu and select Add from Manage Files from the list.

3. When the Add a File window opens, select the checkbox next to the course file you would like to use and click the Add button.
4. The File will show as an additional Topic to the right of the Module name in the left column (highlighted in red).

5. The system will use the file name as the Topic name. To change this, click on the dropdown menu next to the file name and select **Edit Properties In-Place**.

6. You can edit the following items from the Table of Contents screen:
   a. Topic Name
   b. Status of the Topic (Published or Draft)
   c. Add dates and restrictions
   d. Add a description...
   e. Completion Tracking (default is automatic, other options are manual or none)

7. You can move this topic from the bottom of the list towards the top so it’s one of the first thing our students see when they enter the Content area. To do this, click the three horizontal lines to the left of the topic and drag the topic to where you want it in the list.
Adding a New Discussion Topic

1. Enter the course’s Content area using the Materials dropdown menu. Click on the name of the Module you would like to add a Topic to in the left column. For this handout, we’ve selected First Week of Class.

2. Click on the New dropdown menu and select New Discussion from the list.
   Note: In this step, we will be creating a new Discussion Topic from the Content area that will also appear in the Discussions area.

3. On the Create a Discussion screen, you will be able to:
   A. Give the Discussion Topic a name
   B. Select the Forum or create a New Forum
   C. Type any instructions you have for your students
   D. Publish, Save as Draft, or Cancel this Discussion Topic.

4. Once you publish or save your Discussions Topic, you should now be on the Topic information screen. The Topic Navigation Panel (highlighted in red) will allow you to move between topics and modules without having to go back to the Table of Contents. The Discussions topic will be listed on the screen as well as any rubrics you add, the ability to Start a New Thread and Reflect in ePortfolio (highlighted in orange). Under that, is the Activity Details, where you would add the Completion Tracking; Assessment; Add Dates and Restrictions; Options; and Add a grade item (highlighted in green). The Learning Objectives and Completion Summary, where you will be able to see which students have viewed the topic, are tabs next to the Activity Details (highlighted in blue). The last section is the Last Modified information (highlighted in purple) when this topic was last modified.
5. You will now see the Discussions Topic you just made in the Content area and in the Discussions area.

![Content Area Image]

6. You can move this topic from the bottom of the list towards the top so it's one of the first things our students see when they enter the Content area. To do this, click the three horizontal lines to the left of the topic and drag the topic to where you want it in the list.

![Discussions Area Image]
Adding a New Dropbox

1. Enter the course’s Content area using the Materials dropdown menu. Click on the name of the Module you would like to add a Topic to in the left column. For this handout, we’ve selected First Week of Class.

2. Click on the New dropdown menu and select New Dropbox from the list.

   **Note:** In this step, we will be creating a new Dropbox folder from the Content area that will also appear in the Dropbox area.

3. On the Create a Dropbox Folder screen, you will be able to:
   
   A. Give the Dropbox Folder a name
   
   B. Select if this is an individual submission folder or group submission folder
   
   C. Type any instructions you have for your students
   
   D. Publish, Save as Draft, or Cancel this New Dropbox Folder

4. Once you publish the Dropbox Folder, you should now be on the Folder information screen. The Topic Navigation Panel (highlighted in red) will allow you to move between topics and modules without having to go back to the Table of Contents. You can add a file or recording with instructions or examples for your students (highlighted in orange). Under that, is the Activity Details, where you would add the Completion Tracking; Assessment; Add Dates and Restrictions; Options; and Add a grade item (highlighted in green). The Learning Objectives and Completion Summary, where you will be able to see which students have viewed the topic, are tabs next to the Activity Details (highlighted in blue). The last section is the Last Modified information (highlighted in purple) when this topic was last modified.
5. You will now see the Dropbox Folder you just made in the Content area and in the Dropbox area.

6. You can move this topic from the bottom of the list towards the top so it’s one of the first thing our students see when they enter the First Week of Class Module. To do this, click the three horizontal lines to the left of the topic and drag the topic to where you want it in the list.
Adding a New Quiz

1. Enter the course’s Content area using the Materials dropdown menu. Click on the name of the Module you would like to add a Topic to in the left column. For this handout, we’ve selected First Week of Class.

2. Click on the New dropdown menu and select New Quiz from the list. **Note:** In this step, we will be creating a new Quiz placeholder from the Content area that will also appear in the Quizzes area.

3. On the Create a Quiz screen, you will be able to:
   A. Give the Quiz a name
   B. Type any instructions you have for your students
   C. Publish, Save as Draft, or Cancel this New Quiz

4. Once you publish the Quiz, you should now be on the Quiz information screen. The Topic Navigation Panel (highlighted in red) will allow you to move between topics and modules without having to go back to the Table of Contents. You can add an introduction for your students, begin the Quiz Setup, Preview the quiz, and Reflect in ePortfolio (highlighted in orange). Under that, is the Activity Details, where you would add the Completion Tracking; Assessment; Add Dates and Restrictions; Options; and Add a grade item (highlighted in green). The Learning Objectives and Completion Summary, where you will be able to see which students have viewed the topic, are tabs next to the Activity Details (highlighted in blue). The last section is the Last Modified information (highlighted in purple) when this topic was last modified.
5. When you click on the **Quiz Setup** button, you will be taken to the Properties tab on the Edit Quiz screen to complete the setup process. Click the **Add/Edit Questions** button to add questions to your Quiz.

6. **Note:** If you left the status as Draft when you were creating the Quiz in the Content area, your Quiz will be inactive and your students won’t be able to see it. You will need to either Publish the Quiz in Content or Activate it on the Restrictions Tab in the Quiz.

7. You will now see the Quiz you just made in the Content area and in the Quizzes area.
8. You can move this topic from the bottom of the list towards the top so it’s one of the first thing our students see when they enter the First Week of Class Module. To do this, click the three horizontal lines to the left of the topic and drag the topic to where you want it in the list.