Content – Overview and Creating New Modules (6/2016)

Enter the course’s Content area using the Materials dropdown menu. The first time you enter your Content area, you should be taken to the Overview screen. You can add a welcome message to your students, an overview of what the course will teach them, or explain some of the requirements of the course. You can also add an attachment to this area.

Note: If you don’t put any information on this screen, it will not appear as an option for your students.

Below that is the Bookmarks screen that you and your students can use to keep track of frequently used topics within the Content area.

Next is the Course Schedule, this will display any events that are scheduled for the current day, the next day, and the next 7 days after that. You and your students can also see the full schedule that will have everything due for that course. Introduced in version 10.6, the students also will have an Overdue tab that will appear when they have missed an assignment or due date.

Note: In order for the assignments to appear on this tab, you will need to make a Content topic related to the Dropbox Folder, Discussions Topic, or Quiz.
The Table of Contents is where you will put your syllabus, assignments, readings, etc. You can create Modules to organize your Topics into weeks, units, etc.

The Manage Files area is the storage area for all of your course files – Content files, News attachments, Dropbox attachments, quiz images, etc.. You can access it through the Related Tools dropdown menu.

You can create folders in the Manage Files area to help you organize the files. You can upload files directly into this area.

Creating Modules

1. If you followed along with this handout, return to the Table of Contents area by clicking on the Content tab.

2. You can create a Module by selecting the Add a module… text box either in the left column (A) or in the main area of the screen (B).
3. Select the Add a module... text box in the main area of the screen. Type **Course Information** and press **Enter** on your keyboard.

4. Create a second Module by selecting the Add a module... text box in the left column. Type **First Week of Class** and press **Enter** on your keyboard.

5. Both Modules will appear in the Table of Contents. Now you can begin creating and uploading New Topics into the Modules. Please see the Creating a Topic handouts for information on how to do this.