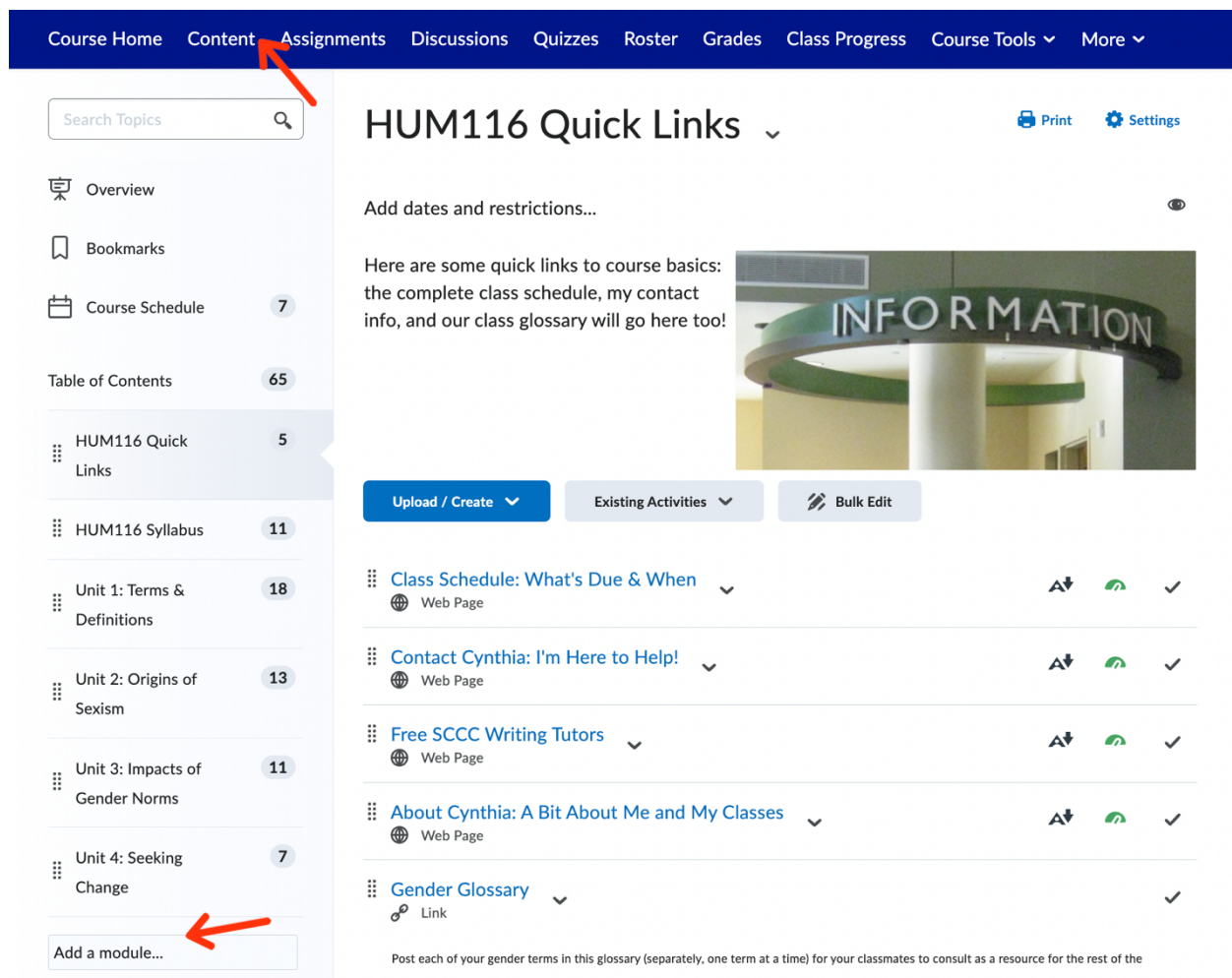


Add/Edit Course Content

- The Content area is where most faculty post materials that they need their students to access, e.g.,
 - lecture notes and materials, such as in Word, Excel, or pdf files
 - PowerPoint slides
 - audio, images, videos
 - links to external websites for students to view.

In Brightspace, content is organized into modules, such as one module for each chapter, unit, or section of your course. It's wise to create all of your modules first, then click into each one to add the appropriate content. There are a few ways to do so, and this page describes how to add content right from the Content area itself.

1. From the blue navbar, click Content and on the left side under Table of Contents, you'll see the Add a module feature.



The screenshot displays the Brightspace course interface. At the top, a dark blue navigation bar contains the following items: Course Home, Content (highlighted with a red arrow), Assignments, Discussions, Quizzes, Roster, Grades, Class Progress, Course Tools, and More. Below the navigation bar is a search box labeled 'Search Topics'. On the left side, a 'Table of Contents' sidebar lists various course sections with their respective page counts: Overview, Bookmarks, Course Schedule (7), Table of Contents (65), HUM116 Quick Links (5), HUM116 Syllabus (11), Unit 1: Terms & Definitions (18), Unit 2: Origins of Sexism (13), Unit 3: Impacts of Gender Norms (11), and Unit 4: Seeking Change (7). At the bottom of this sidebar, a button labeled 'Add a module...' is highlighted with a red arrow. The main content area is titled 'HUM116 Quick Links' and includes a 'Print' button and a 'Settings' gear icon. Below the title, there is a section for 'Add dates and restrictions...' and a paragraph of introductory text. A large image of a circular sign reading 'INFORMATION' is displayed. Below the image are three buttons: 'Upload / Create', 'Existing Activities', and 'Bulk Edit'. A list of quick links follows, each with a title, a globe icon, and a type label: 'Class Schedule: What's Due & When' (Web Page), 'Contact Cynthia: I'm Here to Help!' (Web Page), 'Free SCCC Writing Tutors' (Web Page), 'About Cynthia: A Bit About Me and My Classes' (Web Page), and 'Gender Glossary' (Link). Each link has a dropdown arrow and icons for up/down arrows, a refresh icon, and a checkmark. At the bottom of the page, a note reads: 'Post each of your gender terms in this glossary (separately, one term at a time) for your classmates to consult as a resource for the rest of the'.

2. In the “Add a module” box, type the name of each module that you wish to establish and hit Enter.

Note that you can create submodules within each module too, so if you have a module for Unit 1, you could have a submodule containing information and materials needed for Chapter 1, another for Chapter 2, and a third for Chapter 3 if your first unit covers three chapters of the textbook.

If you need to reorder your modules, use the small waffle menu to the left of a module and drag and drop it to the desired location.

To revise a module, click into the module and to the right of the title at the top, click the drop-down menu and select the appropriate option: Edit Title, Hide from Users, Move Up, Move To (to relocate it to another section or module), Delete Module, etc.

Table of Contents		65
⋮	HUM116 Quick Links	5
⋮	HUM116 Syllabus	11
⋮	Unit 1: Terms & Definitions	18
⋮	Unit 2: Origins of Sexism	13
⋮	Unit 3: Impacts of Gender Norms	11
⋮	Unit 4: Seeking Change	7

Add a module...

3. Once your modules are created, you can click into any one of them in the table of contents at left to customize them and then add content.

First, click “Add dates and restrictions” if you’d like to set release conditions to have the module appear and disappear at specific times during the semester (*due date* shows the date on which work in the module will end; *end date* means students will no longer see the module at all).

Click “Add a description” to provide a brief overview of the module, which might include identifying the student learning outcomes for the course that are associated with work in this unit or module.

To have an image appear, with the “Add a description” box, click Insert Image. Drag and drop or upload your desired image and use the alignment tool to locate it (typically to the right of the text). Brightspace recommends PNG files but will accept JPG and recommends image sizes of 768 x 400 pixels. (Mine are closer to 400 x 150 pixels and seem to work just fine; you might have to crop to get them to appear correctly.)

Unit 1: Terms and Definitions

Start Date Due Date End Date

Add start date... Add due date... Add end date...

Release Conditions

Create Browse

Update Cancel

Add a description...

Upload / Create Existing Activities Bulk Edit

Drag and drop files here to create and update topics

Add a sub-module...

Unit 4: Seeking Change

Add dates and restrictions...

Paragraph B I U A Paragraph Lato (Recom... 19px ... Insert Image

How can we effect positive social change for all sexes and genders? Materials in this unit align with the following HUM116 student learning outcomes: (5) Understand that change is possible in many different forms and identify these changes are represented in the texts that are examined.

Update Cancel

Upload / Create Existing Activities Bulk Edit

4. To add content, from within the module, click the Upload/Create down-drop menu. You'll see the variety of options listed.
 - Upload Files lets you upload an existing file from your computer or from the course offering files (e.g., if you've imported files from a previous class website).
 - Video or Audio lets you upload audio or video files up to 2 GB in size.
 - Create a File is where you can create a new webpage from scratch or copy & paste in content from, say, an existing Word file. *(Not sure why Brightspace calls it "create a file" when you're creating a webpage, and Brightspace even labels it a webpage in your Content area, but it is what it is!)*
 - Create a Link lets you provide a URL to an existing website; you simply provide the title and paste in the web address (and "open as an external resource" is recommended; if not selected, the link may not work in all browsers).

You can also add a new assignment, checklist, quiz, or survey here.

The screenshot displays the Brightspace interface for the 'HUM116 Syllabus' module. On the left, a navigation sidebar lists various course components, with 'HUM116 Syllabus' highlighted. The main content area features the title 'HUM116 Syllabus' and a description: 'The syllabus contains the basic course information and policies for our HUM116 class.' Below the description, there is a row of buttons: 'Upload / Create', 'Existing Activities', and 'Bulk Edit'. A red arrow points to the 'Upload / Create' button, which has a dropdown menu open. The dropdown menu lists several options for adding content: 'Upload Files', 'Video or Audio', 'Create a File', 'Create a Link', 'Add from Manage Files', 'New SCORM/xAPI Object', 'New Assignment', 'New Checklist', 'New Discussion', 'New Quiz', and 'New Survey'. Each option in the dropdown menu is accompanied by three small icons: a plus sign, a green checkmark, and a checkmark.

5. Once your content is added, you can click the drop-down menu to the right of any one to view the topic, hide it from users, edit the HTML (edit the page itself), download it, relocate it, delete it, etc.

Clicking and holding the small waffle menu to the left of any title allows you to drag and drop to reorder your files too.