

# The Content Tool

Use the Content tool to post and organize course content so that users can use information about course expectations, syllabus, lecture notes, and important dates.

Course materials you post in Content can include documents, images, media files, URL links, and existing course activities. You can add release conditions, grade items, and learning objectives to topics to ensure users navigate through course materials while fulfilling specific course requirements and learning expectations.

You can also monitor class and user progress as learners work through course content by setting automatic (determined by the system) or manual (determined by the student) completion tracking.

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Module 2: Non-Fiction 3

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Your Last Day

Module 4: Bonus Content

Add a module...

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### Welcome! Start Here



Welcome to the Demo Course. Please get started by looking over the Orientation Checklist

6 Upload / Create 7 Existing Activities

- Syllabus 10
  - Word Document 11
- Orientation Checklist 12
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  - Due June 30 at 9:00 AM 14
- Syllabus Quiz No Show Assignment 15
  - Quiz 16

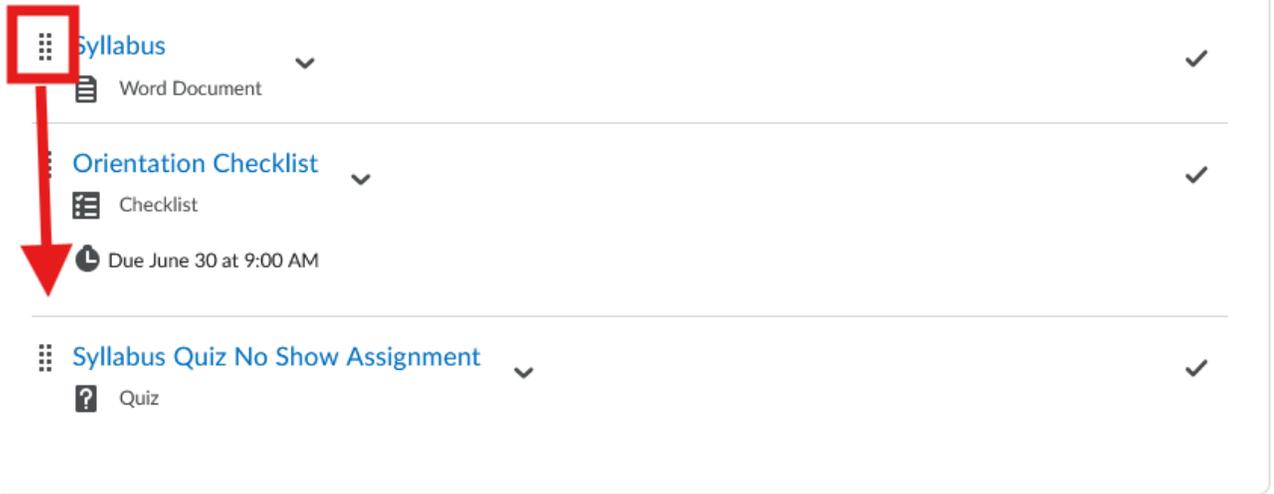
Module 1: Poetry

1. **Overview:** When users access a course's Content tool for the first time, the first page they land on is the Overview. Use the Overview page to orient users to the course, content materials, and course expectations. If you decide not to add anything to this page, the Overview link and page is hidden from students' learners' view.

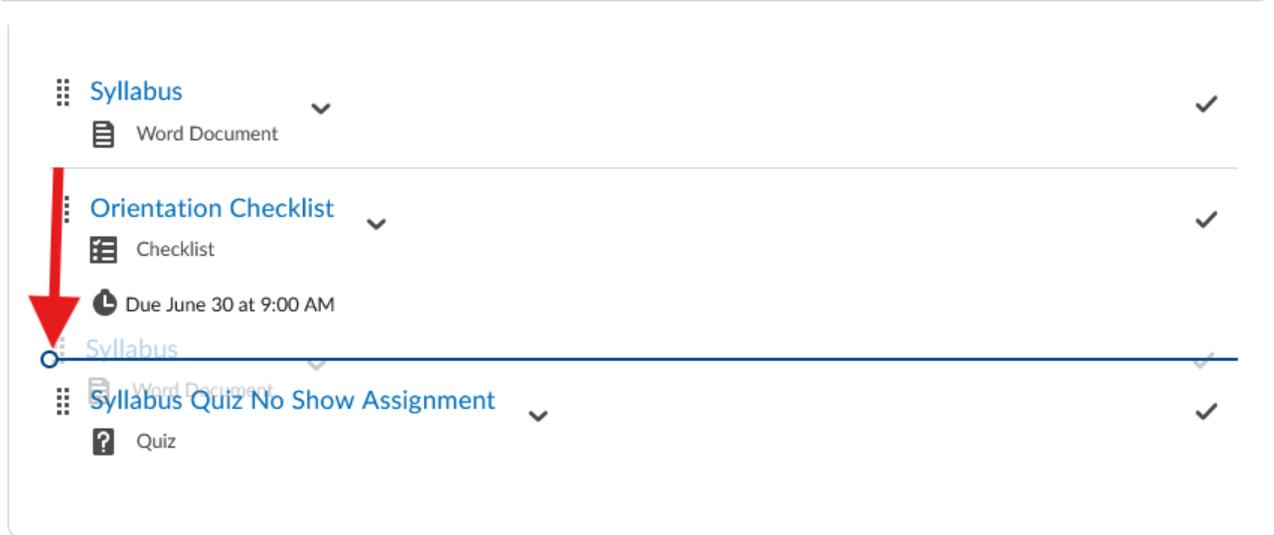
2. **Bookmarks:** Topics you bookmark appear in a list on the Bookmarks page. The number beside the Bookmarks link indicates how many bookmarks you have.
3. **Course Schedule:** Lists course material due dates, start dates, end dates, overdue course activities, and other course events for the next seven days. If you set availability dates or a due date for a course object, it appears in the Course Schedule page and the Agenda view in the Calendar tool. If you set a due date for a course activity that has no end date or it has an end date that occurs after the due date, the activity appears on the Overdue tab for learners who miss the due date. The Overdue tab lists overdue course activities that learners can still complete before the item or course becomes unavailable. The dates listed on this page are not exclusive to content topics; upcoming events include all events within the course from the Calendar tool. The number beside the Upcoming Events link indicates how many upcoming events you have.
4. **Table of Contents:** Lists all modules available in your course. The number beside each module name in the Table of Contents panel indicates the number of topics you have set completion tracking for. The number beside the Table of Contents link indicates the total number of topics you have set completion tracking for. Use the number totals to determine the task load being put on learners per module.
5. **Course content administration options:** Located on the Table of Contents page, these options allow instructors to import and copy course content, bulk Course Admin content properties, manage course files, and view reports on course content.
6. **Upload / Create:** Gives options to upload files stored locally, create a file directly in the Manage Files, create a URL to an existing website, or create a new Learning activity like a quiz or an assignment.
7. **Existing Activities:** Allows the option to add an existing Learning Activity, embed Kaltura Media from your media library, or external learning tools.

## Moving items around

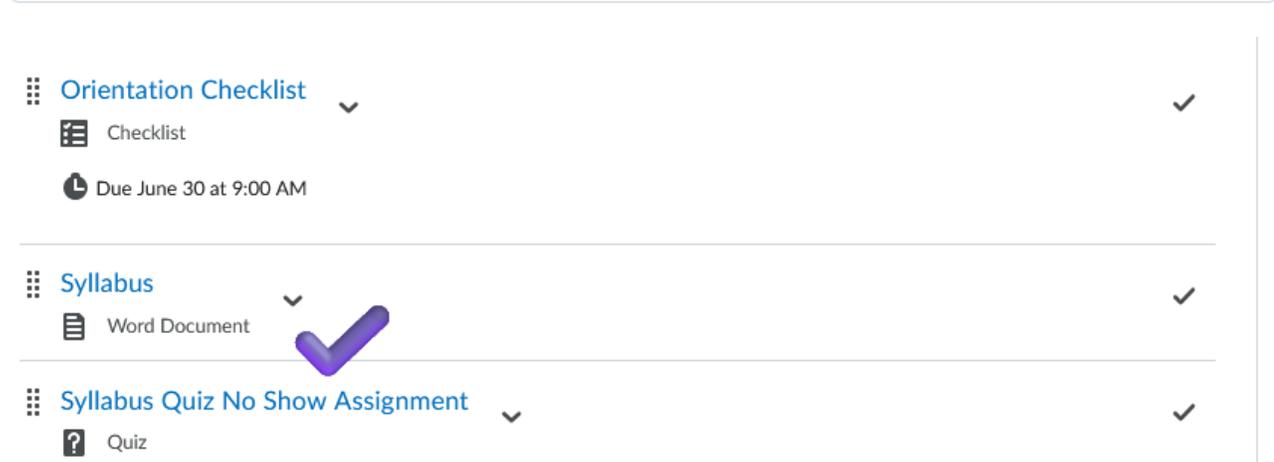
To move content around inside a module or into a different module click on the handle to the left of the item and drag it to the desired location.



1.



2.



3.

You may also click on the dropdown next to the item and choose Move Up, Down, or To that will let you pick a specific module to move the item to.