

## Adding Content

When content is added to eCourses, two things must happen:

1. The content must be either composed within eCourses or uploaded from an offline storage area or located at an online site.
2. Once the content is composed, uploaded, or located, a **Link** pointing to that content has to be created in an easy-to-find location in eCourses.

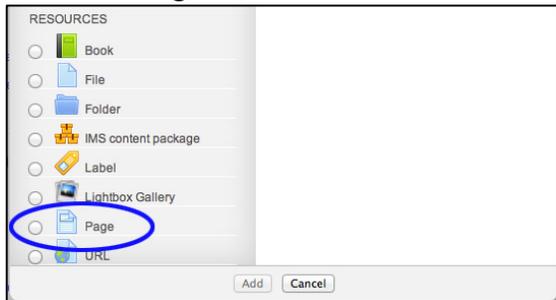
These processes will be covered here. We will discuss how to **Compose a Web Page, Create Links** to existing web pages and uploaded files, and how to **Add pre-packaged** content.

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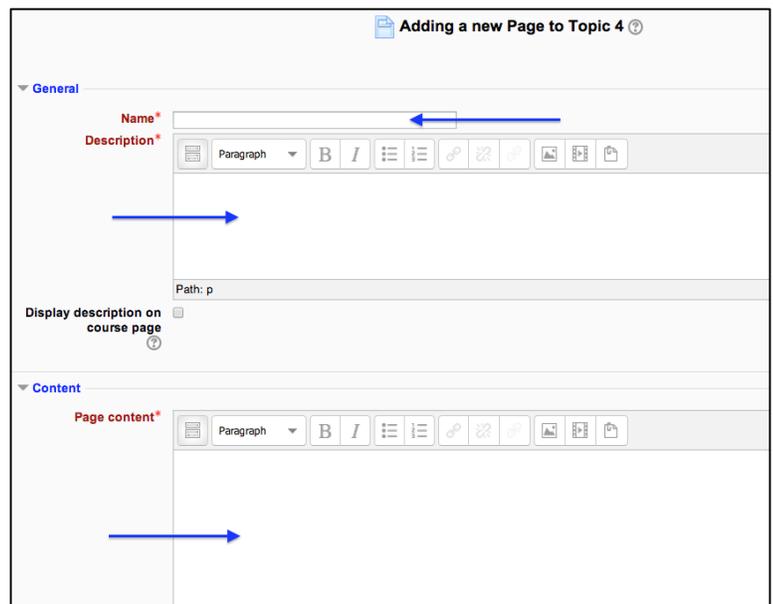
### Composing a Web Page

Even though instructors will often upload content as text files (Word, RTF, etc.) and PDF documents, the most user-friendly file type is a web page composed within eCourses. eCourses provides options similar to standard word processing applications for incorporating images and formatting text.

1. Click the **Turn editing on** button.
2. Go to the desired topic and click the **+ Add an activity or resource** button.
3. Click the **Page** radio button and click the **Add** button (see image below).



4. The following page will display (see image to the right):
5. Enter the title of the text page in the **Name\*** field (required).
6. Type a description of the page in the **Description\*** field (required).
7. Type your text in the **Page content\*** field and then scroll down to the bottom of the page and click the **Save and return to course button**
8. When the text is entered, click the **Save and return to course button** at the bottom of the page.



**Note:** This page also provides options to show or hide the label and restrict access to users based on various criteria. More information about restricted access can be found in the **Restrict Access** section of the DLCT Beginner Certification Manual.

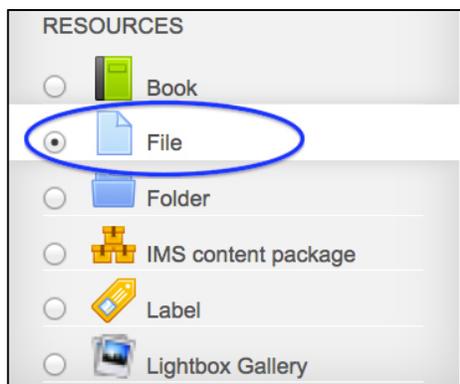
## Creating Links to Existing Content

In most cases you will already have content for your course in the form of a word processor, PDF file, digital slide show, or other various formats. There are several ways to add those files to your course.

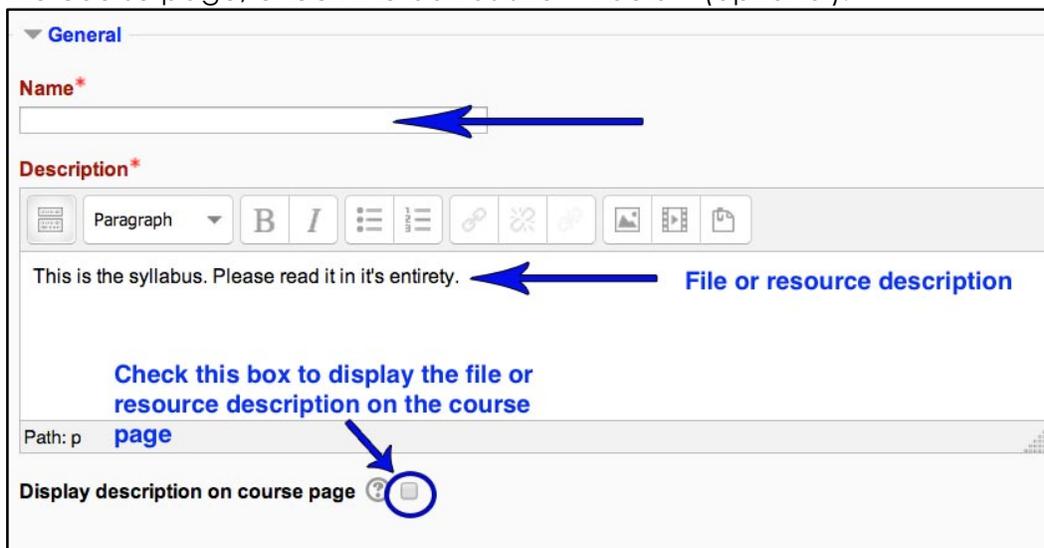
- Files can be uploaded from a hard drive or removable storage into the course so that links to them can be created using the **+ Add an activity or resource** button.
- Files can be dragged from a hard drive or removable storage device directly to the course home page.
- The user can also add links to other web sites to give students access to important external resources.

### Adding a link to a file by uploading

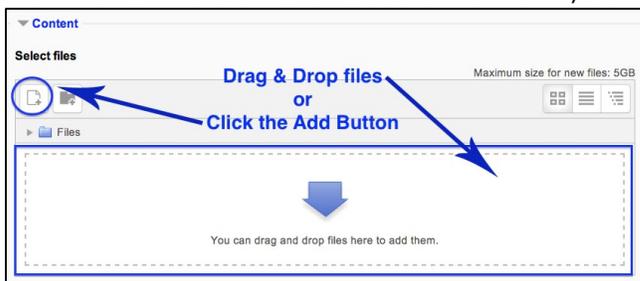
1. Click the **Turn editing on** button.
2. Go to the desired topic, click the **Add an activity or resource...** link, select **File** from the **Resources** section of the list, and then click the **Add** button.



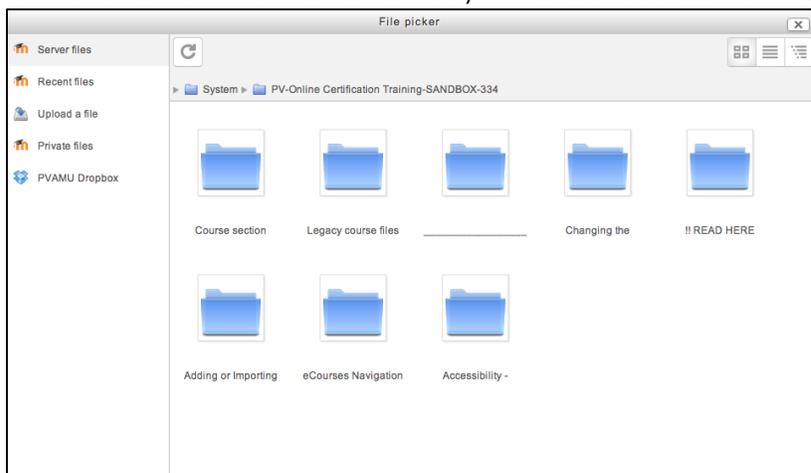
3. Enter a title for the file in the **Name** field (see figure below). The title does not have to be the file name.
4. Type a summary or description of the file in the **Description** field. To display the Description on the course page, check the box as shown below (optional).

A screenshot of the 'General' form for adding a file. The form has a 'Name\*' field with a blue arrow pointing to it. Below it is a 'Description\*' field with a rich text editor toolbar (Paragraph, Bold, Italic, Bulleted List, Numbered List, Link, Unlink, Image, Video, Embed) and the text 'This is the syllabus. Please read it in it's entirety.' with a blue arrow pointing to it. Below the description field is a blue text label: 'Check this box to display the file or resource description on the course page'. At the bottom, there is a 'Path: p page' field and a checkbox labeled 'Display description on course page' with a blue circle around it and a blue arrow pointing to it.

5. Either **Drag and Drop** a file into the box with an arrow or click the **Add** button to open the File picker menu in order to choose a file from your computer or a repository.

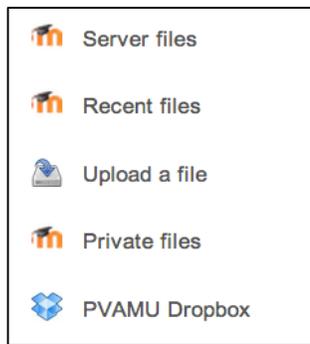


6. If you click the  button, the **File picker** window appears (see image below). The image below is from a course that already contains a number of files.



**Note:** The number of files or folders will vary depending on how much content you have uploaded.

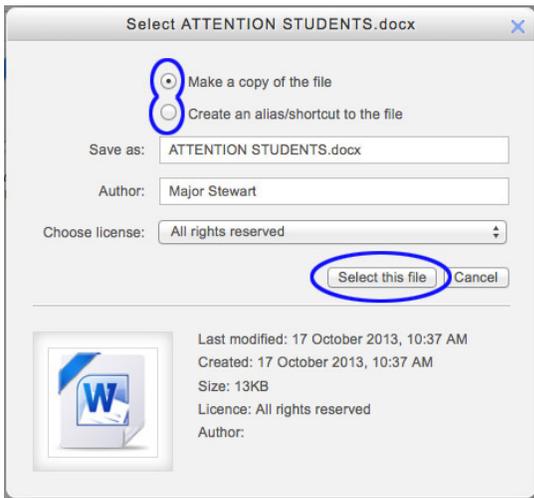
7. A number of links are listed down the side. These are links to repositories (or folders) that contain files users might want to use. There is also a link titled **Upload a file** that would be clicked to add a file from the computer or removable storage (see image below).



The list below describes the common links found in the **File picker**:

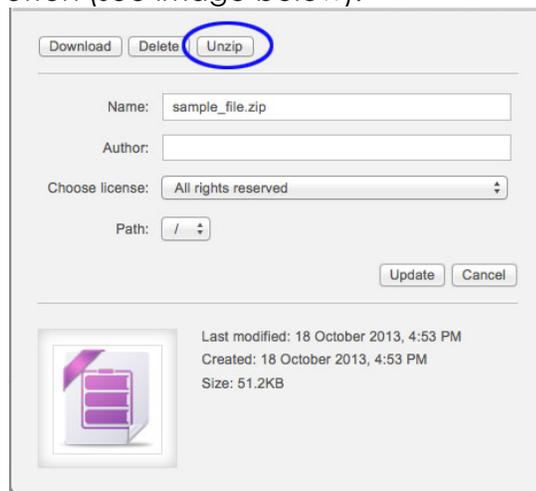
- a. **Server files** - This goes to areas of Moodle where files have been uploaded and to which the user has access.
- b. **Recent files** - This goes to the last 50 files that have been uploaded. It's a quick way of finding files to reuse them. **Note:** remember that this will only show files of the type it thinks the user wants to use - ie, what is shown depends on the context.
- c. **Upload a file** - Click here to upload files and folders from the hard drive or a removable storage device.
- d. **Private files** - This is a private file storage area for each user. Users can upload files to a private files area from a link in the user profile or a side block if it has been added to the course. Users can then access those files from the **Private files** link in the File picker to display on the course page for others.
- e. **PVAMU Dropbox** - Dropbox repository enables users to copy or create a shortcut or alias to files from *their own* Dropbox.

**Note:** There may be instances when the file has been uploaded earlier and already resides in the **Server files** or **Recent files** repository. In those cases, the user can click the desired repository to view the files within. From the list of file within the repository, click the desired file and the window below will pop up:

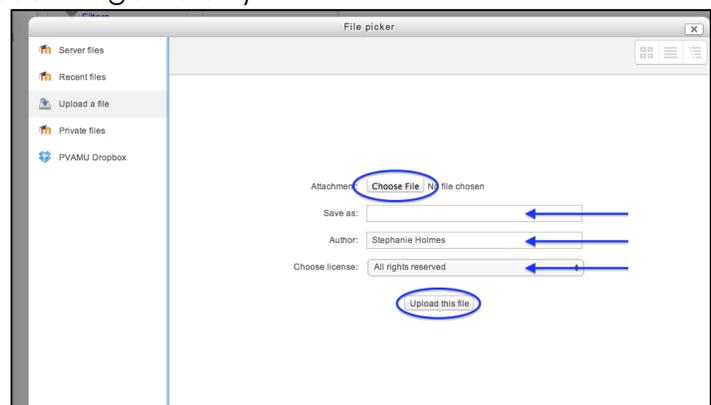


- When adding a file that has been previously uploaded to a repository, the user has the option to make a copy (a new, unconnected version) or to create a shortcut or *alias*.
- If an alias is created, then when the original file is updated, it will change in all instances of the alias. So a teacher might add course notes to their private files for example, and then add them into a number of courses. When the teacher makes an alteration in the file in their private files, this alteration will be reflected in all instances of the course notes.
- Click the “Select this file” button after selecting the other options.

If a zip file is uploaded, eCourses provides a built in ZIP utility that will allow the user to unzip the file directly into the repository. Just click the zip file after uploading it and click the “Unzip” button (see image below).



8. If uploading a file from the hard drive or removable storage, click the **Upload a file** link to go the screen that will allow for the upload (see image below).
  - a. The Browse (or Choose File) button allows the user to search hard drive or a removable storage device.
  - b. The **Save as:** field allows for the renaming of the file.
  - c. The **Author:** field allows an author name to be associated with the file.
  - d. The **Choose license:** drop-down lists allow the user to choose the type rights that are associated with the file.
  - e. When the file has been uploaded, click the “Upload this file” button.

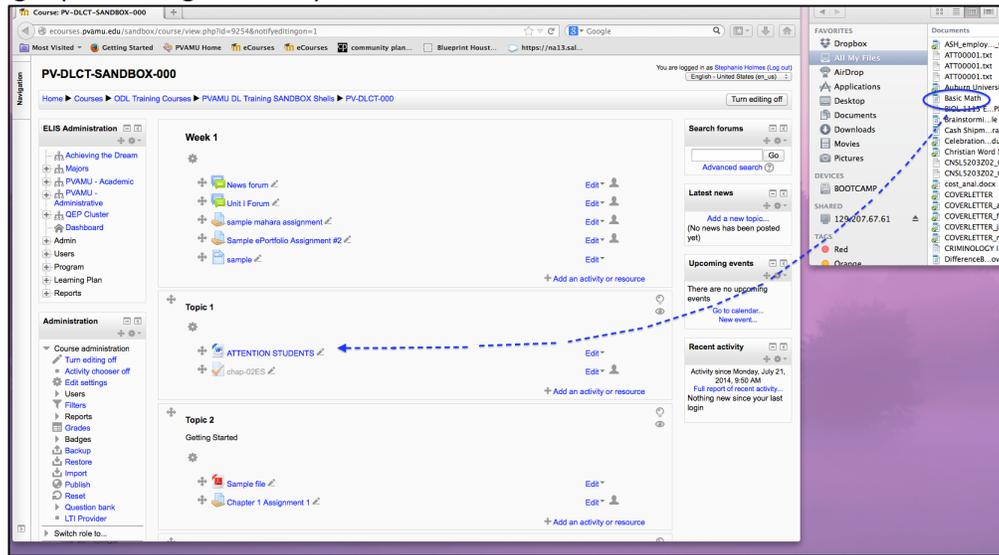


## Adding a link to a file by dragging and dropping to the course home page

This method is probably the easiest way to add a file to eCourses. It's just like dragging a file from one folder to another on your computer.

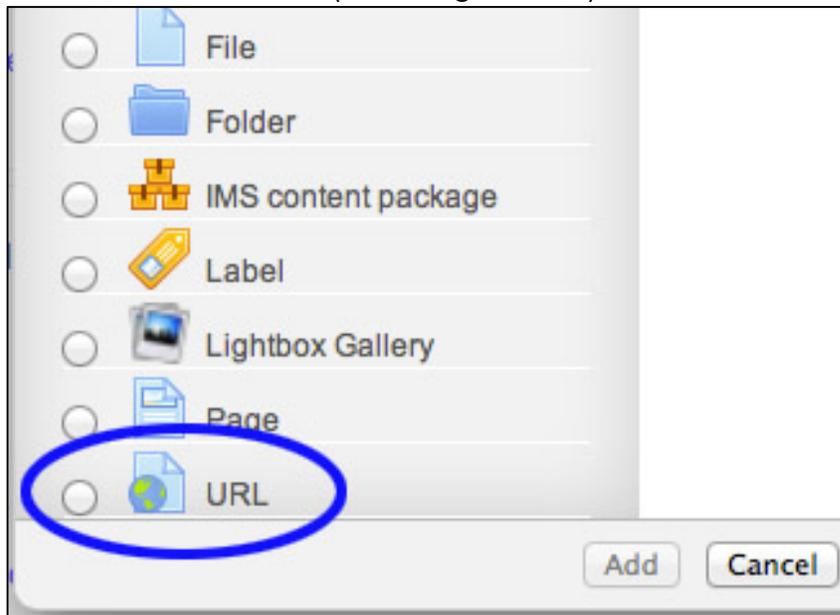
1. Reduce the size of the Internet browser window enough to fit another window on the screen

- Open a folder on the hard drive or removable storage location that contains the file you want to add.
- Simply use your mouse to drag and the file to the desired topic/week on the course homepage (see image below).



### Adding a link to an external web site

- Click the **Turn editing on** button.
- Go to the desired topic, click the **+ Add an activity or resource** drop-down button, and select **URL** from the Resources list (see image below).



- Enter a title for the link in the **Name** field (see image below). The title does not have to be the web page's URL.

Adding a new URL to March 2 - March 8

General

Name\*

Description\*

Paragraph B I [List Icons] [Link Icons] [Image Icon] [Table Icon] [Print Icon] [Help Icon]

Path: p

Display description on course page

Content

External URL\* Choose a link ...

4. Type a description of the web page in the **Description\*** field (required).
5. Enter the complete web page address. If you don't know the web page address, you can open a new tab or browser window so that you can navigate to the desired web page and then copy and paste the web address from the new window/tab into the **External URL\*** field.
6. Once the web address appears in the **Location** field, click the **Save and return to course** button to complete the process.

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