

# Developing Your Online Course

## Adding Content Items

The Content Items under Course Home and within each unit complete the course structure. The number of content items in a unit should be "chunked" and will commonly relate to the amount of work a student is expected to do in one week.

**Note:** in the left-side course navigation you may allow long content item names to wrap to a second line by clicking the Course Admin tab in the toolbar, clicking the **General Information & Settings** link, and then checking the "Display long content item names on multiple lines" box.

**Content Item types** include:

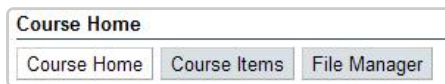
- Text/Multimedia (including creating a Dropbox Assignment)
- Microsoft Office Document (Word, PowerPoint, Excel)
- Exam
- Threaded Discussion
- Web Content Upload

### Add a Content Item

The process for **adding** a content item in the course navigation is straightforward. The steps are below and a short video demonstration is available.

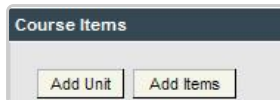
Watch the video demonstration on creating Content Items.

1. Click on either **Course Home** or a **Unit Homepage**.
2. Click on the **Author** tab to put yourself in the **course authoring view**.
3. Click on the **Course Items** tab if accessing from the Course Homepage or the **Unit Content Items** tab if accessing from a Unit Homepage. The screenshot below is from the Course Homepage entry.



4. Click on the **Add Items** tab.

[View a transcript of this video.](#)



5. In the **Name** text box add the name of the item or select an existing item from the dropdown list. Then, select the type of content item to be added if you are creating a new one. **Note:** you can create a Dropbox basket from this page, for selected content items, and hide the item from student view as well.

Name:\*  - OR -

Item type:\*

Add to:

- Course Home
- Unit 1: 1-Theories
- Unit 2: 2-First Steps
- Unit 3: 3-Managing
- Unit 4: 4-Communicating

☐ Hide item from students

☐ Create dropbox basket

\* Indicates a required field

6. Click **Add Items** or **Save & Add More Items**.

## Edit an Existing Content Item

To **develop** or **edit** an existing Content Item:

1. Click the **Content Item** in the course navigation.
2. Click the **Author tab** to put yourself in the **course authoring view**.
3. Add content to the page, or make edits to the existing content.
4. **Note:** you have access to the Visual Editor on these pages.
5. Click **Save Changes**.