

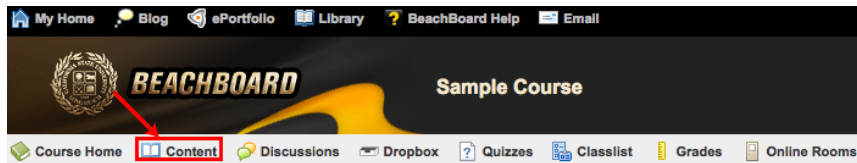


Content Quick Start Guide

The Content tool is used to organize course materials such as the syllabus, lecture notes, readings, etc. Content is organized using Modules and Topics. A **Module** is a folder you put Topics (items) into and a **Topic** is an item (PDF, DOC, link, etc.) that is uploaded and put into a Module (folder). You can also have Modules within Modules. Modules and topics can be organized in any way desired (i.e. by week, type of materials, topics, etc.).

Access the Content tool

Click **Content** on your course navigation bar. Doing so always takes you to the **Manage Content** page.

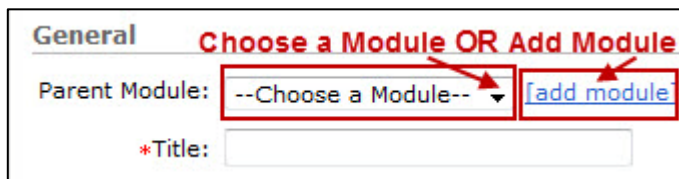


Upload a File (e.g. Syllabus)

1. Click **New Topic**.

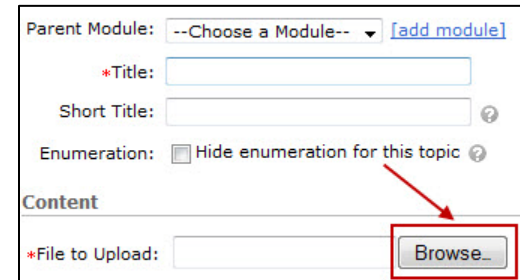


2. Choose **Upload New File**.
3. Choose the **Module** you want to add this topic to. If you do not have any Modules, then click **Add Module** (where you will name it).



4. Type a topic **Title**.

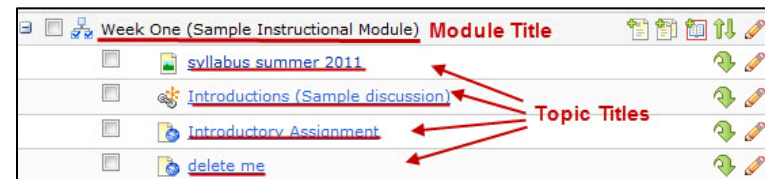
5. Short Title is optional.
6. Ignore the Enumeration checkbox as it is turned off by default.
7. Click **Browse** to locate the file.
8. Browse for the file on your computer and select it.



9. Click **Save**, or to continue uploading files, click **Save & New**.
10. Click **Manage Content** to return from uploading files.

Manage Modules and Topics

Modules are folders in which the **Topics** (items) reside.



Edit a Module or Topic title

1. On the **Manage Content** page, click the **Edit** icon next to the module or topic title you are going to edit.
2. Edit the title in the **Title** box.
3. Click **Save**.
4. Click **Manage Content** to return from editing.

Hide or Set Date/Time Restrictions for a Module or Topic

1. On the **Manage Content** page, click the **Edit** icon next to a module or topic title.
2. Click on the **Restrictions** tab. There are two options:
 - a. To hide from users, select the **Hide this Module/ Topic** check box. If you hide a Module, all Topics within the Module will also be hidden.

- b. **Set date/time restrictions.** Select the **Start Date** and **End Date** availability.

Availability

Hidden: Hide this module

Date Availability: Has Start Date

June 23 2011

1 43 PM

United States - Los Angeles

Has End Date

June 30 2011



1 43 PM

United States - Los Angeles

Display in Schedule

3. Click **Save**.
4. Click **Manage Content** to return to your list of Content items.

Reorder Modules or Topics

1. On the **Manage Content** page, click the  **Reorder** icon on the top tool menu or the  **Reorder** icon beside the selected Module title.




Content Items	Actions
Sandbox - Stephanie	
Syllabus	
Syllabus (HTML)	
Syllabus Microsoft Word	
Syllabus Printable Version	
Course Documents	

2. Use the dropdown menu in the **Sort Order** column to select the place for an item. Other items will re-position themselves according to the new order.
3. Click **Save**.

Move a Module or Topic

1. On the **Manage Content** page, select the module(s) or topic(s) you wish to move together into the same Module.


2. Click the  **Move** icon at the top or bottom of the list.



Content Items	Actions
Sandbox - Stephanie	
Syllabus	
Syllabus (HTML)	
Syllabus Microsoft Word	
<input checked="" type="checkbox"/> Syllabus Printable Version	
<input checked="" type="checkbox"/> Course Documents	

3. Select the **New Parent Module** for your module(s) or topic(s) from the drop-down list. For moving modules only you can select **None**.
4. Click **Move**.

Preview course content


1. On the **Manage Content** page, click  **View Content** in the left hand **Content Areas** menu. Click **Manage Content** to return from Content preview.



Content Areas
View Content
Manage Content

Delete Modules or Topics

Note: Deleting a module deletes all topics within that module.

1. From the **Manage Content** area, select the check boxes beside the modules or topics you wish to delete.
2. Click the  **Delete** icon at the top or bottom of the list.
3. Choose whether you want to delete associated files from the Content area alone (first option) or from the Manage Files area too (the second option). Click **Delete Selected**.

For more information, see our BeachBoard Help Pages.