

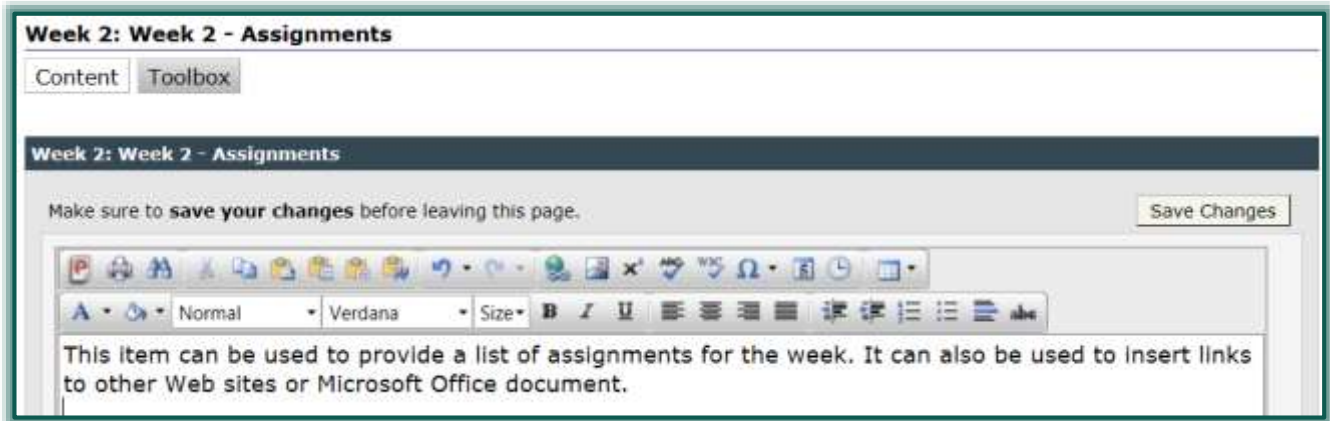
Add Content to a Content Item

Once a Content Item has been created in eCollege, the actual content has to be added. There are five different types of Content Items that can be added to a course. This document describes how to add each of these types of content.

Text/Multimedia

This option should be chosen when documents are to be loaded as an attachment or when text is to be entered directly into the Visual Editor.

- Click the **Author** tab in the **Navigation Tree**.
- Click the **Text** or **Multimedia** item where the content is to be added.
- The **Edit** window will display (see illustration below).

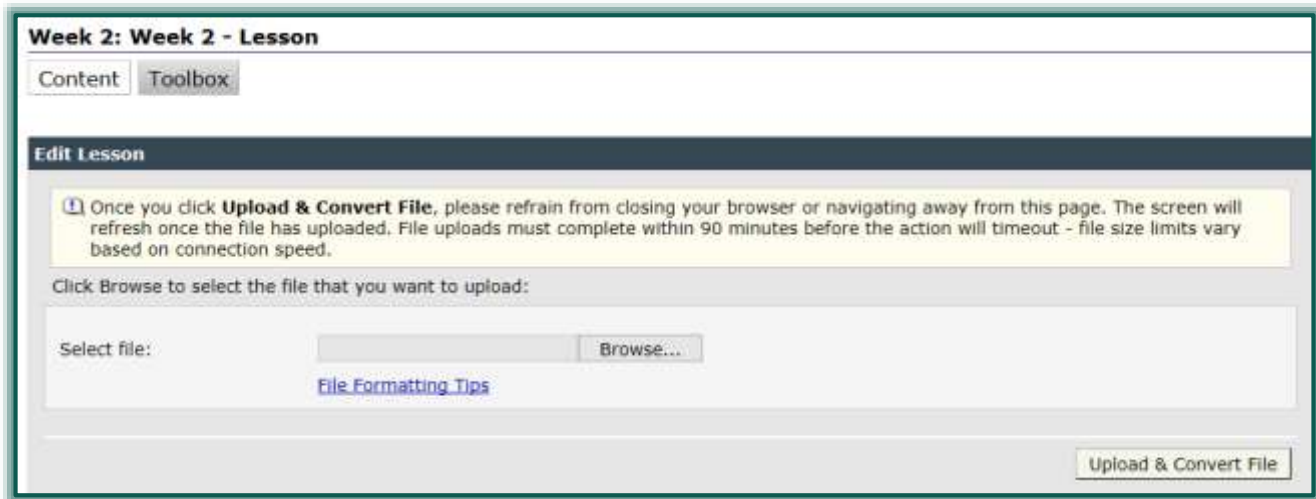


- Do one of the following in the **Visual Editor**:
 - Input the content for the item.
 - Use the buttons on the toolbar to insert a link to the content, such as a link to a Web page or a Microsoft Office document.
 - Use the buttons on the toolbar to insert an image or a table.
- For a description of each of the buttons on the **Visual Editor Toolbar**, see the pertinent document on the **eCollege Page** on the [Siena Training Web Site](#).
- Click the **Toolbox** button to specify setup options for the item such as the date the **Content Item** should be available to students.
- When all the information has been added, click the **Save Changes** button.
- Click the **Course Tab** in the **Navigation Tree** to see how the item will appear for students.

Microsoft Office Document

When documents are uploaded using this type of Content Item, the documents are converted to Web ready HTML format.

- Click the **Author** tab in the **Navigation Tree**.
- Click the **Microsoft Office Document** item where the content is to be added.
- The **Edit** window will display (see illustration on next page).
- Click the **Browse** button.
- The **Choose File** window will display.
- Click the **File** that is to be uploaded to the **Content Item**.
- Click **Open**.
- The file name and path will appear in the **Select File** box.

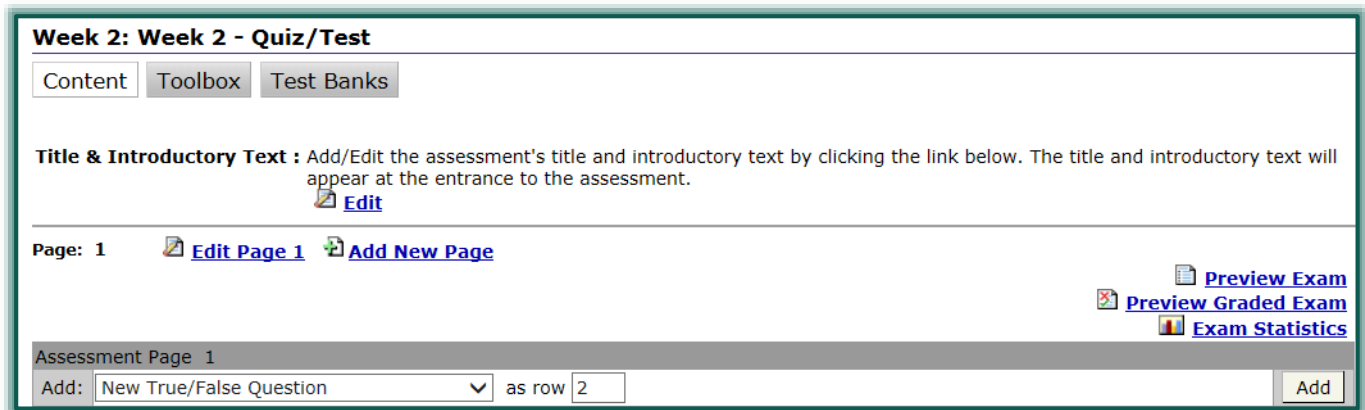


- 🖥️ To display some formatting tips for Microsoft Office Documents, click the **File Formatting Tips** link.
- 🖥️ Click the **Upload & Convert File** button to upload the document to the **Content Item**.
- 🖥️ Click the **Course Tab** in the **Navigation Tree** to view the file.
 - 🖱️ The Content will not display when in **Author View**.
 - 🖱️ A link to the file will appear with a **Download Copy** button will appear.
- 🖥️ Click the **Toolbox** button to specify setup options for the item.

Exam

This item is used to evaluate student performance.

- 🖥️ Click the **Author** tab on the **Navigation Tree**.
- 🖥️ Click the **Exam** item.
- 🖥️ The **Edit** ___ window will appear (see illustration below).



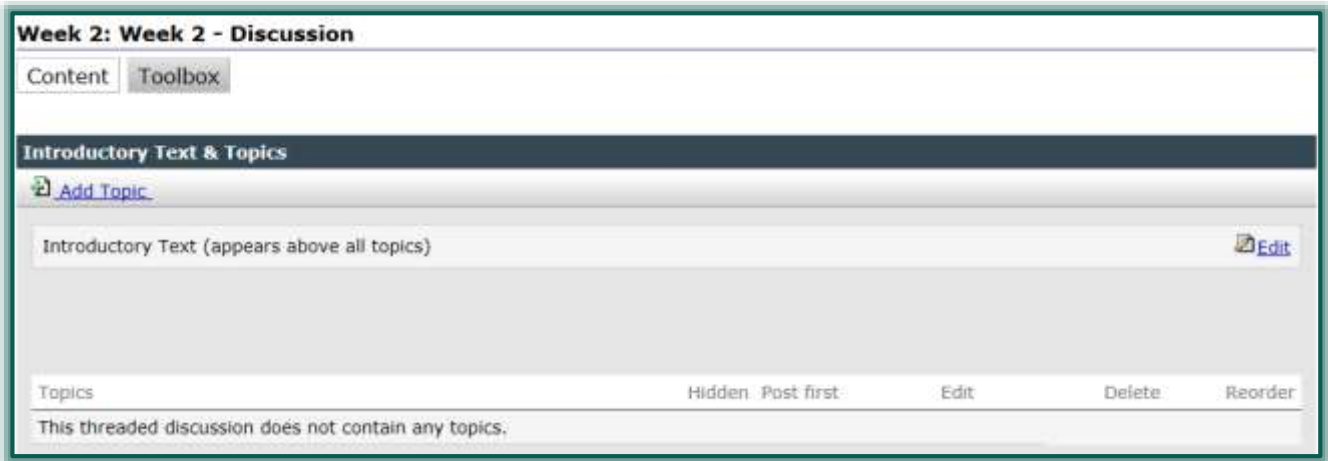
- 🖥️ For information on adding a new test to a **Content Item** see the **Exams-Quizzes** document on the **eCollege Page** of the **Siena Training Web Site**.
- 🖥️ To edit the **Title and Introductory Text**, click the **Edit** link.
- 🖥️ To see a preview of the exam, click the **Preview Exam** link or the **Preview Graded Exam** link.
- 🖥️ Click the **Toolbox** button to specify the setup options for the test or quiz.

Threaded Discussion

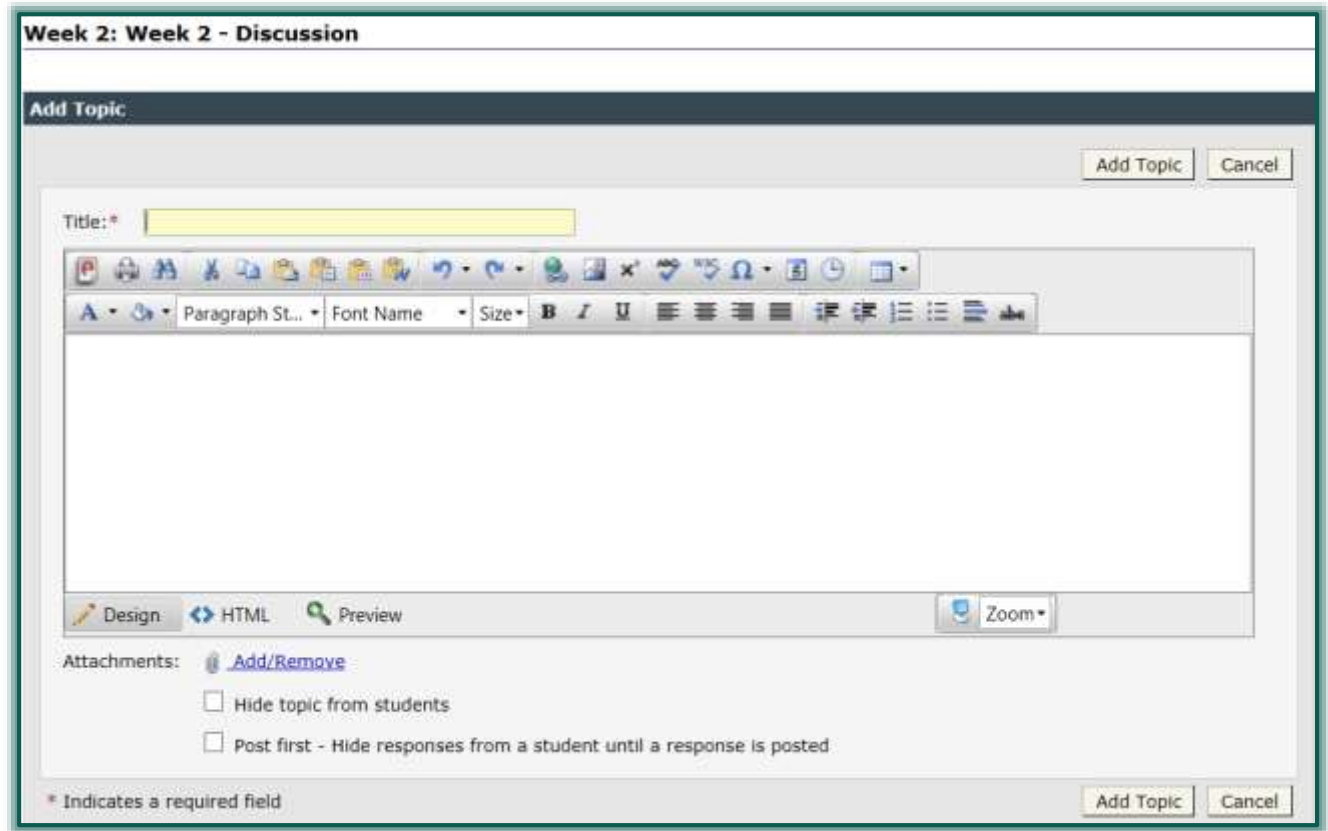
This option is used to simulate traditional classroom discussions.

- 🖥️ Click the **Author** tab in the **Navigation Tree**.

- Click the **Discussion** link in the **Navigation Tree**.
- The **Introductory Text & Topics** window will display (see illustration below).



- Click the **Add Topic** link to add a topic for the students to respond to.
- The **Add Topic** window will display (see illustration below).



- In the **Title** box, input the subject of the topic. This is a required field.
- In the **Visual Editor** box, input the information about the topic.
 - Content must be added to .
 - You will not be able to save the Discussion until information is input here.
- To add an attachment to the topic, click the **Add/Remove** link next to **Attachments**.
- The three buttons at the bottom of the **Visual Editor** are used to view the text of the document.

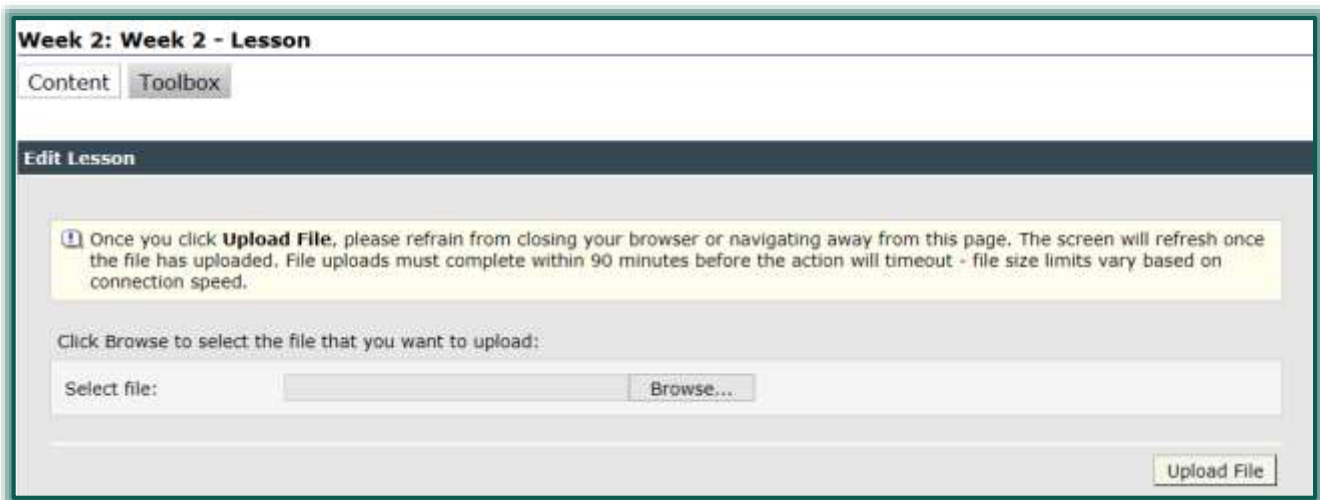
- ☞ **Design** - This is the default view. It displays the items in the Visual Editor as it is being developed.
- ☞ **HTML** - To display the items in the Visual Editor in Web based, HTML view, click the second button. HTML is the language used in the background to write the information.
- ☞ **Preview** - Use this button to preview the items in the Visual Editor as the students will view them without the Visual Editor Toolbar.

☞ After all the items have been added to the **Topic**, click the **Add Topic** button.

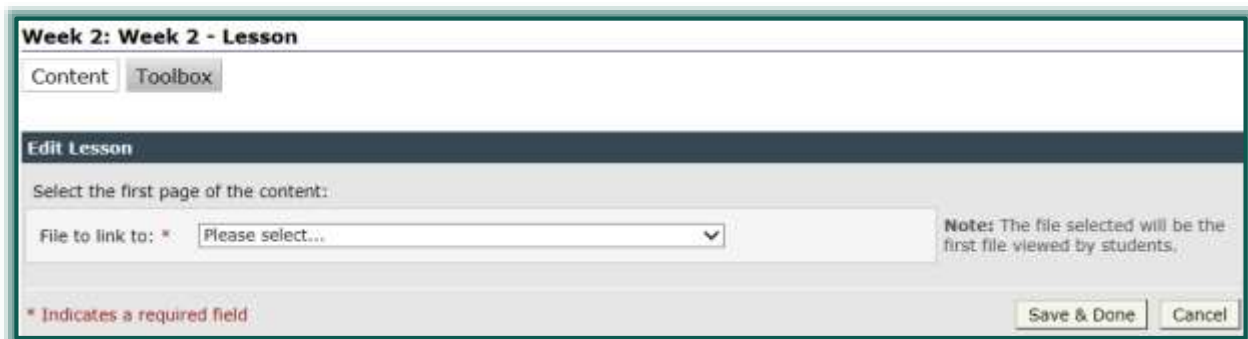
Web Content Upload

Use this option when uploading HTML text, SoftChalk Lessons, PDF files, or other content created outside the Visual Editor and to upload media files, graphics, PDFs, or any other files that are not created with Microsoft Office programs. When the students view the file, it will be in the format of the program it was created in.

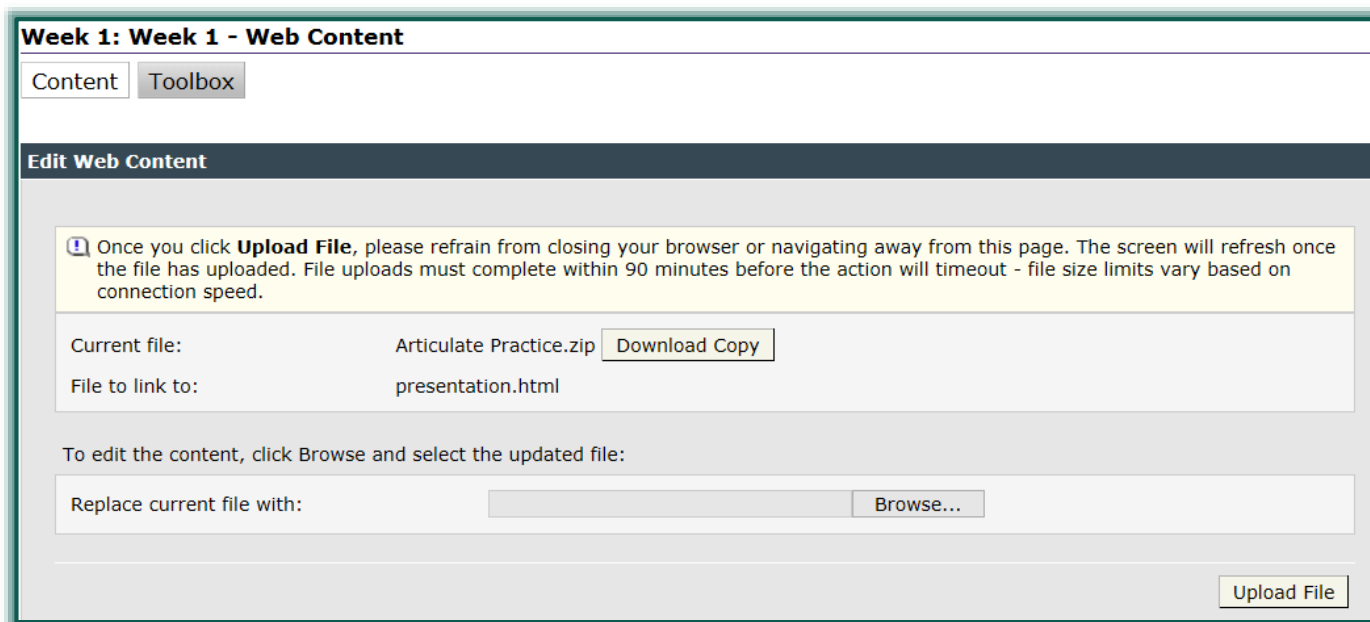
- ☞ Click the **Author** tab on the **Navigation Tree**.
- ☞ Click the **Web Content** item into which the item is to be added.
- ☞ The **Edit Web Content** window will display (see illustration below).



- ☞ Click the **Browse** button.
- ☞ The **Choose File** window will display.
- ☞ Click the item that is to be uploaded into this **Content Item**.
- ☞ Click the **Open** button to insert the file into the **Select File** box.
- ☞ Click the **Upload File** button.
- ☞ If an Articulate Project, SoftChalk Lesson, or Web site is being uploaded, the window shown in the illustration below will display.



- ☞ Select the item (such as index.htm) that is to display first.
- ☞ Click the **Save & Done** button.
- 🖥️ Once the file is uploaded, the window will display as shown in the illustration below.



- 🖥️ To view the uploaded file, do one of the following:
 - ☞ Click the **Download Copy** button.
 - ☞ Click the **Course** tab on the **Navigation Tree**, and then click the **Content Item**.
 - ★ Instructors are the **only ones** who will see the **Download Copy** button.
 - ★ Students will not be required to click **Download Copy**.
 - ★ They will see the file in the **Content Item** when they click on the **Content Item** link.
- 🖥️ To change to a different file, click the **Browse** button again and select the file.
- 🖥️ A message will appear asking if you want to replace the old file.
- 🖥️ Click **Yes**.
- 🖥️ The new file name will appear beside **Current file**.