

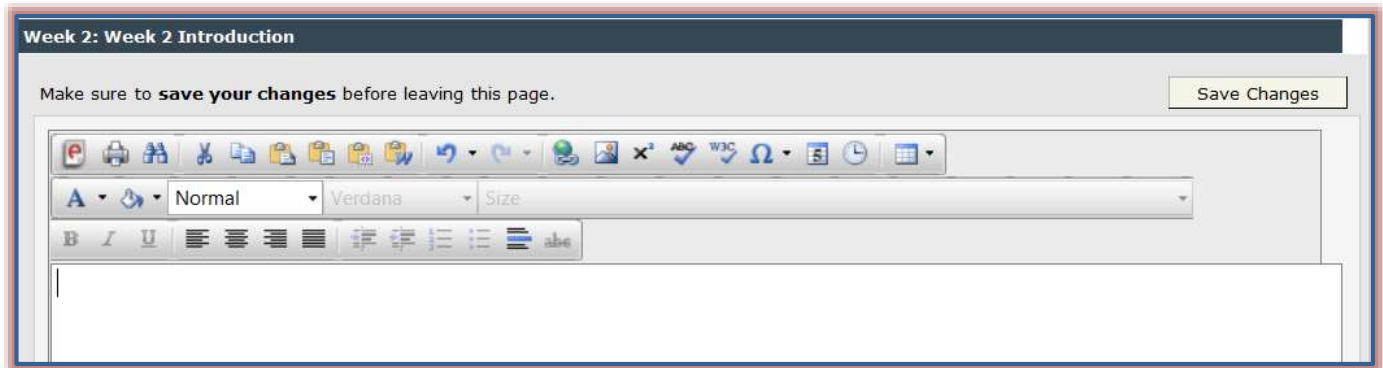
Add an Introduction to a Week/Unit

Once a Week/Unit has been created, an introduction should be added. This introduction may include an overview or introduction about the Weeks objectives and what the students will learn. If an introduction is not included, the Week homepage will be blank. The type of content to use for the Introduction is determined when the Week is created. The options are Text/Multimedia, Web Content Upload, or Microsoft Office Document.

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 text box. Different types of items may be added such as text, tables, images, and links to websites.

- Click the **Week** into which the introduction is to be inserted.
- The **Introduction** window will display (see illustration below).



- In the text box, insert an **Introduction** to the week.
 - Use the buttons on the **Visual Editor Toolbar** to insert images, links to files, tables, and other items into the introduction.
 - A description of the buttons on the **Visual Editor Toolbar** can be found on the **eCollege** page of the [Siena Training Web Site](#).
- Once the **Introduction** has been entered, click the **Save Changes** button.

Web Content Upload

Use this option when uploading HTML text, PDF files, or other content created outside the Visual Editor. This option can also be used 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 **Week** into which the **Introduction** is to be inserted.
- The **Introduction** window will display (see illustration on next page).
- Click the **Browse** button to select a file to upload.
- The **Choose File to Upload** window will display.
- Locate the file that is to be uploaded for the **Introduction**.
- Select the file and then click the **Open** button.
- A link for the file will appear in the **Select file** box.
- Click the **Upload File** button.
- The file name will appear above the **Browse** button as shown in the illustration at the end of this section.

Week 7: Web Content Upload

Week Introduction | Week Content Items | Toolbox

Edit Web Content Upload

ⓘ Once you click **Upload File**, please refrain from closing your browser or navigating away from this page. The screen will refresh once the file has uploaded. File uploads must complete within 90 minutes before the action will timeout - file size limits vary based on connection speed.

Click Browse to select the file that you want to upload:

Select file: Browse...

Upload File

- 🖥️ Do one of the following:
 - 🖱️ Click **Download Copy** to open the file and view it.
 - ★ 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 **Introduction** window when they click on the **Week** link.
 - 🖱️ Click the **Course** tab on the **Navigation Tree** and then click 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**.

Edit Week 3

ⓘ Once you click **Upload File**, please refrain from closing your browser or navigating away from this page. The screen will refresh once the file has uploaded. File uploads must complete within 90 minutes before the action will timeout - file size limits vary based on connection speed.

Current file: SED 421 Tentative Course Calendar.pdf Download Copy

File to link to: SED 421 Tentative Course Calendar.pdf

To edit the content, click Browse and select the updated file:

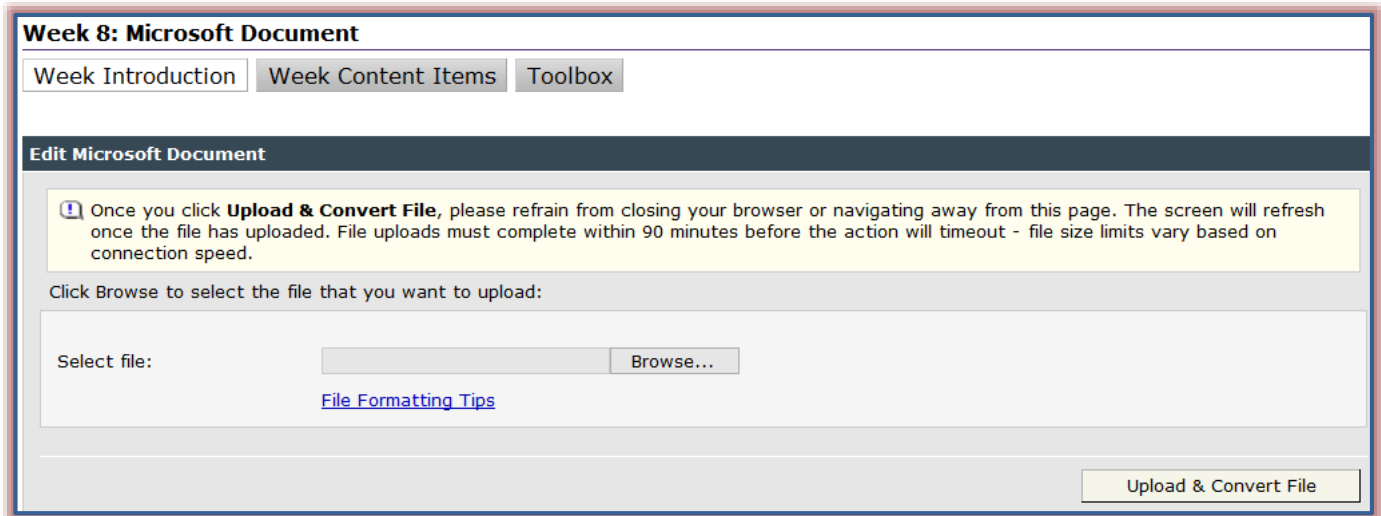
Replace current file with: Browse...








NOTE: When students view the file, they will see the document in the program that it was uploaded in, not a link to the document. For instance, a PDF file will open in PDF format.

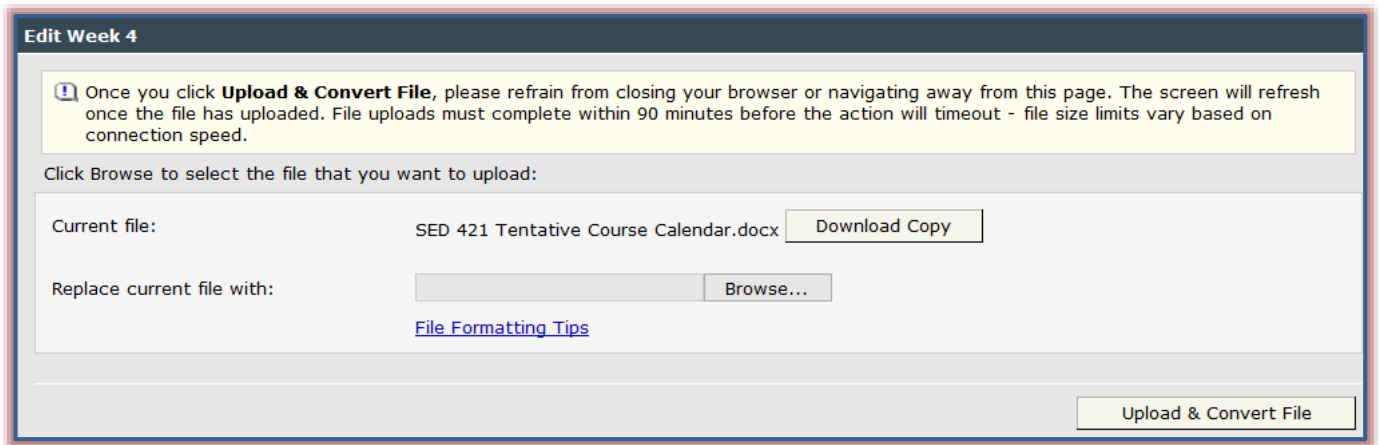
Microsoft Office Document





Choose this option when Microsoft Office files are to be loaded for the introduction to the unit. These files will be converted to HTML format when they are loaded. Word documents that have images in them do not load well in HTML format. Therefore, it is recommended that you not use this method for the Introduction unless the document is just text. This is the option I recommend if you are uploading a PowerPoint presentation for the students to view as an introduction.

- 🖥️ Click the **Week** to which the **Introduction** is to be added.
- 🖥️ The **Introduction** window will display (see illustration on next page).
- 🖥️ Click the **Browse** button.
- 🖥️ The **Choose File to Upload** window will display.



-  Select the file that is to be uploaded into eCollege.
-  Click the **Open** button.
-  The link to the file will appear in the **Select File** box.
-  Click the **Upload and Convert File** button to insert the file into the **Introduction**.
-  A message will appear saying the file has been submitted for conversion to Web format.
-  Click **OK** to exit this window.
-  The name of the file will appear next to **Current File** above the **Browse** button as shown in the illustration below.



-  To view the file, do one of the following:
 -  Click the **Download Copy** button to view the file.
 -  Click the **Course Tab**. This will display the file in the student view format.
-  To replace the current file with a new file, click the **Browse** button.

NOTE: When students view the document, it will appear in Web based HTML format.