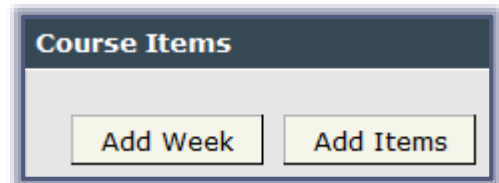
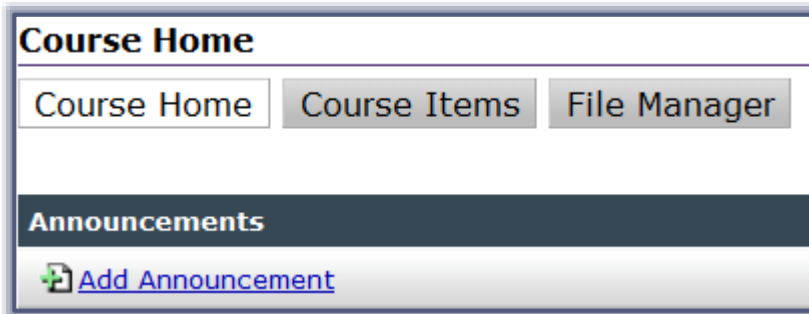


Add Week/Unit

As with a textbook, a course can be divided into Weeks, Units, or Chapters. Content Items will then be added to each week, unit, or chapter such as Assignments, Discussions, and Exams.

Add a New Unit

- 🖥 In the **Navigation Pane**, click the **Author** tab.
- 🖥 Click **Course Home**.
- 🖥 The **Course Home** window will display (see illustration below).
- 🖥 In this window, click the **Course Items** link.
- 🖥 Click the **Add Week** button (see illustration below).



- 🖥 The **Add Week** window will display (see illustration below).

- 🖥 In the **Title** box, input the name of the unit, such as **Week 1**, **Unit 1**, or the dates of the week.
 - 🖱 The Title can be whatever the instructor wants it to be.
 - 🖱 There aren't any restrictions regarding the Title.
- 🖥 Click the check box for **Use title in navigation menu** in order for the name of the unit to appear so students can access it.
- 🖥 Under **Introduction type**, select from one of the options below.
 - 🖱 **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, images, tables, and links to websites or other documents. This is the recommended option to choose for inputting the Introduction.
 - 🖱 **Web Content Upload** - Use this option when uploading HTML text, PDF files, or other content created outside the Visual Editor or to upload media files, graphics, PDFs, or 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.

☞ **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.

☞ When all the options have been chosen, click one of the following buttons.

☞ **Add Week** - To add just the one new Week/Unit, click this button. The new week will appear in the **Navigation Pane**.

☞ **Save and Add Another Week** - Click this button when more than one Week/Unit is to be added to the course. The new week will be added to the **Navigation Pane** and the **Add Week** window will display.

☞ **Cancel** - To exit from the window without saving the changes, click this button.

NOTE: For information on adding an **Introduction** to the **Week**, please see the document on **Adding an Introduction to a Week/Unit** on the **eCollege** page of the **Siena Training Web Site**.