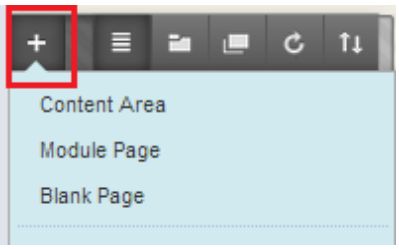
Creating and Building a Content Area

Content Areas are the top-level course areas and are created via the left navigation menu. These are the areas where most course content will appear.

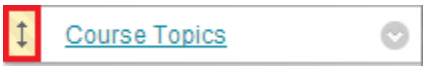
How to Create a new Content Area

To create a Content Area link on the left navigation menu, ensure that **Edit Mode** is **ON** (ON.)

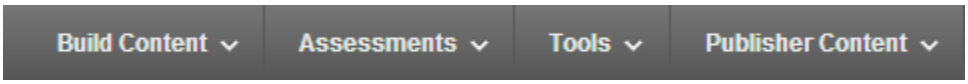


1. Point to the plus sign above the Course Menu. The Add Menu Item drop-down list appears.
2. Select **Content Area**.
3. Type a **Name** for the new Content Area.
4. Select the **Available to Users** check box to make the area available to students; all other roles can see all areas although some roles may not be able to make modifications.
5. Click **Submit**.

A new Content Area is created and will appear just above the COURSE MANAGEMENT area in the left navigation bar. To change the order of the new menu item, hover over the link name. A yellow bar and an up/down arrow appears to the left of the title name. Click and hold while adjusting the location within the left navigation, releasing to drop the link in the desired location.



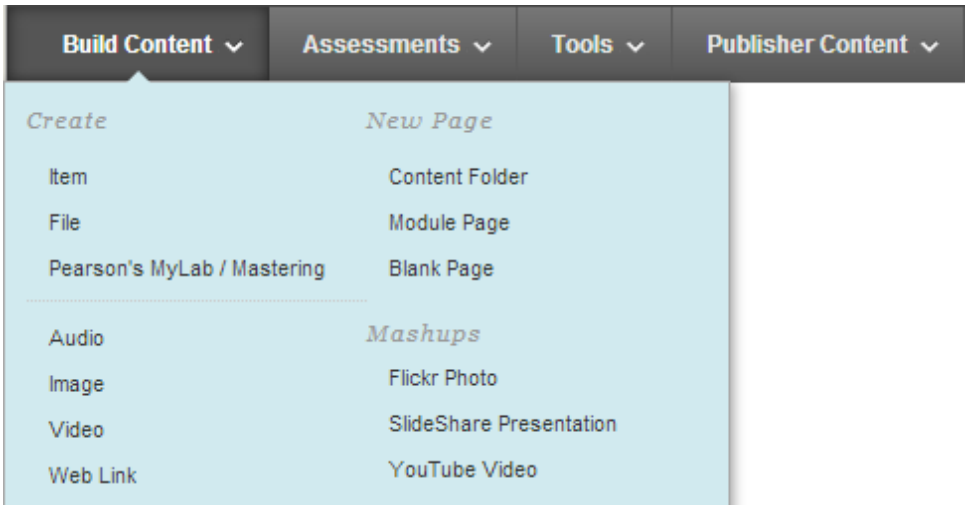
Click the link name of the menu item you just created to access the Content Area. The newly created Content Area is an empty container with an **Action Bar**, shown below.



Creating Content in a Course Area

After creating a course area, you create content in it by pointing to its Action Bar to reveal menus for selecting content items.

Point to any of the functions in the **Action Bar** to create content.



Click Submit to create the Content Type you wish to add to your course.

As you add or create content, you can set options, such as availability. This enables you to create content and make it unavailable to users until you are ready for them to view it. Options vary based on content type.

After creating content, you can set the sequence of items in a content area with the drag-and-drop function.

Content Types

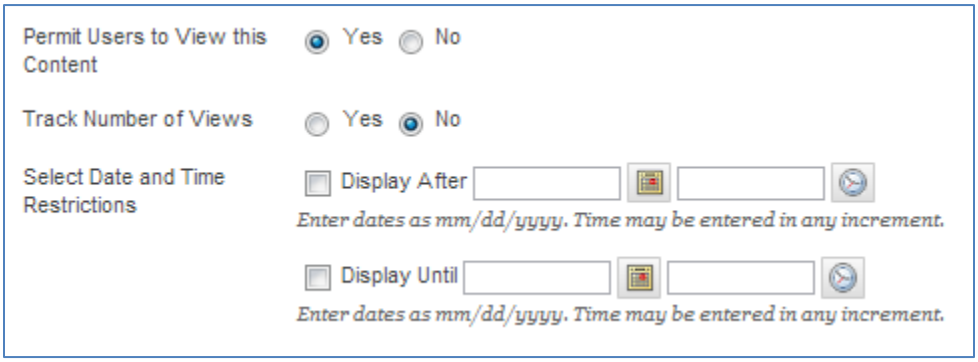
The following table describes some frequently used content types available in the **Build Content** drop-down list within a Content Area. Availability or Adaptive Release settings will show directly under the title, if applicable.

Content Type	Icon	Description
Item		A general piece of content. A WYSIWYG editor is available to add (formatted) text, links to files, images or external links. Default view shows the title of the item and any data entered into the WYSIWYG.
	Item WYSIWYG editor is available when creating an item. Links can be added, use the **Insert File** icon (paper clip) for items in the Content Collection and the **Insert/Edit Link** (chain links) for external URLs.	
File		A link to a file within the Content Collection. Files can be viewed in the content area or opened in a new browser window. After selecting the file, you are given the option to rename the link to the file. Default is the file name. No WYSIWYG is provided.

Content Type	Icon	Description
File (UMMS Style Guide.pdf)		
Web Link		Link to an outside website or resource; can be opened in the content area or in a new browser window. A WYSIWYG editor is available to add a description or content related to the link.
Web Link Description of Web Link		
Learning Module		A set of content that includes a structured path for progressing through the items. A WYSIWYG editor is available to add a description. Table of Contents and Sequential Viewing of items are Optional.
Learning Module WYSIWYG editor is available for the Learning Module. You have the option to **Show Table of Contents to Users**.		
Content Folder		A container for content items. Folders allow content to be structured with a hierarchy or categories. Click on title to open the folder contents. A WYSIWYG editor is available to add (formatted) text, links to files, images or external links. Default view shows the title of the item and any data entered into the WYSIWYG.
Content Folder Text can be added to the WYSIWYG editor to display in the Content Area.		

Content Type	Icon	Description
Blank Page		The **Blank Page** tool allows you to include files, images, and text as a link in a course area. Blank pages present content in a different way than items do. There is no description that appears below the title of the page. Users see your content only after clicking the link. A WYSIWYG editor is available.
	Blank Page (link to page, content text from WYSIWYG does not appear)	

Common Standard Options

The six content types listed above have the following options in common. Depending on the type, more options may be available.

- Select Yes to Permit Users to View this Content.
- Select Yes to Track Number of Views.
- For Select Date and Time Restrictions, you can set folders to display on a specific date and time and to stop displaying on a specific date and time. Select the Display After and Display Until check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up Date Selection Calendar and Time Selection Menu to select dates and times. Display restrictions do not affect folder availability, only when the folder becomes visible to users.