How to Add Content
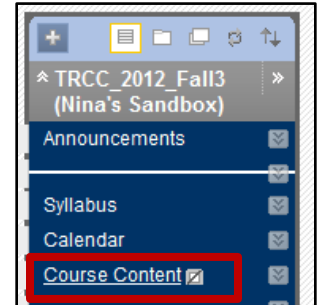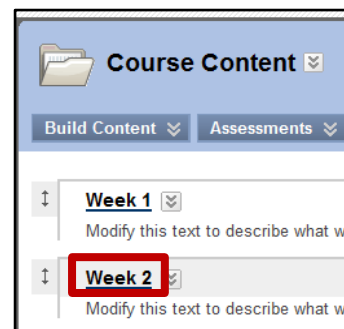
❖ In the TRCC template, the Course Content has a learning module for each week of the semester. You can choose to keep this organization or change it.
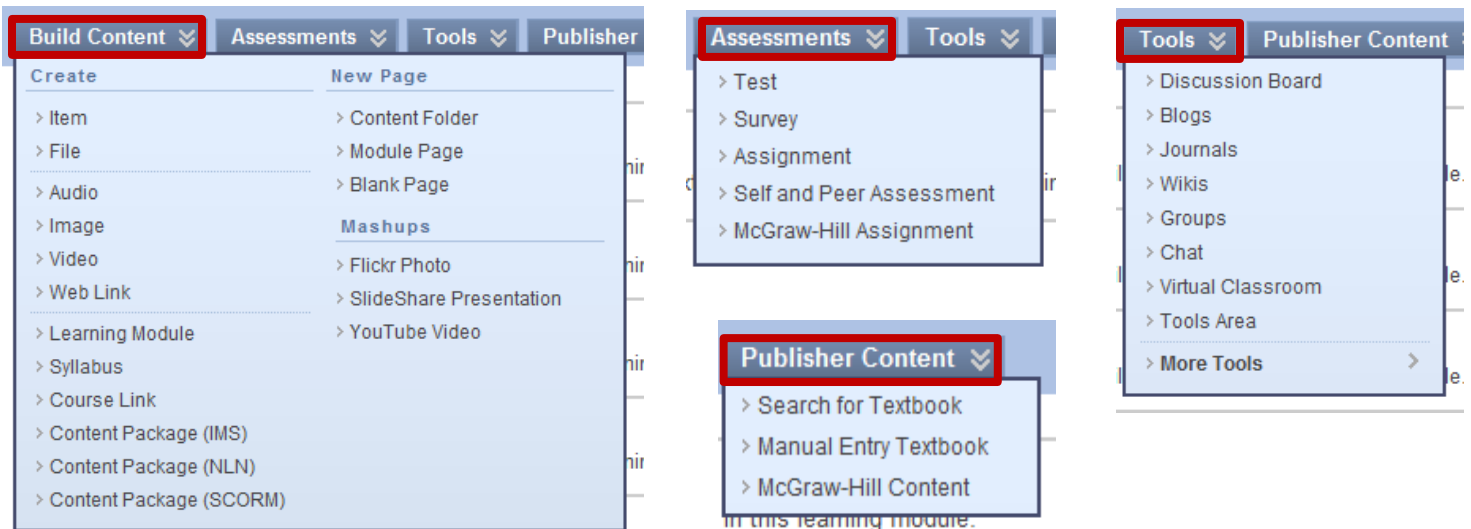
1. Click on **Course Content**, this is where you will be adding your content.

2. Click on the **folder** that you want to add the content.

3. You can add 4 types of items you can add to the Learning Module or Content Area.

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4. Select the type of item you would like to add.
5. Enter a name and optional description. Depending on the type of item that you add, you will have other items you can alter such as adding one or more attachments, track number of views, and select date and time restrictions.

6. Click **Submit** when you are finished.