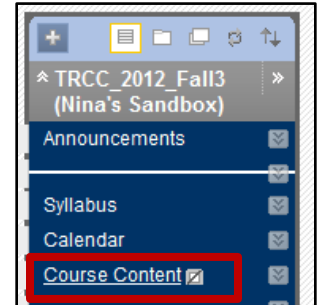


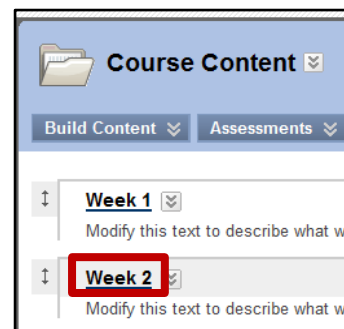
How to Add Content

- ❖ 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.

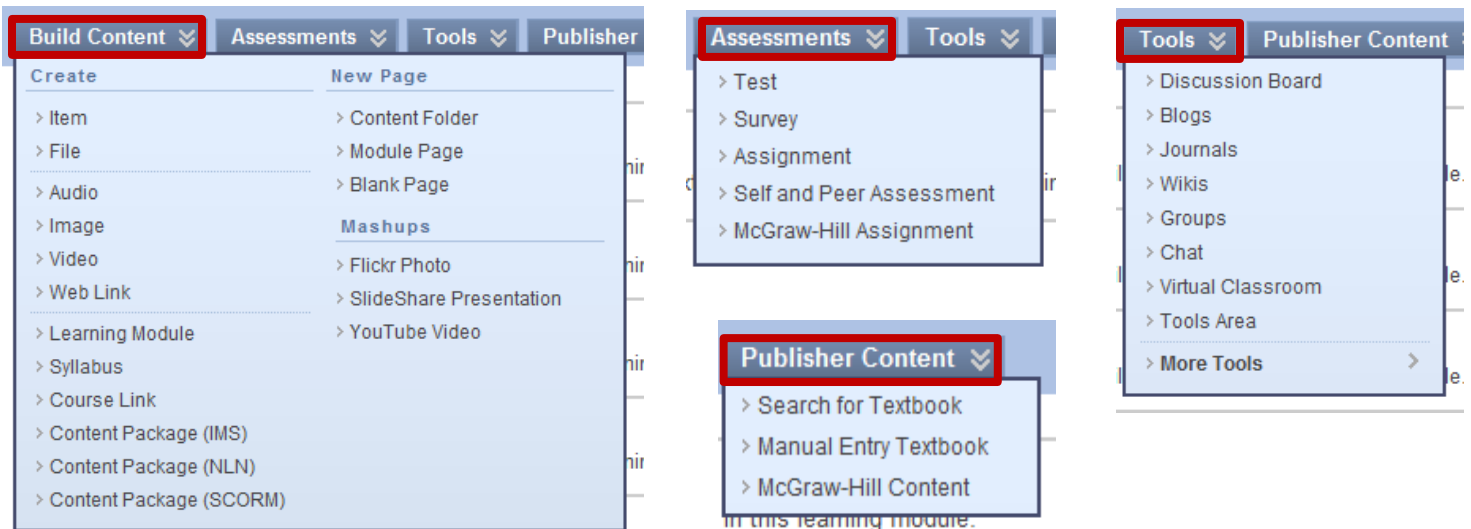
1. Click on **Course Content**, this is where you will be adding your content.



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.





How to Add Content

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.

A screenshot of a web-based form titled "Content Information". The form is divided into three sections: 1. Content Information, 2. Attachments, and 3. Options. Section 1 includes a "Name" field, a "Color of Name" dropdown set to "Black", a "Text" editor with a rich text toolbar, and a "Save as Reusable Object" checkbox. Section 2, "Attachments", includes a description and two buttons: "Attach File" and "Browse My Computer", and "Browse Content Collection". Section 3, "Options", includes radio buttons for "Permit Users to View this Content" (set to "Yes") and "Track Number of Views" (set to "Yes").

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