CREATING AND ADDING CONTENT

Adding content to an eLearning course begins on the course home page. You can always reach the course home page by clicking the **Course Content** item under **Course Tools** on the left side of the eLearning screen.

To create, add and display content in an eLearning course, go to the **Build** Tab and use the buttons located at the top of the Course Content Home Page. These buttons include **Add File, Create Folder**, **Add Content Link** and **Page Options**.

ADDING A FILE

The **Add File Button** offers the options of creating a new file in eLearning or uploading an existing file from your computer or from various areas of the eLearning system.

To add an existing file:

1. Click the **Add File** button and choose **Browse for Files**.

2. Choose a file from one of the following locations:
   - **My Files**. This is a personal storage space on eLearning where you can store up to 600 MBs of data.
   - **Repository**. This is a location where a Repository Manager may store files that can be accessed by all members of your College or Department or all sections of a course.
   - **Template Manager and System Files.** These areas are not currently used by eLearning at UA.
   - **Class Files.** This option allows you to add files used in the current eLearning course or any other eLearning course for which you have designer access.
   - **My Computer.** The My Computer option allows you to access files stored on your local computer.
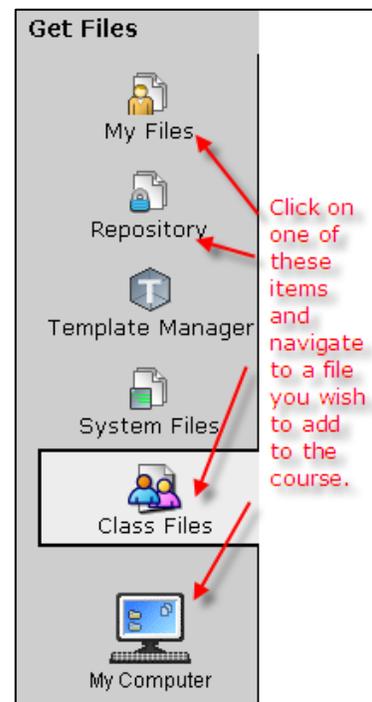
To create a new file in eLearning:

1. Click the **Add File** button and choose **Create File**.

2. Enter a title for your file in the ***Title** Field.

3. In the ***Content** field, enter the content of your file as you would if you were creating a Microsoft Word document. If you would like to include special formatting in your document, you can click the `Enable HTML Creator` button. The HTML Creator will present you with tools that resemble those found in many word processors.
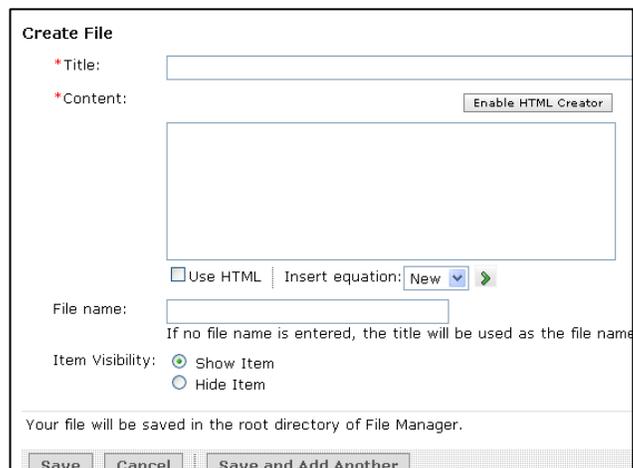
4. In the **File name** field, enter a name for the file if you would like it to be different from the **Title**.

5. If you want the item to be immediately visible to students, click the **Show Item** button. If you would prefer that the file not be visible to students, click the **Hide Item** button.

6. Click the **Save button** and your file will be saved in the Class Files area of your eLearning class.

To customize an icon on the course homepage:

1. Click the Action Link for the item.

2. From the options that appear, click **Customize Link**.

3. If you wish to change the text that appears under the icon, type the new text in the **Custom Title for this Link** field.

4. You can enter an optional description of the link in the **Custom Description** field.

5. To replace the icon (graphic) that eLearning assigned to the item, click the **Replace Icon** button. You can choose a replacement graphic from any of the locations presented.

6. Click the **Save** button when you have finished.
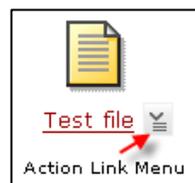
CREATING A FOLDER

Folders in eLearning are used to organize files and content items. When you create a folder in eLearning, you are actually creating a link from one page (i.e. the home page) to the folder, which functions like another home page. You can then add content to the folder in the same way you added it to the home page in the examples above.

To create a new folder:

1. Click on the [Create Folder] button.

2. Enter a title for the folder and an optional description.

3. In the **Item Visibility** section, you can elect to make the folder visible to students or you can choose to hide it temporarily or permanently.

4. If you wish to add another folder, you can do so by clicking [+ Add Another Folder]

5. When you have finished adding folders, be sure to click [Save]

6. The new folder appears on the page.

To add content to the folder:

1. Click the new folder to be taken to the blank folder page.

2. The **Add File**, **Create Folder**, **Add Content Link,** and **Page Options** buttons that appeared on the Course Content Home Page are present at the top of your new folder window. Use these buttons to add content to the folder.

The graphic below shows the Course Resources folder after a document containing Weblinks, a link to Library Resources, and another folder has been added.
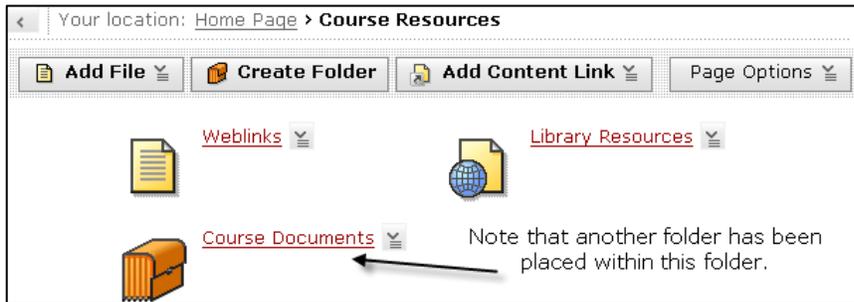
ADDING CONTENT LINKS

Clicking the **Add Content Link** button in eLearning offers an extensive selection of tools that can be used to add content to a course. In most cases, you can add content directly to the page if it has already been created as in the Assignment Tool below.
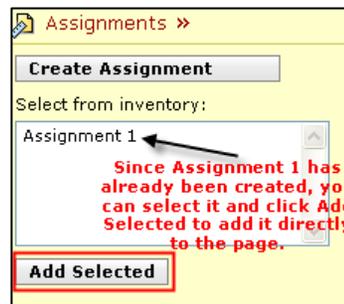

If the content has not already been created, you have the option of creating it directly from the **Add Content Link** tool. In the example above, you can elect to create a new assignment by clicking the **Create Assignment** button.

PAGE OPTIONS

Clicking the [Page Options] button provides you with options to add a Header or Footer to your page and to customize the appearance and layout of the page icons.

To customize the appearance and layout of the page icons:

1. Click the **Page Options** button and click **Customize Page Display**.

2. From the **Customize Page Display** screen, select a predefined layout for the home page (or folder) icons by choosing Layouts 1-5. A
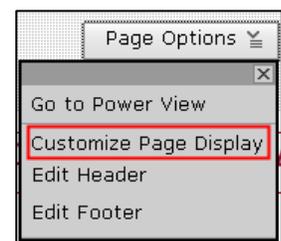
small preview of the page layout will appear on the right side of your screen to help you select the desired layout.
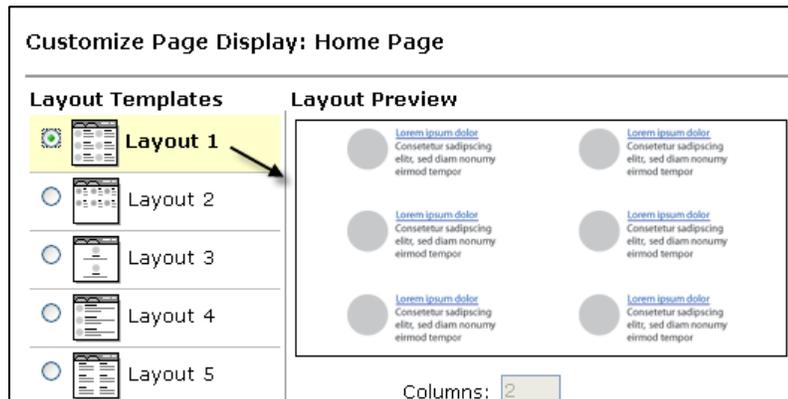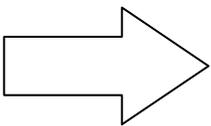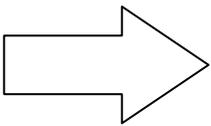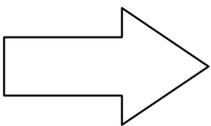

If none of the predefined layouts meets your needs, you can choose **Custom Layout** to further refine the layout and appearance of course icons.

To use the Custom Layout option:

1. Select

2. In the Layout Preview section:

   o Click the **Columns** dropdown arrow to choose the number of columns of icons you wish to display on the page.
   o In the **Icon/Text field**, choose whether you would like each item on the page to include an icon (graphic) and text, an icon only, or text only.
   o If you have elected to display an icon and text, the **Icon Placement** field allows you to place the icon above, or to the right or left of the text.
   o In the **Alignment** field, click the dropdown arrow and choose to align the icons to the right, left or center of the icon column.
   o In the **Table Width** field, choose **Narrow** if you would like the columns of icons to be close together or **Wide** if you would prefer them to be spaced further apart.

The graphics below illustrate the **Layout Preview** settings and the resulting display on the home page.


Page Headers and Footers

Page headers and footers can be used in eLearning to convey content and to further customize the appearance of a home page or folder. Page headers are used to insert text and graphics before the icons that appear on a page and page footers are used to add text and graphics following the page icons. Since the content of page headers and footers is written in HTML, an HTML editing tool is included to simplify this process.
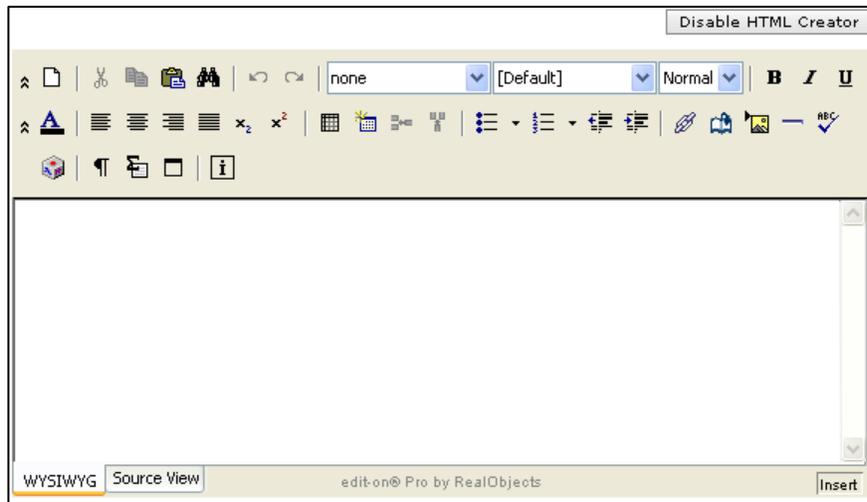
To add a page header or footer:

1. Click the [Page Options ≚] button at the top of the home page or folder page screen.
2. Select **Edit Header** or **Edit Footer**.

3. Click [Enable HTML Creator].
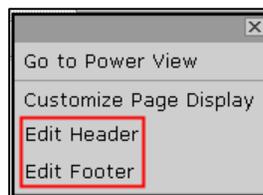
4. Use the **HTML Creator** tool as you would a word processor to format the contents of your header or footer.

5. If you would like the header or footer you create to appear on every folder in your course, check **Use this as the default footer for the entire course**.

For further opportunities to learn about eLearning, contact the eLearning Team
at 348-ELEARN (3532) or elearning@ua.edu
and visit the Faculty Resource Center at http://frc.ua.edu.

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