

Create Modules and Add Content in Brightspace

Objectives

By following the guide, you will be able to:

Part 1: Create Modules in Content.

Part 2: Upload Files to Content.

Part 3: Create a New File in Content.

Part 4: Create a Link in Content.

Part 5: Link to an Existing Activity (Discussion, Assignment, or Quiz)

Part 6: Reorder Content in a Module.

Part 7: Edit the Name of a Module.

Part 8: Edit the Name of a Topic.

Part 9: Delete a Module.

Part 10: Delete a Topic.

Part 1: Create Modules in Content.

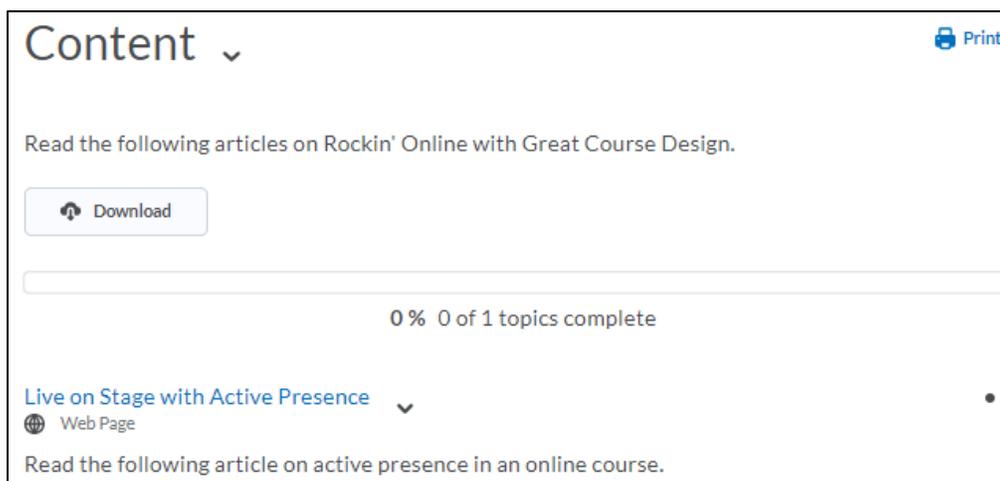
1. Click **Content** in the black navigation bar.
2. Click in **Add a module** textbox on the left.
3. Type in a name for the module. (For example: Week 1)
4. Click Enter on your keyboard.
5. Repeat steps 2-4 as needed.

Part 2: Upload Files to Content.

1. From Content, identify the module in which you want to add content.
2. On the left panel, click the module. (For example: Week 1)
3. Click the **Upload/Create** button.
4. In the dropdown menu, select **Upload Files**.
5. Click **My Computer** and navigate to your course files on your computer.
6. 'Drag and Drop' the file(s) into the dotted area or click the **Upload** button to browse and select the file(s) on your computer.
7. Click **Add**.

Part 3: Create a New File in Content.

1. From Content, identify the module in which you want to add content.
2. On the left panel, click the module. (For example: Week 1)
3. Click the **Upload/Create** button.
4. In the dropdown menu, select **Create a File**.
5. Click in the 'Enter a Title' field and type a heading. (Ex: Lesson Introduction)
6. Click in the 'Content' field (below the editing icons) and type the content. Use the editing tools as a needed.
 - Note: This is called the 'HTML Editor'. Use the editing tools to format text and add links to course materials, media, activities, and URLs.
7. Click **Save and Close**.
8. (Optional) Under the Activity Details tab (below the content), add date and restrictions.
 - Click **Add dates and restrictions...**
 - Click **Add start date** to control when a student can click and view the content. (Note: Start date makes the link to the content inactive until the start date. Students can still see the title in the Table of Contents.)
 - Click **Add due date** to give students a deadline to when they should review the content. (Note: Students will still be able to view after the due date.)
 - Click **Add end date** to control when a student can no longer click and view the page. (Note: End date makes the link to the content inactive after the end date. Students can still see the title in the Table of Contents.)
9. (Optional) Click **Add a description**. (Note: The topic description displays below the link of the file. See screen shot of student view below. When the student clicks on the link, they will no longer see the description.)
 - Student View



10. Click **Update** (at the bottom of the page).

Part 4: Create a Link in Content.

1. From Content, identify the module in which you want to add content.
2. On the left panel, click the module. (For example: Week 1)
3. Click the **Upload/Create** button.
4. In the dropdown menu, select **Create a Link**.
5. Click in the 'Title' field and type a heading.
6. Click in the 'URL' field and type/paste the URL.
 - Note: Make sure the URL includes the required prefix: http:// or https://
7. Determine how you want the webpage to display:
 - 7.1 To open the link in a new browser tab, click the check box to Open as External Resource.
 - 7.2 To display the webpage within the Content viewer, do NOT click the check box to Open as External Resource.
8. Click **Create**.

Part 5: Link an Existing Activity (Discussion, Assignment, or Quiz)

Follow these steps below to link the assignment in a specific content area.

1. From **Content**, identify the module in which you want to link the activity.
2. On the left panel, click the module. (For example: Week 1)
3. Click the **Existing Activities** button.
4. In the Add Activities pop-up window, select the activity (Discussions, Assignments, or Quizzes) Note: The Activity will display at the end of the module.

Part 6: Reorder Content in a Module.

1. From Content, identify the module in which you want to reorder the content.
2. On the left panel, click the module. (For example: Week 1)
3. To the left of the content name, 'click & hold' the drag handle ().
4. Drag the handle () to the new location. (Note: A line will appear in the location.)
5. Release the mouse to the desired location.

Part 7: Edit the Name of a Module.

1. From Content, identify the module to edit.
2. On the left panel, click the module. (For example: Week 1)
3. At the top of the page, click directly on the name of the module.
4. Edit the name.
5. Click outside of the title field.

Part 8: Edit the Name of a Topic.

1. From Content, locate the topic to edit.
2. Click the down-arrow (▼) next to the topic.
3. Select **Edit Properties In-place** in the dropdown menu.
4. Click directly on the name of the topic title.
5. Edit the name.
6. Click outside of the title field.

Part 9: Delete a Module.

1. From Content, identify the module to delete.
2. On the left panel, click the module. (For example: Week 1)
3. At the top of the page, the down-arrow (▼) next to the module.
4. Select **Delete Module** in the dropdown menu.
5. Determine what you want to delete and select the radio button.
 - 5.1 Remove the module and all nested modules topics, but keep all associated files and activities in the course (Default)
 - 5.2 Permanently delete and remove all nested modules, topics, and all associated files and activities from the course.
6. Click **Delete**.

Part 10: Delete a Topic.

1. From Content, identify the topic to delete.
2. Click the down-arrow (▼) next to the topic name.
3. Select **Delete Topic** in the dropdown menu.
4. Determine what you want to delete and select the radio button.
 - 5.1 Remove the module and all nested modules topics, but keep all associated files and activities in the course (Default)
 - 5.2 Permanently delete and remove all nested modules, topics, and all associated files and activities from the course.
5. Click **Delete**.