

USING THE COURSE CONTENT AREA TO PRESENT COURSE MATERIAL

The Course Content page allows you to add folders, files, and content links to present files to students. The Course Content page is the best place to share files such as presentations or supplemental readings, and the folder structure allows you to organize materials to be presented to your students. The Course Content area is the main part of the screen prominently displayed when you or your students first log into a course home page.

The screenshot shows the Webber University WorldClassRoom interface. At the top, the university logo and name are on the left, and navigation links for 'My Blackboard', 'Accessibility', 'Help', and 'Log out' are on the right. Below the header, there are three tabs: 'Build', 'Teach', and 'Student View'. The 'Build' tab is active, and the course title 'Training - Sample Course 02' is displayed on the right.

On the left side, there is a 'Course Tools' menu with the following items: Course Content (selected), Announcements, Assessments, Assignments, Discussions, Learning Modules, Library Library, Mail, Syllabus, Web Links, and Who's Online. Below this is a 'Writing Assistance' section with a link to 'Writing Assistance' and a note '(H) = Hidden'. Underneath is a 'Designer Tools' section with links for 'Manage Course', 'File Manager', 'Grading Forms', and 'Selective Release'.

The main content area shows 'Your location: Home Page' and three buttons: 'Add File', 'Create Folder', and 'Add Content Link'. A 'Page Options' button is also present. Below these buttons is a green banner with the Webber University logo and the text 'TRAINING - SAMPLE COURSE'. A large red box contains the following instructions:

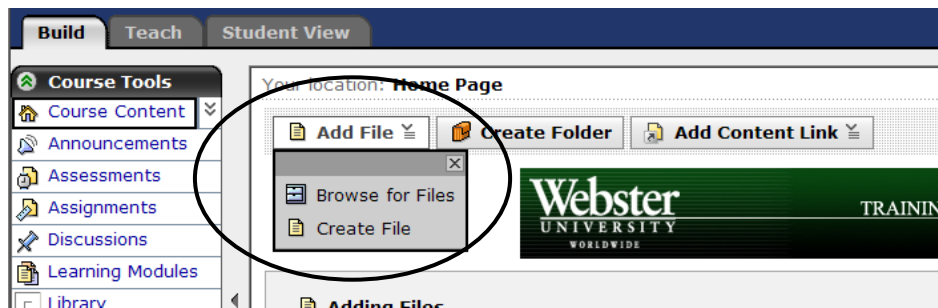
- Adding Files**
You can create files or add existing files on your computer, such as lecture notes and slide shows, to your course. To create or add files, click the **Add File** button.
- Creating Folders**
You can create folders and use them to organize your content and files. To create folders, click the **Create Folder** button.
- Adding Content Links**
You can add links to content in other course tools. This allows users to access a variety of content from this location. To add links, click the **Add Content Links** button.

The Course Content area is a place for you to organize all your course materials to be seen by your students. It works by letting you add three things: Files, Folders, and Content Links.

FILES

A file is just like a file on your local computer. You can add Word or Adobe documents, PowerPoint presentations, HTML web pages, images, and more.

1. Click **Add File**.
2. Choose whether to **Create a new file** or **Browse for a file**.



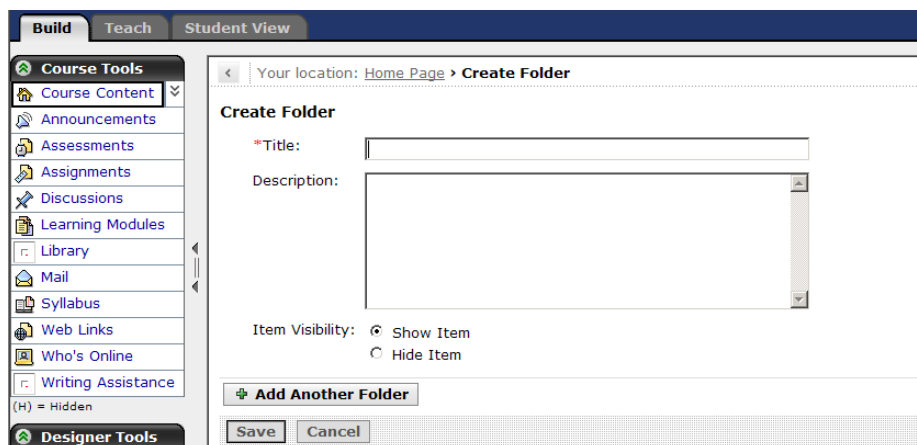
3. Add the file information or locate the file.
4. When all the settings are correct, click **Save** or **OK**.

Note: for more specific directions, look at "IN04 - Managing Files with the Content Manager".

FOLDERS

A folder is just like a folder on the local computer. Folders are created to hold and organize your files.

1. Click **Create Folder**.
2. Add the needed information.



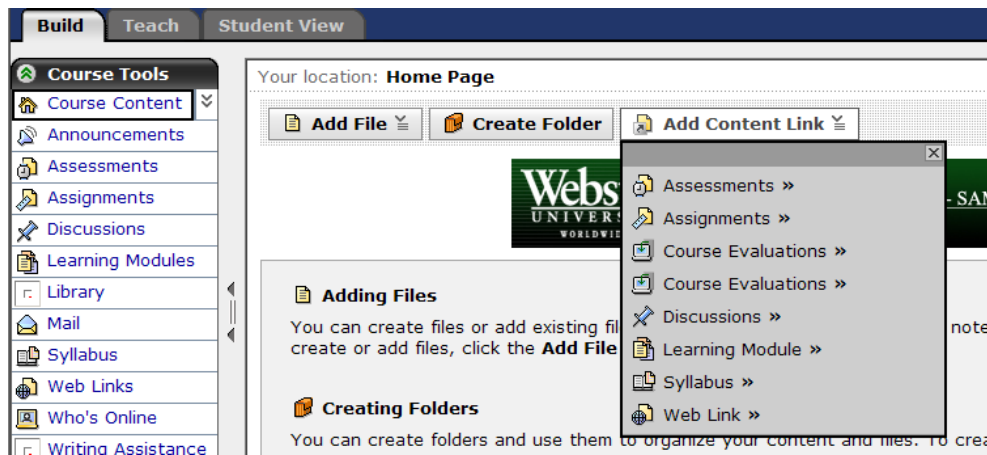
3. Click **Save**.

Note: for more specific directions, look at "IN04 - Managing Files with the Content Manager".

CONTENT LINK

A content link is unique to WorldClassRoom. It allows you add a link to content tools, such as a specific assessment, discussion, or assignment that you have created in WorldClassRoom. This is useful because then you can include these items in same folders you use to organize all the other content for your course. For example, a Week Five folder could hold a PDF file to be read, a PowerPoint file, a content link to a weekly assignment, and a content link to a discussion for that week.

1. Click **Add Content Link**.
2. Choose the Course Tool desired.



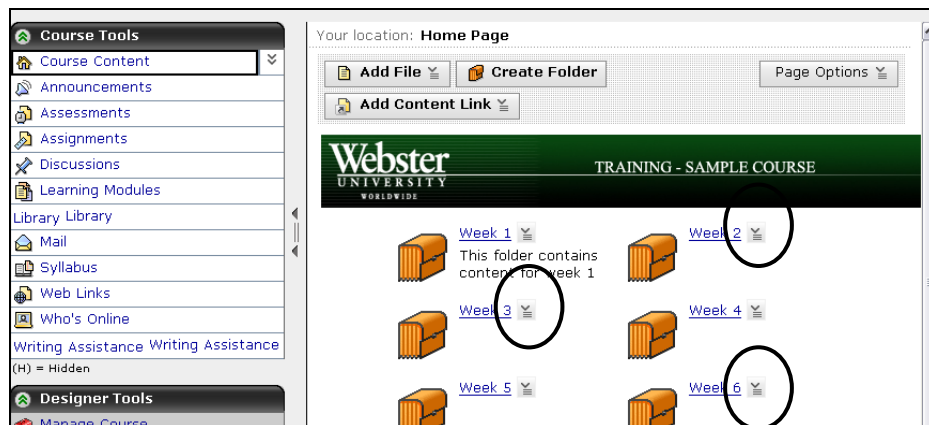
3. Click **Create** for the option selected.
4. Fill out the information needed for that option.

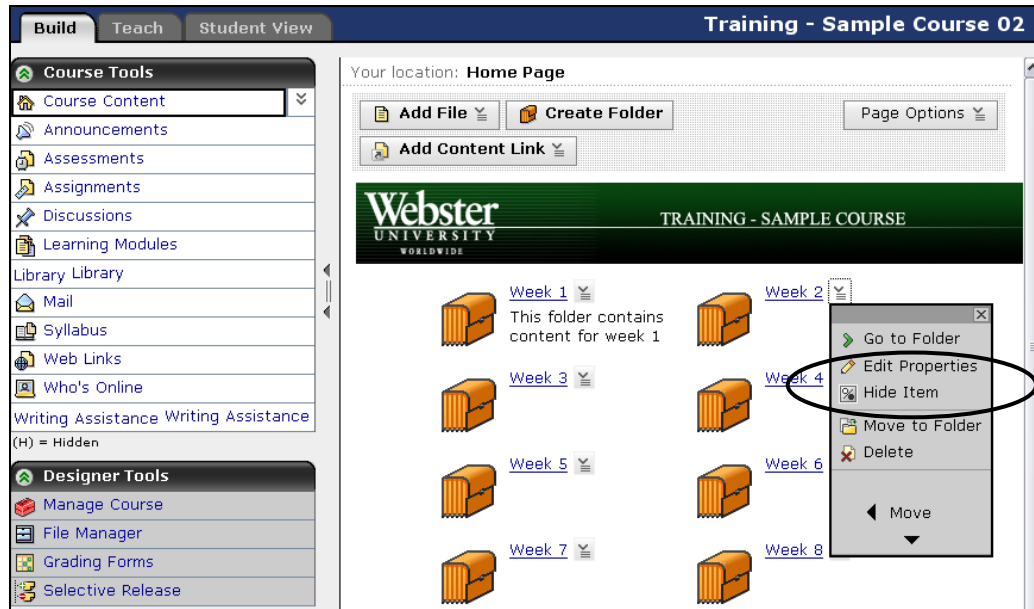
Note: To return to the Course Content area at any time, you can click Course Content in the Course tools.

HIDING ITEMS

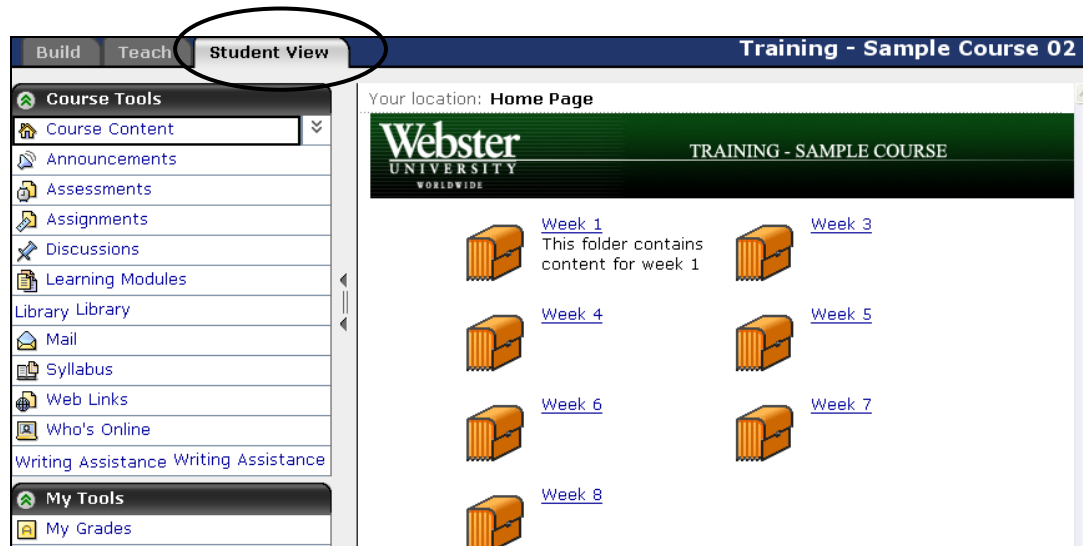
If you don't want weeks that haven't occurred yet to appear, you can hide them from student view by selecting Hide Item in the folder's Action Links.

1. Click the **Action** links next to the item that needs to be hidden.



2. Click **Hide Items**.

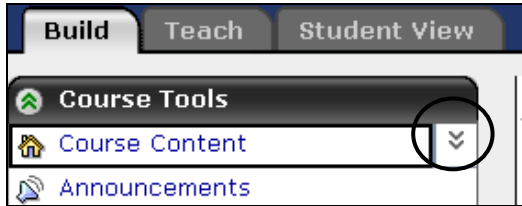
Note: You can see that the folder is not visible to students by selecting the Student View tab.



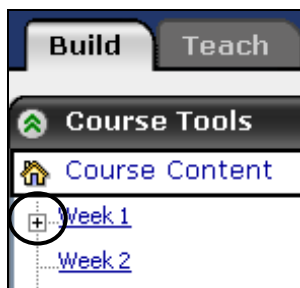
Note: You must be careful however, as hiding the folder doesn't necessarily hide all the things in the folder. For example, a content link to quiz may be in a hidden folder, but the quiz is still accessible by selecting the assessments tool. When the time comes to make the item available to students, select Show Item from the Action Links.

COMPACT VIEW

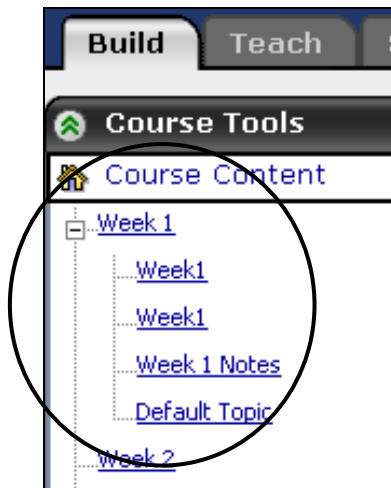
In addition to being able to navigate course content in the big window, a Compact View is available in the Course Tools menu by Expand/Collapse course menu button located next to the Course Content link.



- Folders can be expanded by clicking the plus sign next to them, revealing their content.



- You can click the expand/collapse course menu button again to hide the course content.



Note: Things to Remember. The Course Content area is the best place to share files with your students. Use the Action Links to hide items you don't want students to see yet. However, you must be careful, hiding a folder doesn't mean everything inside of it is completely hidden.