



How To:

1. Create a Module.

- Inside of the course you are working on – click the “Content” tab in the nav bar.

Course Home **Content** Assessments ▾ Communication ▾ Progress ▾ Edit Course

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Hidden

Add a module...

Instructor Information ▾
Add dates and restrictions...
Add a description...
New ▾ Add Existing Activities ▾

Instructor Information ▾
Web Page

Add a sub-module...

- You will see a box at the bottom left that says “Add a module...”
Click into that box and name the Module, ex: Module 1, Week 1, Chapter 1, etc.
Hit Enter on your keyboard or just click out of the box when you are done naming it.

Content:

Create a Module

Upload/Create
Files

Structure

Consistency

DISTANCE EDUCATION
Contact for Assistance

James.morris@msutexas.edu

Danielle.mcafee@msutexas.edu

Pamela.morgan@msutexas.edu



Your Module has not been created, it will look like this:

The screenshot shows a course management interface. At the top, there is a navigation bar with links: Course Home, Content, Assessments, Communication, Progress, Edit Course, and More. On the left, there is a sidebar with a search box and several menu items: Overview, Bookmarks, Course Schedule, Table of Contents (with a '2' badge), Read Me First (with a '1' badge), Instructor Information (with a '1' badge), Hidden, and Module 1 (circled in red). Below the sidebar is an 'Add a module...' button. The main content area is titled 'Module 1' (circled in red) and contains fields for 'Add dates and restrictions...' and 'Add a description...'. Below these fields are three buttons: 'New' (circled in red), 'Add Existing Activities', and 'Bulk Edit'. A dashed box contains the text 'Drag and drop files here to create and update topics', and below it is an 'Add a sub-module...' input field.

2. Now you can add content to the module in the form of: documents (word, pdf, etc.), HTML files, videos, links, etc. You will click **New** and select the option you'd like to use.

This screenshot shows the same course management interface as above, but with the 'New' button (circled in red) clicked. A dropdown menu is open, listing various content types: Upload Files, Video or Audio, Create a File, Create a Link, Add from Manage Files, New Dropbox, New Checklist, New Discussion, New Quiz, and New Survey. Red arrows point from a text box on the right to the first four items in the menu. The text box contains the following instructions:

- Existing Document
- Insert Video or Audio
- Create a new Document with the HTML editor.
- Insert a Link

3. Below are the actions needed to add any of those items.

- **Upload files:**

Add a File

Drop files here, or click below!

Upload

You can upload files up to a maximum of 1 GB.

Choose a location in which to store the file:

/content/enforced/66460-i

Choose Destination

Add Back Cancel

-The name you saved your file on your computer under will be the title here. Save your file under a title specific to the content. Upload the document (word, PDF, PowerPoint, etc.)

-Click Add.

- **Video or Audio:**

Add Video or Audio

Web Video or Audio Upload

Enter Url or Embed Code

Preview

What video sites can be embedded?

Save Cancel

-Insert your URL or Embed Code, once you do that, it will ask you for a title.

-Give it a title specific to the content and click save.

- **Create a File:**

Create a File in "Module 1"

Enter a Title Browse for a Template

Hide from Users

Paragraph **B** *I* U [List Icons] Font Family Font Size [Color Picker]

-Give it the specific content title.
-Insert Content (text or files) in the body of the HTML.
-Click Save and Close

/content/enforced/66460-1 Change Path

Save and Close Save Cancel

- **Create a Link:**

New Link [Close]

Title *

URL *

Open as External Resource
User progress is not tracked for external resources

Create Cancel

-Give it a title specific to the content.
-Insert URL
-If you check the external resource box – it will open in a new tab when the student clicks on it. That is optional.
-Click Create

4. Below is what your module will look like once you have any of these things uploaded, but you will give them specific titles so that your students will know what it is. For example: Lecture Notes, Chapter 1 Video, etc. If you need assistance, please [reach out to us here](#).

Course Home Content Assessments Communication Progress Edit Course More

Search Topics

Module 1

Print Settings

Add dates and restrictions...

Add a description...

New Add Existing Activities Bulk Edit

Upload File	Word Document	✓
Upload Video/Audio	Video	✓
Create a File	Web Page	✓
Create a Link	Link	✓

Add a sub-module...

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Add a module...

-Make sure to give these specific titles to indicate what the content is.