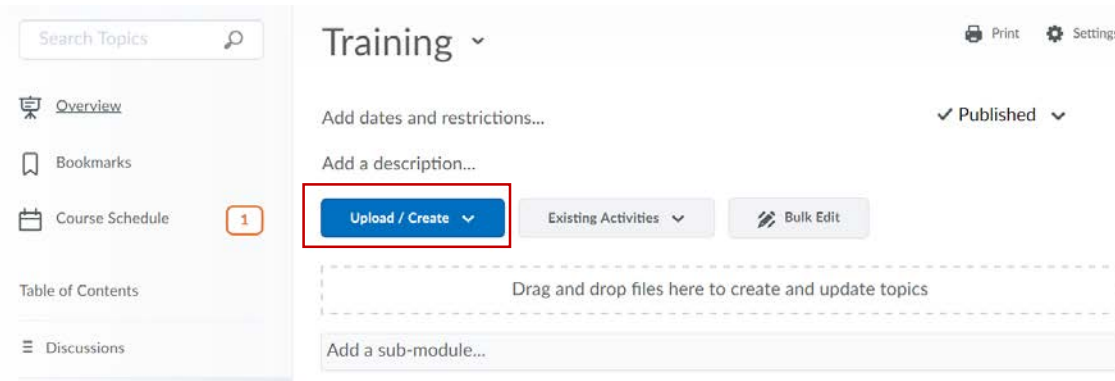


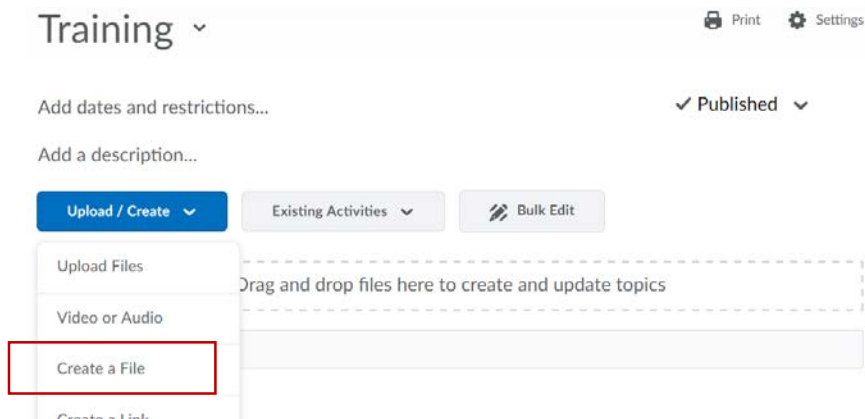
## Adding Content as a Web Page and Uploading a File into a Sub-Module

### *Option 1: Create your content as a web page*

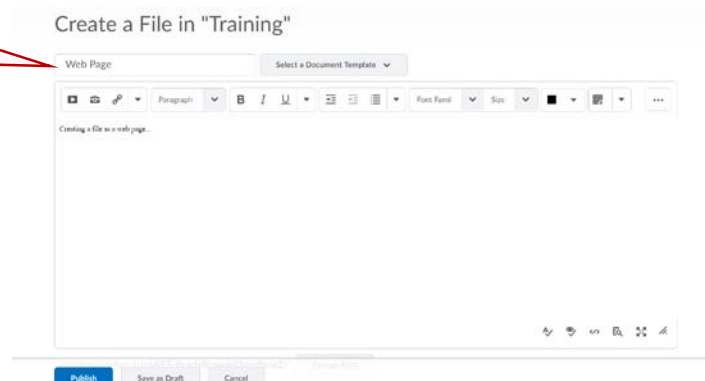
1. Click on "Upload/Create" in the module your adding the content.



2. Select "Create a File".



3. Place in your information.



Content – Can be copy and pasted.

4. Click "Publish" or "Save as Draft". Publish makes the content live and Save as Draft holds it hidden as a draft.
5. The screen shot below shows what it will look like on the main page with the module. The students will click on the blue "Web Page" to view the content.

1

The screenshot shows a course management interface. At the top, there is a navigation bar with links for Content, Activities, Communication, My Tools, Grades, and Help. Below this is a notification bar stating "You have 6 setup tasks remaining." The main content area is titled "Training" and includes options for "Add dates and restrictions...", "Add a description...", and "Published" status. There are buttons for "Upload / Create", "Existing Activities", and "Bulk Edit". A "Web Page" option is selected, indicated by a checkmark. A search bar and a sidebar with navigation options like Overview, Bookmarks, Course Schedule, Table of Contents, Discussions, and Training are also visible.

2

The screenshot shows the "Web Page" configuration page. The breadcrumb trail at the top reads "Table of Contents > Training > Web Page". The page title is "Web Page" with a dropdown arrow. Below the title, there is a status message: "Creating a file as a web page...". On the right side, there are navigation icons for back and forward.

## Option 2: Adding Content with a Sub-Module

1. Drag and Drop files into the blue dotted box or click "Upload/Create".

The screenshot shows the 'Training' page header with a 'Print' icon and 'Settings' gear. Below the header, there are options to 'Add dates and restrictions...' and 'Add a description...'. A 'Published' status is shown with a checkmark. A row of buttons includes 'Upload / Create' (highlighted in blue), 'Existing Activities', and 'Bulk Edit'. To the right are 'Expand All' and 'Collapse All' links. The main content area is titled 'Adding Content as a Sub-Module' and contains a blue 'Upload / Create' button, an 'Existing Activities' button, and a dashed blue box with the text 'Drag and drop files here to create and update topics'. Two red arrows point to the 'Upload / Create' button and the dashed box.

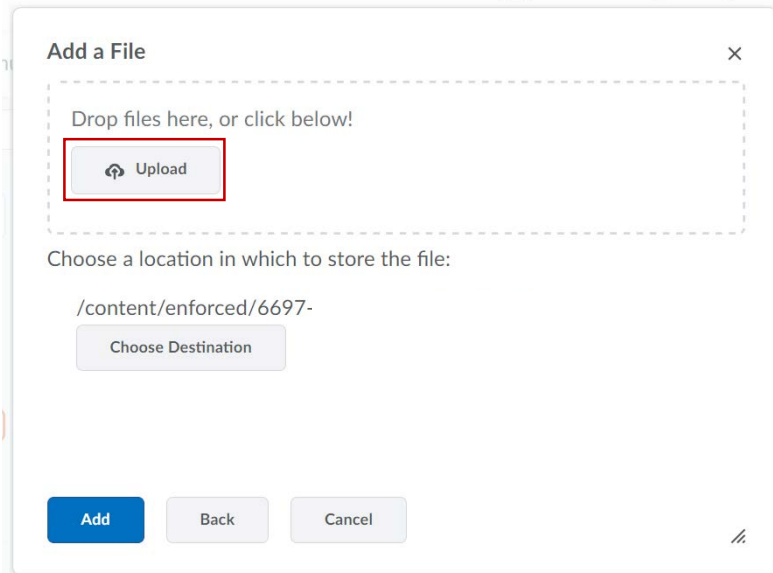
2. Drag and drop you are done adding content.
3. If you're wanting to upload the file click the "Upload/Create".

This screenshot is similar to the previous one, but the 'Upload / Create' button is highlighted with a red arrow, indicating the next step in the process.

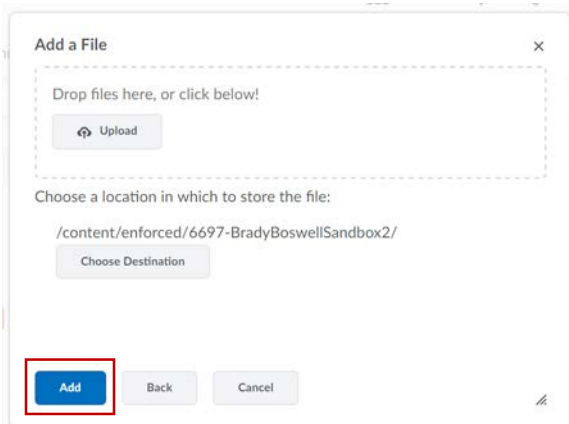
4. Select "Upload Files"

The screenshot shows the dropdown menu for the 'Upload / Create' button. The 'Upload Files' option is highlighted with a red box. Other options include 'Video or Audio', 'Create a File', 'Create a Link', and 'Add from Managed Files'.

5. Add the file from your computer or if it is in the course offering you may use that as well. If adding from your computer click "Upload" or you still have the option to drop file in the dotted box.



6. Once the file is loaded click "Add".



7. You will see the file successfully uploaded.

# Training ▼

 Print  Settings


Add dates and restrictions...

✓ Published ▼

Add a description...

**Upload / Create** ▼

Existing Activities ▼

 Bulk Edit

Expand All | Collapse All

☰ Adding Content as a Sub-Module ▼

**Upload / Create** ▼ Existing Activities ▼

☰ Adding a module ▼ ✓