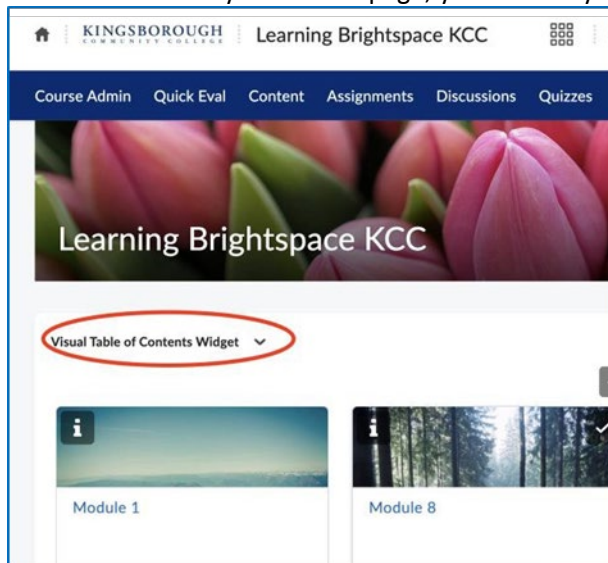




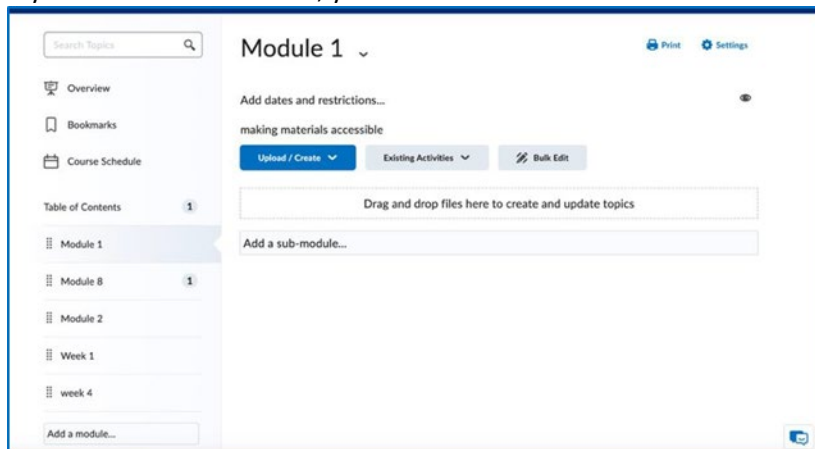
Working with Course Content

Working with your Table of Contents

- On the left side of your course page, you will see your visual table of contents widget as a series of tiles.

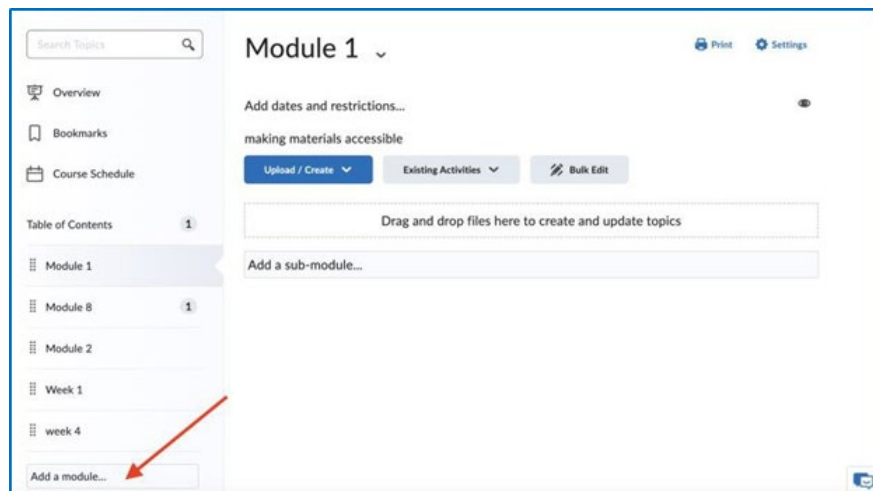


- If you click on one of them, you will then see a more traditional table of content on the left.

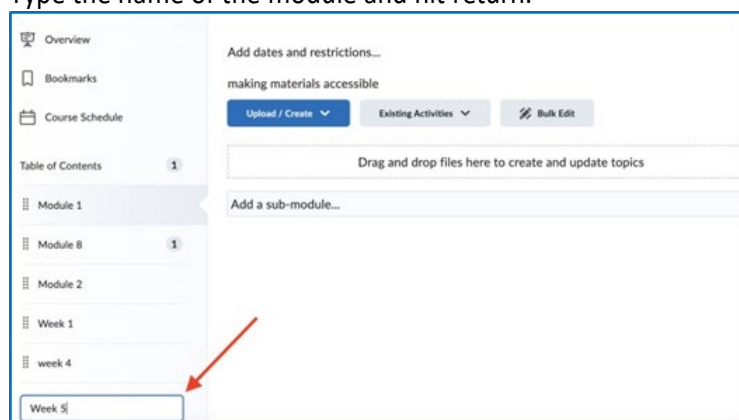


Adding a Module

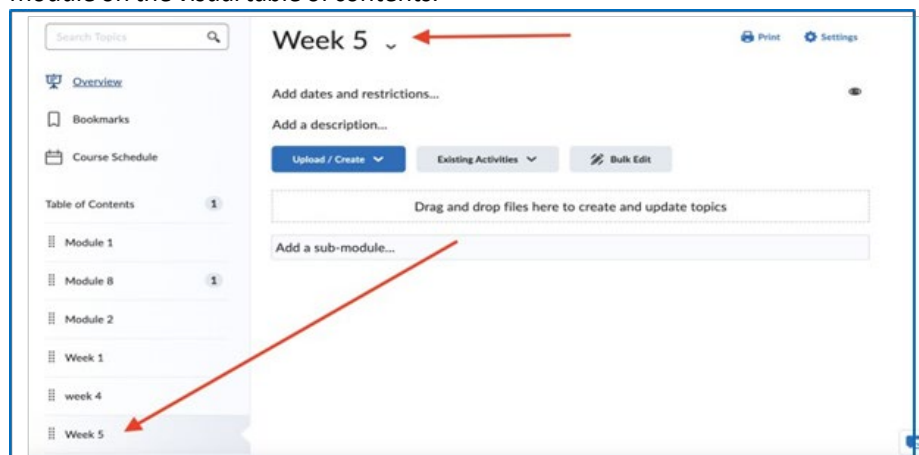
- In Brightspace, content is arranged in modules. To add a module, go down to the add a module box.

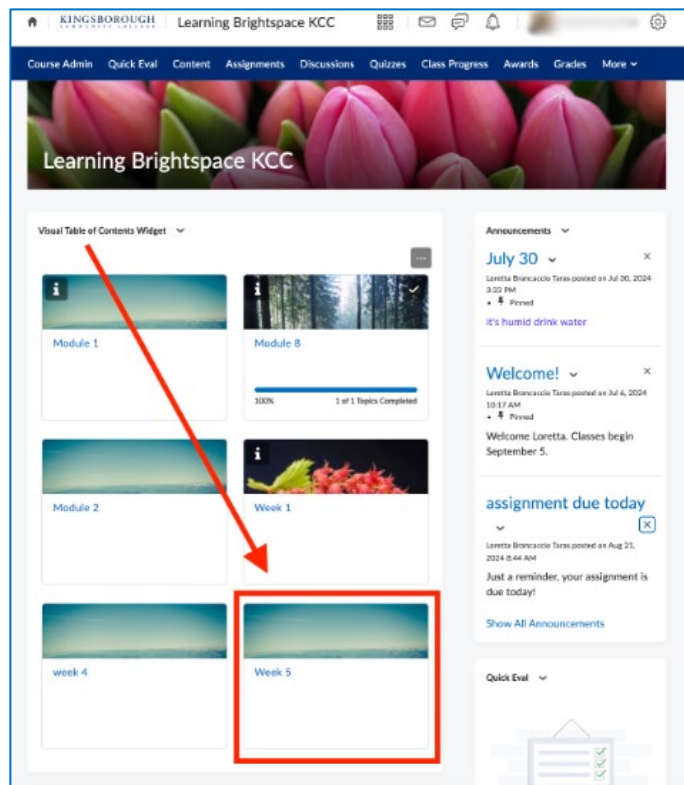


- Type the name of the module and hit return.



- The name of the module will appear at the top of the module and on the table of contents. You will also see the module on the visual table of contents.

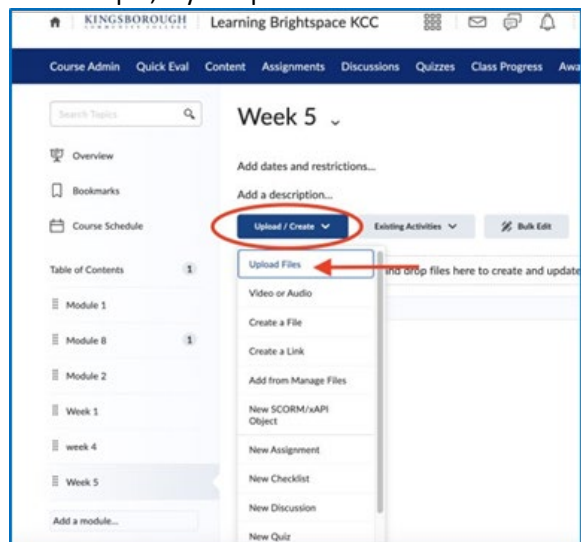


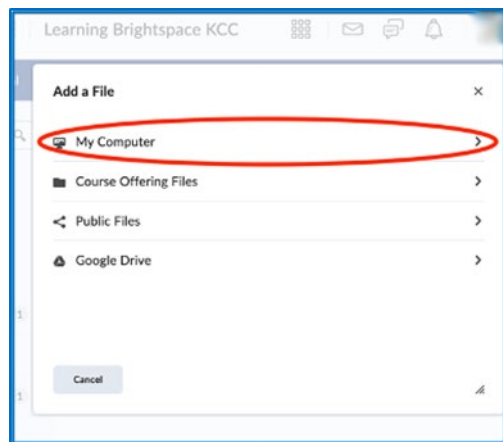


Adding Content to a Module

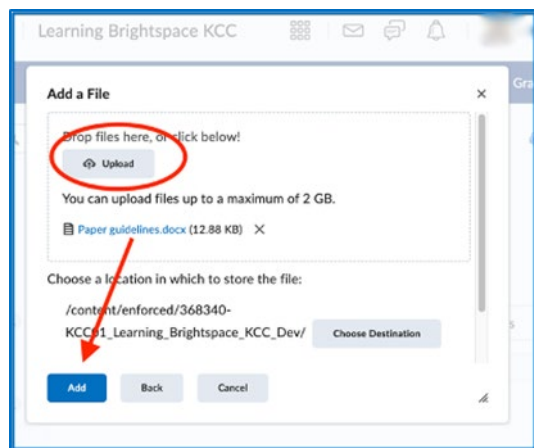
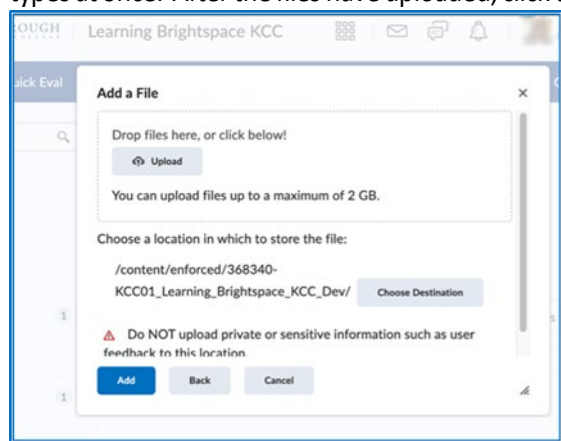
To add content to a module:

- Go to **Upload/Create**. Select the option **Upload Files**. You will then be asked where the files are coming from. In this example, my computer is selected.

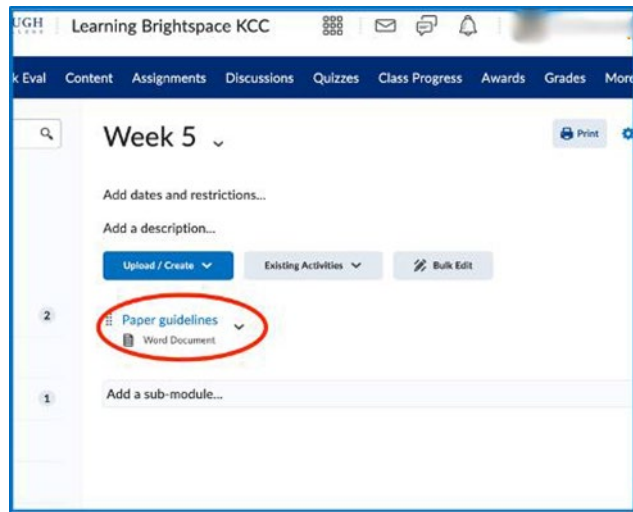




- You will then be prompted to upload your files- simply drag and drop them. You can add multiple files of different types at once. After the files have uploaded, click the **Add** button.



- You will see your content added to the module.



Note: You can rearrange modules by placing your cursor on the series of dots next to the name of the module. Drag the module to the place on the TOC you would like it to appear. You should see a bar with a blue dot appear. When you see it, drop the module to the location. You can also move modules by selecting the chevron next to the module name and then choose move up or move down.