

Creating and Adding Content Files

⇒ To create and add a content file:

1. Under *Add to Home Page* (if you want it directly on the Home Page) or under *Add to Learning Module* (if you want it in a Learning Module folder) click **Content File**. The Content File section expands.
2. Click **Create Content File**. The Create File screen appears.

Create File

*Title:

HTML Creator: On / Off

*Content:
 Use HTML Insert equation:

File name:

Your file will be saved in File Manager in the Section Content folder.

* Required field

3. If you want to use the HTML Creator, select *On*.
4. Complete the Title, Content, and File Name text boxes.
5. Click **Save**. The Content File is created and added to the Home Page.

<p><i>Adding to the Home Page</i></p> <p><i>versus</i></p> <p><i>Adding to the Course Toolbar</i></p>	<ul style="list-style-type: none">• If you add a component to the Home Page, when students click its link they can only access the specific component of that tool. For example, when students click a Chat and Whiteboard icon on the Home Page, they go directly to the chat and whiteboard room that was added to the page.• If you add a tool to the Course Toolbar, when students click the tool icon, they enter the tool's main page and can access all available components. For example, when students click Chat and Whiteboard, they access the Chat and Whiteboard tool's main page, which displays all chat and whiteboard rooms.
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