

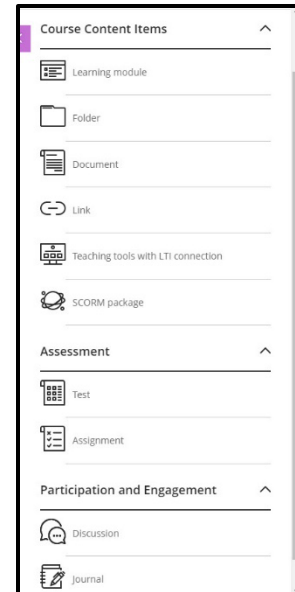
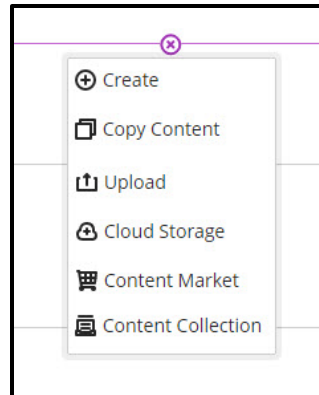


## Creating a Learning Module, Folder, and Content Item

### Create a Learning Modules

You can create learning modules within the **Course Content Menu** to serve as containers for your course content.

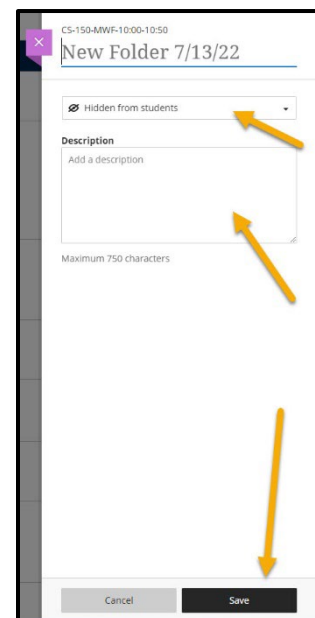
1. Point to the + (plus sign) above the course menu.
2. Click **Learning Module** on the drop-down list.
3. Type a **Name** for the new content area.
4. Select the Available to Users check box.
5. Click **Submit**. A link to the new content area appears at the bottom of the course menu. You can **drag and drop** it to another location on the course menu.



### Create a Content Folder

You can create content folders to organize content. After you Create a content folder, you can add content. For example, you can create folders for each week of your course within a content area.

1. From within the **Course Content** Items menu, point to and click **Folder**. You will need to click the + sign from within the Content Area first.
2. On the Create Content Folder page, type a **Name**.
3. Optionally, in the Text box, type instructions or a description.
4. Select the **Standard Options**.
5. Click **Save**. The newly created folder is empty.





### **Create a Content Item**

You can create content (e.g. readings, lecture videos, links to websites, tests, and assignments) within content areas. These are non-graded items.

1. From within the content area or content folder, point to **Build Content** (+ sign) and then click Create.
2. On the **Create Item** page, choose the category of the item you want to create, and type a name and pertinent information needed, along with any supplemental links, uploads, or images.
3. Optionally, type instructions or a description in the Text box.
4. Optionally, **Attach File** and select the **Standard Options**. These items can be rearranged by dragging them up or down.
5. Click **Save**.
6. Scorm packages can also be uploaded from publishers purchased content or from custom builds.