



# Office of Online Learning

## Indian Hills Community College

### Computer Tutorial:

### How To: Add & Manage Course Content – Part 1: Add Static Content Items

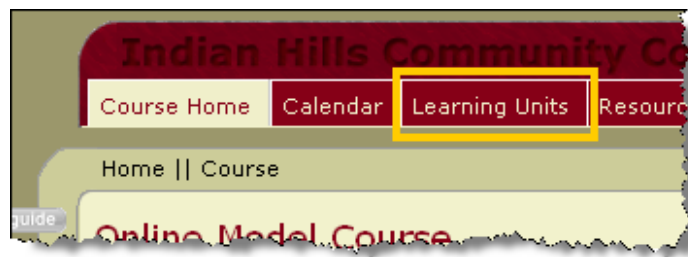
**Purpose:** This tutorial demonstrates how a faculty member can add non-interactive content items to their course in MyHills.

**Introduction:** The Add Content link (located in the Learning Units or Lessons area) displays a variety of content items instructors can create. In order to make changes to a course, an instructor should have a basic knowledge of how to add and manage course content items.

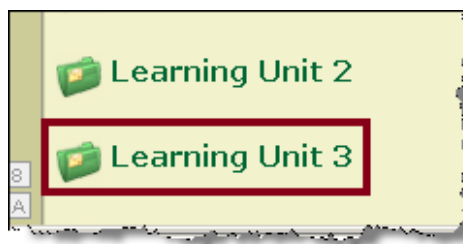
#### Add a Folder:

Folders are used to “package” or chunk your content into manageable “bites” for the students. For example, you can use a folder to hold a week’s worth of coursework for the students.

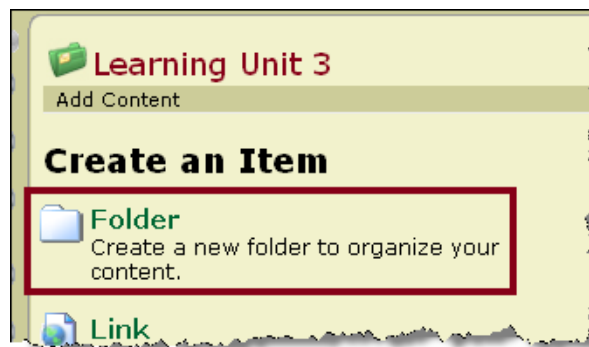
1. Go to the **Learning Units** or **Lessons** area.



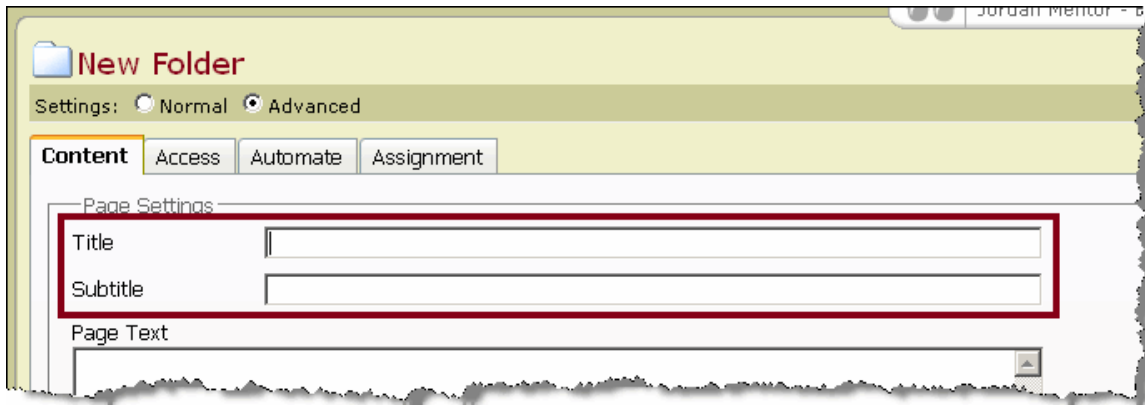
2. Click on the specific learning unit you want to add content to, then click on **Add Content**.



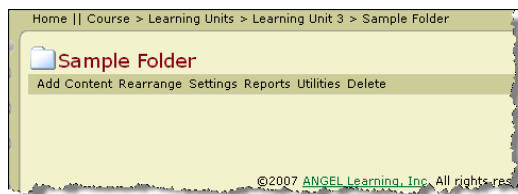
3. Under **Create an Item**, click **Folder**.



4. Fill in the **Title** field with a name for your folder.



5. You can add a descriptive **Subtitle**, if you wish.
6. Click the **Save** button.
7. You're taken to a page where you can add contents to the folder.



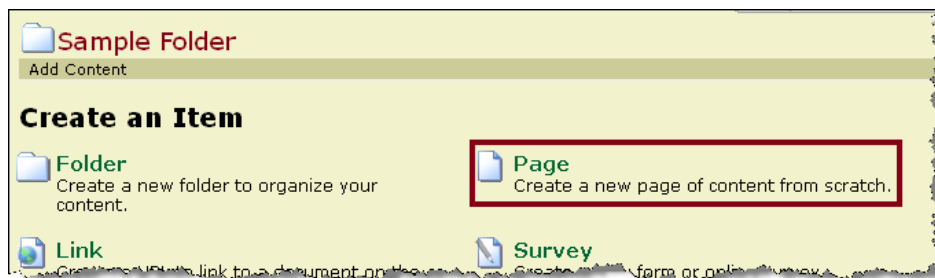
#### Add a Page:

Within our folder, let's add a page. A page displays information to the student. It can be used for a mini-lecture, instructions for the week's content, etc.

1. Click **Add Content**.



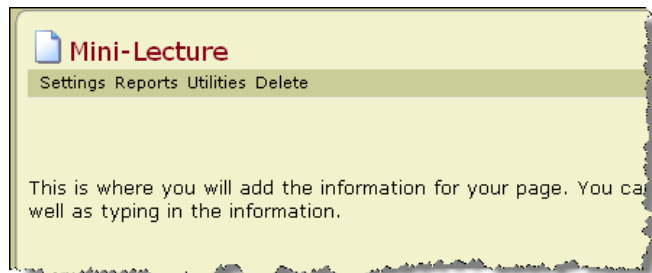
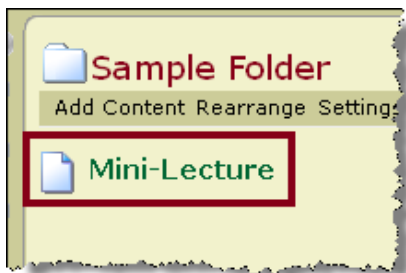
2. Under **Create an Item**, click **Page**.



3. Fill in the **Title** field with a name for your page.
4. Fill in the **Subtitle** field if needed.
5. The **Page Text** field is where you will type the information displayed on your page. You can also cut and paste from a Microsoft Word document.



6. You can use the **HTML Editor** to modify the visual appearance of your page. See the tutorial "**Using the HTML Editor**" for more information on this tool.
7. Click the **Save** button.
8. Your page displays in the folder contents. Click on the name of your page to view it.



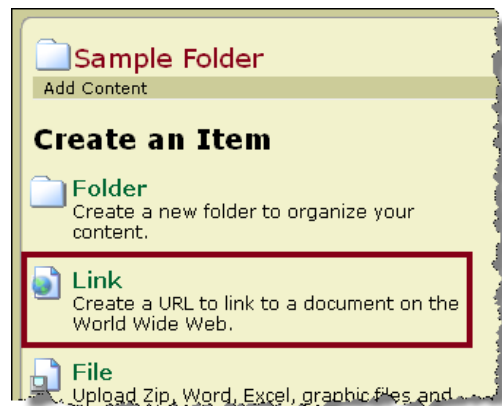
## Add a Link:

Maybe you would like your students to have quick access to an internet site that would be helpful to them. You will need to check this link frequently to ensure that it has not changed and that it still contains pertinent information.

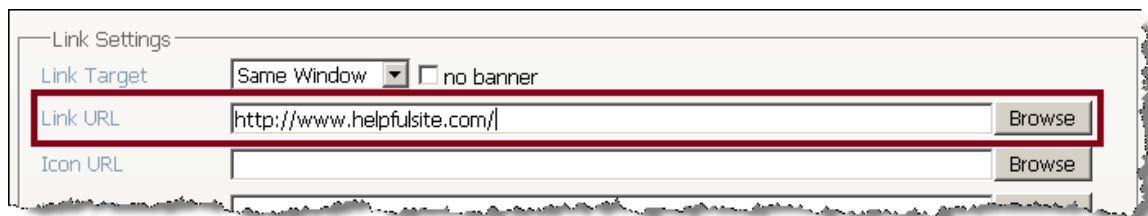
1. Click **Add Content**.



2. Under **Create an Item**, click **Link**.



3. Fill in the **Title** field with the name of the link.
4. Fill in the **Subtitle** field if needed.
5. Scroll down to the **Link URL** field and type in the complete URL – or address - of the web site. This will include the **http://** in front of the address. To ensure you have the entire address (and that there are no typos), you may want to copy and paste from a web browser.



6. Click the **Save** button.
7. Your link will appear in the folder contents.

## Add a File:

Perhaps you have a Word document or a .pdf file that will be helpful to your students. You can upload these files to your course.

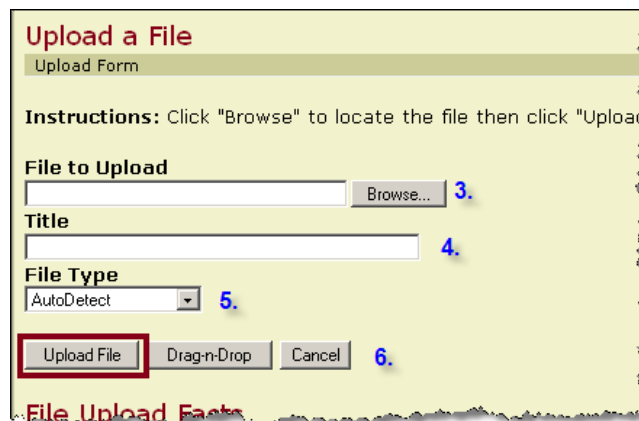
1. Click **Add Content**.



2. Under **Create an Item**, click **File**.



3. Click the **Browse** button and browse to where the file resides on your computer. Click once on the document to highlight it. Then click the **Open** button.

A screenshot of an "Upload a File" form. The form has a title "Upload a File" and a subtitle "Upload Form". Below the title, there are instructions: "Instructions: Click 'Browse' to locate the file then click 'Upload'". The form contains several fields and buttons: a "File to Upload" field with a "Browse..." button (annotated with a blue '3'), a "Title" field (annotated with a blue '4'), a "File Type" dropdown menu set to "AutoDetect" (annotated with a blue '5'), and three buttons at the bottom: "Upload File" (highlighted with a red box), "Drag-n-Drop", and "Cancel" (annotated with a blue '6').

4. Fill in the **Title** field.
5. Leave the **File Type** as **AutoDetect**.
6. Click the **Upload File** button.
7. Click the **OK** button.
8. Your file will appear in the folder contents.

Please work through the other tutorials available on the Indian Hills Community College web site to find out more about how to use MyHills.

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For further assistance, please contact:

**IT Help Desk**

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