

HOW DO I ADD COURSE MATERIALS?

The main way to add materials to a course is using a tool called a Page. Pages let you add text, Word documents, PDFs, links to web pages, and videos to your course.

First steps:

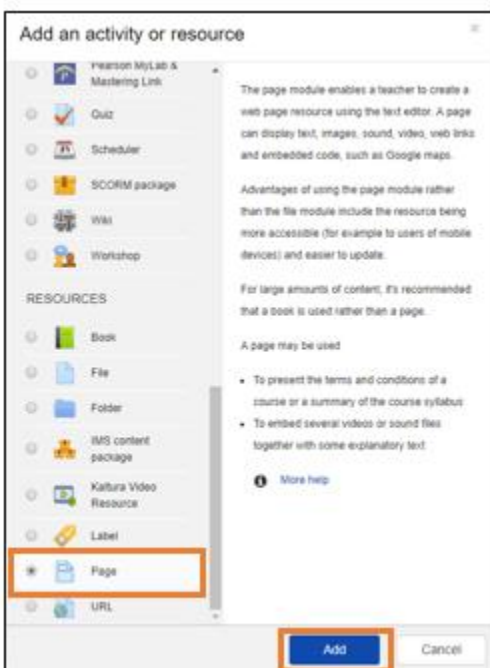
From the *Gear icon* in the upper right of your course page, **choose** *Turn editing on*.



Go to the section where you want to add the link. **Click on** *Add an activity or resource*.

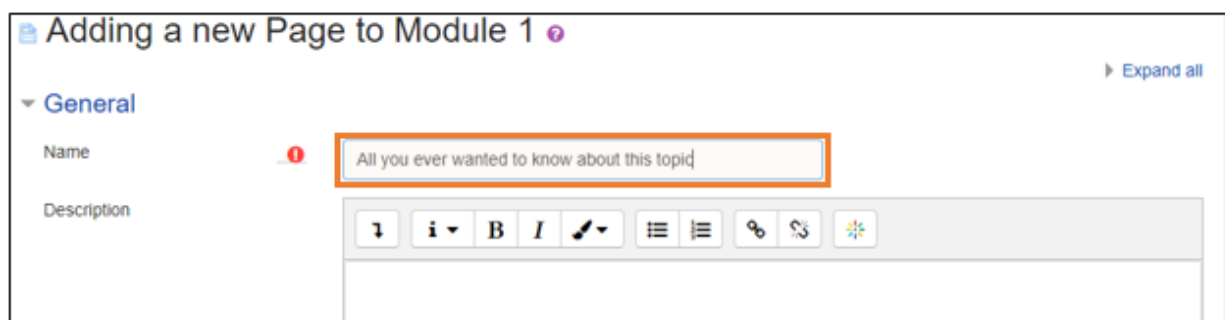


Scroll down to *Page*. **Click** *Page*. **Click** *Add*.



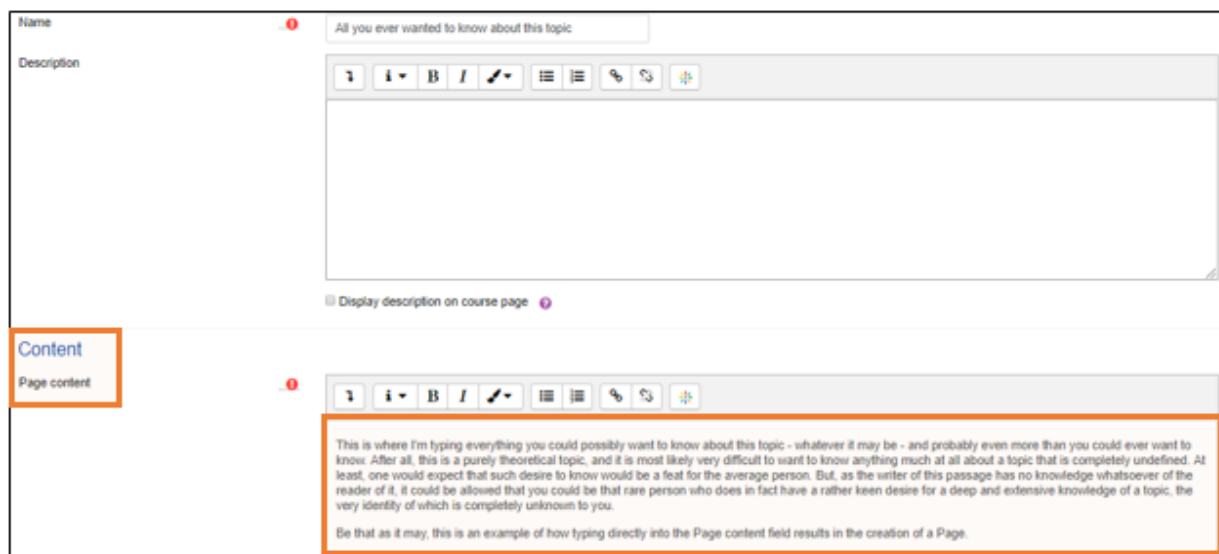
Fill in the *Name* field. This is the name that will appear to students on the course page.

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Then choose from any of the three options below.

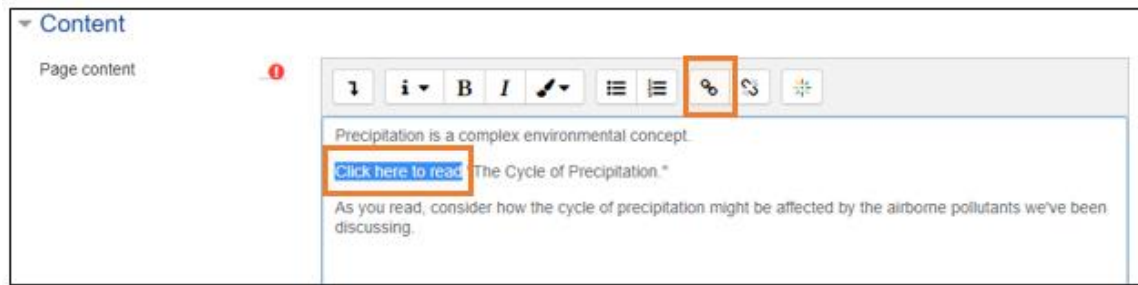
Option 1: Type course material directly into the Page content field. This text will become the page you're adding. Caution: Be sure to use the Content field, not the Description field, for your page content.



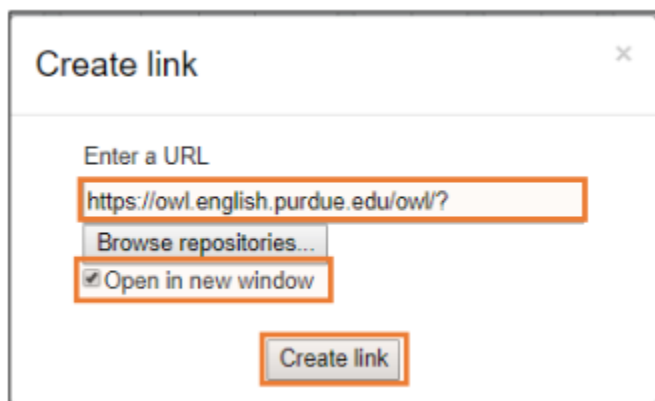
Option 2: Include a link to reading material (URL, PDF, or Word document)

Type a description in the Page content field to give students context for the reading material. This is the text that will appear on the actual page you're creating. In the description, include the name of the resource with the word "Click" preceding it. Use your mouse to highlight the name of the resource. Then **click** the [Link](#) icon.

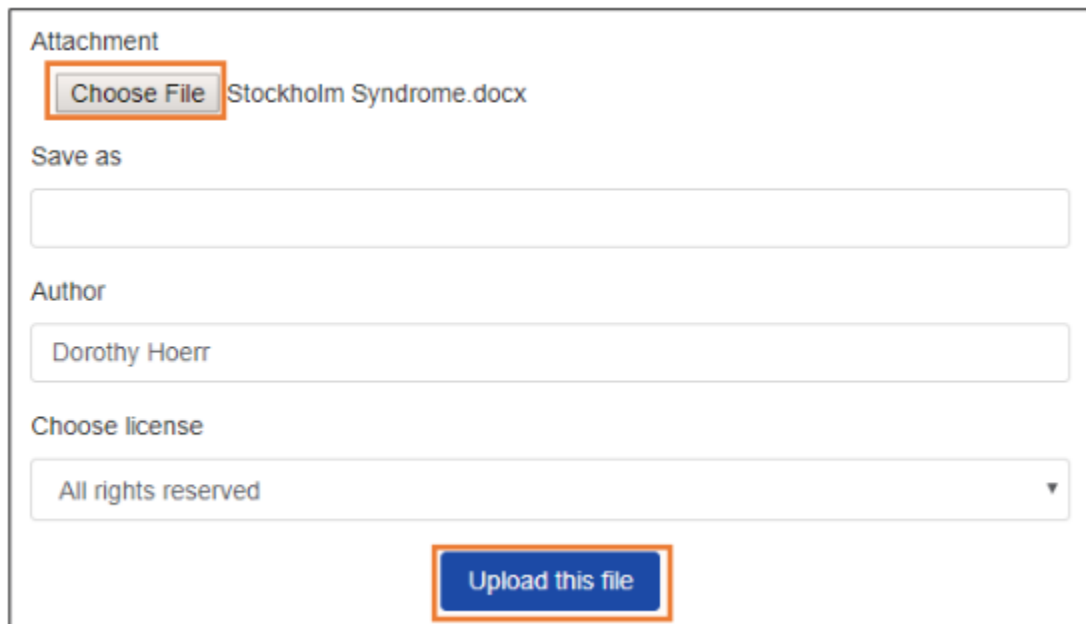
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2a: You can then paste in the URL of a web page you want students to visit:



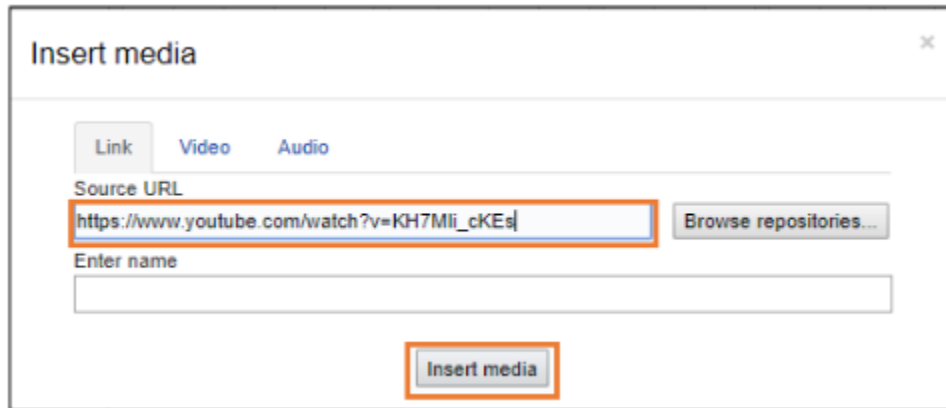
2b: Or upload a PDF or Word document:



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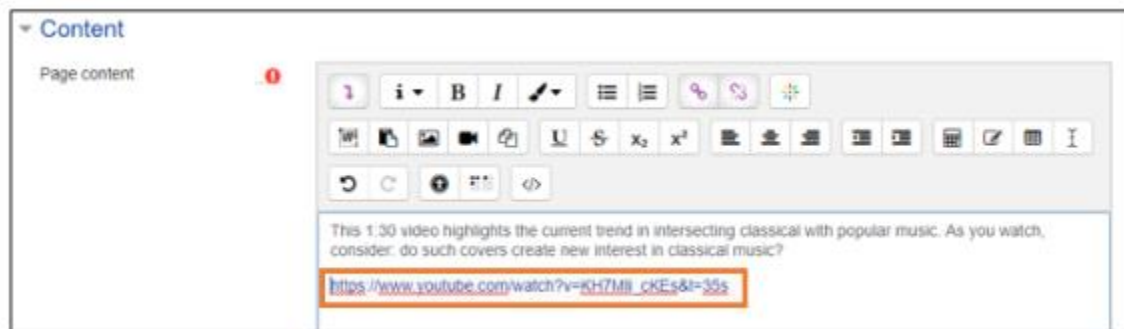
Option 3: Embed a video for students to view.

Type a description in the Page content field to give context to the video for learners. You may also indicate how long it is. Then click the down arrow and click the media icon. When the *insert media* box opens, copy and paste in the URL of the video you want to include and **click *Insert media***.



The screenshot shows the 'Insert media' dialog box with the 'Video' tab active. The 'Source URL' field is populated with a YouTube link and is highlighted with an orange border. Below it is an empty 'Enter name' field. At the bottom center, the 'Insert media' button is also highlighted with an orange border.

You will see the URL appear in the description box. **Click *Save and display***.



The screenshot shows the 'Page content' editor with a rich text toolbar. Below the toolbar, a video player is embedded. The video description text is visible, and the URL 'https://www.youtube.com/watch?v=KH7Mli_cKEs&t=35s' is highlighted with an orange box.

You will now see the page you created. This page will open when students click on it on the course page.

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All you ever wanted to know about this topic

This is where I'm typing everything you could possibly want to know about this topic - whatever it may be - and probably even more than you could ever want to know. After all, this is a purely theoretical topic, and it is most likely very difficult to want to know anything much at all about a topic that is completely undefined. At least, one would expect that such desire to know would be a feat for the average person. But, as the writer of this passage has no knowledge whatsoever of the reader of it, it could be allowed that you could be that rare person who does in fact have a rather keen desire for a deep and extensive knowledge of a topic, the very identity of which is completely unknown to you.

Be that as it may, this is an example of how typing directly into the Page content field results in the creation of a Page.