
Create and Manage Content

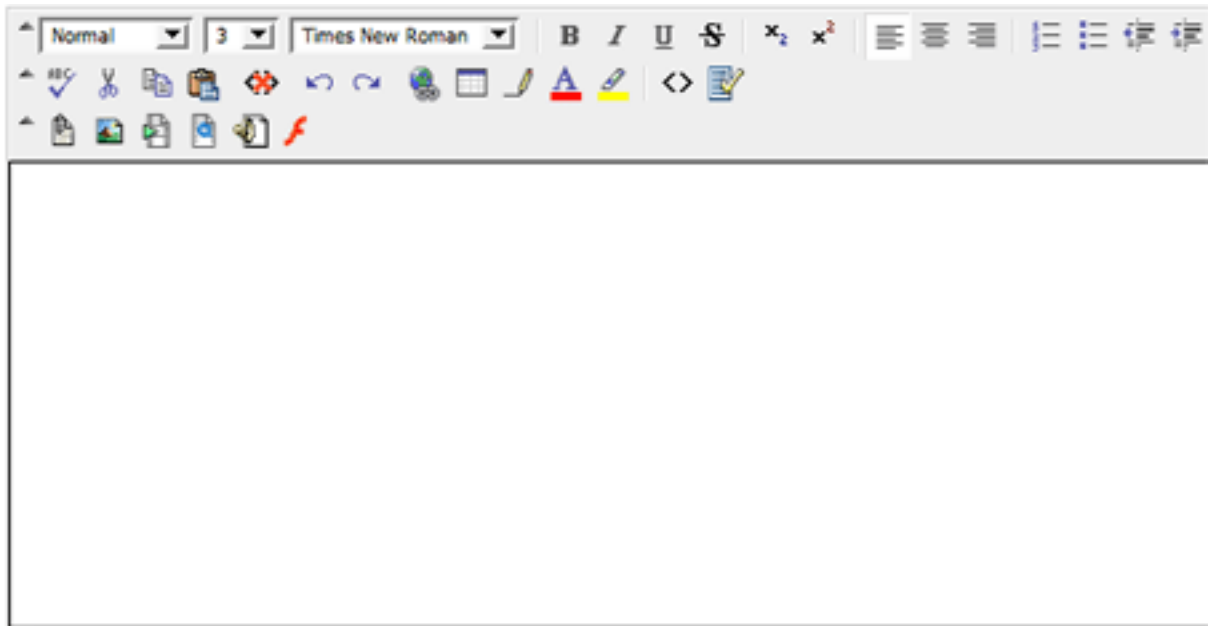
OVERVIEW

myLesley has several tools that help you edit and design information directly in the course. Before going into how to add content such as announcements and a syllabus, we will review how to use the primary editing tool, the Visual Text Box Editor.

Create and Manage Content (continued)

USING THE VISUAL TEXT BOX EDITOR

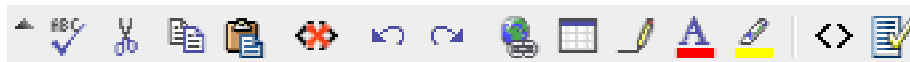
The WYSIWYG (What You See Is What You Get) Text Editor is where content is created and displayed as it will appear on screen. The Text Box Editor is used in creating and editing content such as Items, Folder or Links, and has features and tools similar to a word processor such as Microsoft Word.



The top toolbar contains commands for changing the font size and face, paragraph alignment options, bullets and numbering, and indenting left or right.



The middle toolbar contains commands for spellcheck, cutting, copying and pasting, clear, undo and redo, inserting a hyperlink, table or line, font color options, highlighting tool, view in HTML and previewing the text.



The bottom toolbar contains multimedia commands for attaching a file or image, adding MPEG content, and adding a quicktime movie, sound file or flash content.



Create and Manage Content (continued)

CREATE AN ANNOUNCEMENT

The only way to add or modify an announcement is through the "Control Panel."

[Announcements](#)
[Syllabus](#)
[Assignments](#)
[Resources](#)
[Faculty Info](#)

Tools
Communication
Course Tools
Course Map
Control Panel
Refresh
Detail View

1. Choose **Control Panel** from the menu bar.

2. Choose the **Announcements** link from the "Course Tools" section.

Course Tools
[Announcements](#)
[Course Calendar](#)
[Staff Information](#)
[Send Email](#)
[Discussion Board](#)
[Collaboration](#)
[Digital Dropbox](#)
[Glossary Manager](#)
[Content Collection](#)

3. Click the **Add Announcement** button

Announcements
[Add Announcement](#)
VIEW TODAY | VIEW LAST 7 DAYS | VIEW LAST 30 DAYS | VIEW ALL
May 11, 2007 - May 18, 2007
Mon, Oct 23, 2006 -- **Permanent** -- **Welcome!**
Welcome to our myLesley test server environment and to the demo discussion course area. Modify Remove
Posted by: Heather McMorrow-Gretzinger

Create and Manage Content (continued)

The Add Announcement page appears onscreen.

Add Announcement

1 Announcement Information

Subject
Message

4. Anything with a red asterisk is required.

5. Enter your message here. Take time to be personable and concise.

2 Options

Permanent announcement? Yes No

Choose date restrictions

Display After

May 16 2007

11 30 AM

Display Until

May 17 2007

11 30 AM

3 Course Link

Click Browse to choose an item.

Location:

Browse

4 Email Announcement

Email will be sent immediately to all course users. Note that Course Links will not be included in the email.

Email this announcement to all course users.

5 Submit

* Required Field

Click Submit to finish. Click Cancel to quit.

Cancel Submit

6. Do you want this announcement to appear immediately each time your students open your course?

7. Do you want this announcement to reveal itself after a designated date?

8. Do you want it to disappear after a designated date?

9. Do you want to create a link that will allow your students to go to a designated point in your course? *This is optional.*

10. Do you want to email the announcement to your students? *This is optional.*

11. Click **Submit**. You can edit or remove announcements at any time.

Create and Manage Content (continued)

ADD CONTENT

Areas such as the “Syllabus” and “Assignments” links along the left navigation are called “Content Areas.” You are able to add or remove content areas and change the names of these as you choose.

Announcements
Syllabus
Assignments ←
Resources
Faculty Info

1. Choose a content area. Here we will choose **Assignments** from the menu bar.

Tools

- Communication
- Course Tools
- Course Map

Control Panel

Refresh

Detail View

2. Choose **Edit View**

MY COURSE > DEMO ARTS IN LITERATURE > SYLLABUS [EDIT VIEW](#)

Syllabus

Syllabus EEDUC9999
[Syllabus_2.rtf](#) (2.624 Kb)
This is our class syllabus. Please review it.
It will download as an RTF (rich text format)

3. Choose any of the tools provided.

Item Folder External Link Course Link Test Select: Learning Unit

Item : Add a single item; i.e. a Word or Excel document, or enter text in a text box.

Folder : Add a folder to help chunk or organize your content.

External Link : Add a link to an outside website (it is also possible to add HTML within the description for any of these options).

Course Link : Add a link to another area within this course.

Test : Add a link to a test created in this course.

Select: Learning Unit : Add advanced features to your course (see the next section for more information on Advanced Features in the content areas).

Create and Manage Content (continued)

ADD A SYLLABUS

1. Choose **Syllabus** from the main course menu.



2. Choose **Edit View**



3. Choose **+Item** from menu.



The Add Item page will appear on screen.

4. Under "Content Information," type in a name for the syllabus.



5. In the "Content" area, click on **Browse** next to Attach local file.



Locate the syllabus file on your computer, and click **Open**.

6. Click **Submit** to finish.