
Adding Files and Weblinks

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.



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

2. Choose **Edit View**



3. Choose any of the tools provided.



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.