

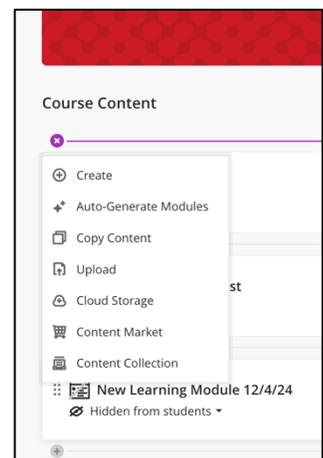
# Adding Course Content Items to Your Bb Ultra Course

The first step when adding content to a course is to create a module to contain related content. What goes into a module largely depends on how you plan to arrange the Course Content page. For instance, for a 16 week course, you may decide to create a module for each week's content. Or, you may decide to break up the sixteen weeks

into four units, so that each module is a unit. You could then have four weeks of content per unit, using folders for each week in order to contain the content for that week. However you decide to do this, the important thing is to chunk the information in a way that is easier for the students to learn from and navigate to.

## Adding a Course Content Item to the Course Content Page

1. Locate the Plus Icon
  - Find the circled plus icon **+** on the Course Content page.
  - Select Create from the dropdown menu
2. In the Create Item panel, there are 3 categories of items to select:
  - Course Content Items
  - Assessment
  - Participation and Engagement

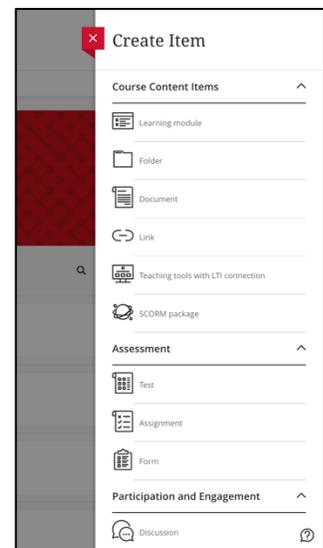


### Course Content Items: Create a Learning Module

1. In the Create Item panel, choose "Learning Module."
2. Enter the name of the module.
3. Choose the view status.
4. Add a description.
5. Add a thumbnail image to the module.
6. Click "SAVE."

### Course Content Items: Create a Folder

1. In the Create Item panel, choose "Folder."
2. Enter the name of the folder.
3. Choose the student view status (This can also be done later on the Course Content page).
4. Optional: Add a description.
5. Click "SAVE."



## Course Content Items: Create a Document

1. In the Create Item panel, choose "Document."
2. Enter the name of the document.
3. Select the type of content to add to a block
  - a. Select from the listed icons to add the needed content
  - b. To add an additional block to the Document, position the mouse pointer over the dashed line below the block you just created. The circled plus icon  will appear. Click it to add a new block.
4. Choose the student view status.
5. Optional: Add a description.
6. Click "SAVE."

### Create Multi-Columns

You can also position blocks side by side. Hover over a block, place pointer over thick purple handle on right edge of the block. Click and drag the handle to the left to reduce the width of the block. Repeat these steps with the block below. Hover over the block, locate the move handle which appears between the edit and delete icons. Click and drag this handle to place the entire block to the left or right of the block above.

## Add Content to a Module

1. On the Course Content page, click inside the module to open it.
2. Click the circled plus icon inside the module to add items.
3. Add folders within the module to further organize content.
  - a. You can add individual items as well inside a module or folder

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### Notes on Module and Folder Organization

- Modules can contain folders.
- Folders can contain another folder or singular items.
- Folders are limited to one additional folder.
- Only modules can have an image added; folders cannot.