Transcript: How to Add a Content Area

This tutorial will show you how to add a Content Area to your WebCampus course. Content Areas are the main building blocks for the course content.

They serve as containers for all course materials and learning activities. Links to Content Areas are located on the Course Menu for convenient student access.

To begin, enter your course, and make sure the Edit Mode is turned ON. Click on the Create New Item plus sign above the Course Menu. From the dropdown menu that appears, click on Create Content Area.

Give the new Content Area a name and make it available to Students. You can also choose to keep the link hidden until you are done adding the content. Click Submit when done. The new Content Area will appear on the bottom of the Course Menu list. You can drag it to a new location if desired.

**TIP:** A shaded square icon next to any menu link means that this area is currently empty and not visible to the students.

To add content, click on the name of the Content Area. A Content Area page will appear. Here you can build content by uploading or creating files, creating pages or including mashups. You can also add various types of assessments, add interactive tools, or assign a textbook.

Let’s create an Item.

**TIP:** Adding an Item is equivalent to creating a text entry from scratch.

Hover over the Build Content button and click on the Create Item link. Enter the name for the item and enter your text into the text box. This text will appear on the content area page. You can also attach a file to this item if you want.

Next, let’s set the options. You can chose to hide this item temporarily or make it available to the students right away. You can also select to Track Number of Views. Next, you can set restrictions on when the item will be visible to the students. When you are done, click on the Submit button.

To preview the changes you made to the Content Area, turn the Edit Mode OFF. Note that the Content Area will be visible from the student view only if you made it available to the students.

If you have any questions about this tutorial or need additional help, please contact the Instructional Design Team at WebCampus@unr.edu or (775) 682-6798.