

Oncourse: Modules, Working with Content

Instructors can add section content to modules and upload or link to files.

Adding a Section

You can add sections to modules.


1. In the list of tools on the left, **click Modules**.
2. **Select a module to add a section to**.
3. In the list of options on the top, **click Add Content Sections**.
4. In the **Section Title text box**, **add the section title**.
5. In the **Instructions text box**, **add instructions for the section**.
6. Modality: **Select the nature of the material to be added**.
One or more of textual, visual or auditory content can be selected.
7. Content Type: **Select appropriate content type from the three options**:
 - Compose content with editor
 - Upload or link to a file
 - Link to a new or existing URL resource on server.
8. Copyright status: **Select appropriate copyright status for the added content**.
9. **Click Add**.
A confirmation for adding the section is presented on the next page.
10. To view the section, **click View section**.
11. To add another section, **click Add Another Section**.
12. To finish adding content and return to modules, **click Finish**.

Content Type: Compose Content with Editor

Selecting this option displays a text editor.

1. From the **Content Type drop-down**, **select Compose content with editor**.
2. Adding Text:
 - a. Text can be entered in the textbox provided.
 - b. It can be formatted for font type, color, size, etc.

3. Adding a hyperlink:

- a. To create a hyperlink out of a text, select the text and click the  icon.
A dialog box for adding the hyperlink is displayed.
- b. From the Link Type drop down box, select the type of link:

URL: Link to a web link.

- From the content type drop-down, **Select URL**.
- From the protocol drop-down, **Select appropriate protocol**.
- In the URL textbox, **Enter the URL of the website you wish to add**.
- **Click OK**.


Link to anchor in the text: Link to an anchor within the editor text.

- Creating an anchor: **Highlight the text to create the anchor from**, and **Click on the icon**. In the dialog box that is displayed, **Enter a name for the anchor**.
- To link to an anchor, **Select Link to Anchor in Text** as the Link Type.
Two drop-down boxes are displayed.
- In the Select an Anchor by Anchor Name drop-down box, **Select the anchor to link to**.
- **Click OK**.

E-mail: Create a link which allows user to open an email to a pre-defined address.

- From the content type drop-down, **select E-mail**.
- In the e-mail address field, **Add an e-mail address you wish to send the email to**.
- In the Message Subject field, **Add a subject if required**.
- In the Message Body field, **Add a message if required**.
- **Click OK**.

4. Adding an image:

- a. To add an image, **click on the**  **icon**.

An Image Properties Dialog box appears.

- b. **Enter the URL of the image file location in the URL field.**
- c. To add the URL from the server, **Click on Browse Server** and **Select an image.**
The image is displayed in the preview screen.
- d. To add an alternative text to the image, in case the image fails to load, **Add the text in the Alternative text field.**
- e. Adjust the height and width of the image by **Changing the values in the Height and Width fields.**
- f. To add a border, **Enter a value in the Border field.**
- g. To add horizontal or vertical space to the image, **Enter values in the HSpace and VSpace fields.**
- h. To select an alignment for the image, **Choose an alignment type from the Align drop-down.**
- i. **Click OK.**

The image is displayed in the content editor.

Uploading or Linking to a File

Selecting this option allows the instructor to add a URL.

1. From the Content Type drop-down in "Add New Section", **Select Upload or Link to a File.**
2. To select a file, **Click Select.**
3. **Select the Open in New Window checkbox** to allow the chosen file to open in a new textbox.
4. To add a new file, in the *Upload Local File* field, **Browse to the file to be uploaded and double-click the file.**
5. To proceed, **Click Continue.**
6. To select a file already present in module content, **Locate the file that you wish to add to the section in the list of items displayed under Select an Item.**
7. **Click on the "link to me" hyperlink next to the file.**
8. After linking the required file, **Click Continue.**

Linking to a New or Existing URL Resource on Server

Selecting this option allows the instructor to add URLs.

1. From the Content Type drop-down, **Select Link to a new or existing URL resource on server.**
2. **Click on Select** to select a URL.
3. **Select the Open in New Window checkbox** to allow the added URL to open in a new text box.
4. To add a new URL, in the Provide new URL field, **Enter the URL.**
5. In the *URL Title field*, **Add a title.**
6. To proceed, **Click Continue.**
7. To select a URL already present in module content, **Locate the URL that you wish to add to the section in the list of items displayed under Select an Item.**
8. **Click on the "link to me" hyperlink next to the URL.**
9. After linking to the required URLs, **Click Continue.**

Copyright Status

You can determine and assign copyright status to the resources added.

There are five options for copyright status:

- **I have not determined copyright yet:** Choose this option if you have not determined the copyright.
- **Copyright of Author:** Choosing this option displays the copyright author name and year in the footer of the section. When this option is selected, fields for entering the name of the license holder and the license year are displayed.
- **Public Domain:** Choose this option if you wish to offer your work with no conditions. Fields to enter name of license holder and license year are displayed again, but are optional.
- **Creative Commons License:** Choosing this option allows you to keep your copyright, and presents options to allow use and modification of your work. Select options as necessary, and enter the license holder name and year.
- **Fair Use Exception:** The materials with this copyright status are subject to fair use exception. Permission to use these materials is not granted as the author is not the copyright holder of the content presented in this section. License holder name and year have to be entered.