DURHAM COLLEGE | DCCONNECT

UNIT TOPIC: CONTENT

Introduction

The Content tool is used to create and organize course content. Using the Content tool, you can upload the course outline, create and edit the modules and topics that make up the course curriculum, change the way DC Connect displays your course's content, and link course topics to existing activities.

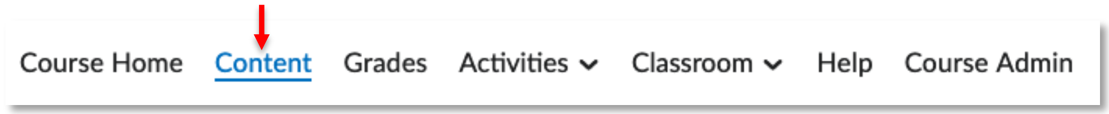
Content

This document covers the following topics:

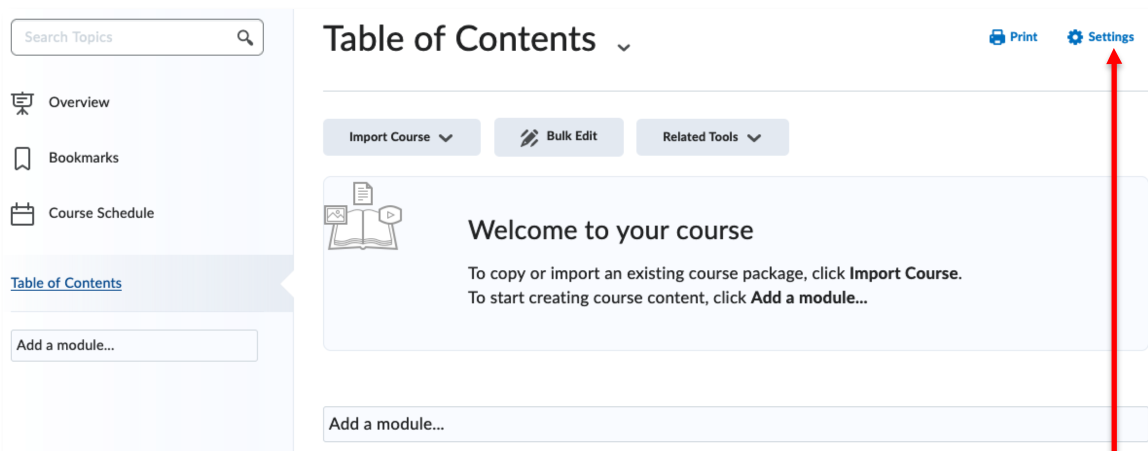
- How to Access Content
- Overview
- Managing Content
    - Introduction
    - Copying Existing Content into A New Course
    - Creating Course Modules
    - Creating Course Topics
    - Adding Existing Activities
    - Who can see it? Visible versus Hidden
    - Modifying Course Content
    - When is content available to students? Dates and Restrictions
    - Moving Modules and Topics
    - Deleting Modules and Topics
    - Copying Content from an Existing Topic
    - Using Existing Document Templates

How to Access Content

Click the **Content** option in the navigation bar of the course home page.



All content management can be done using the Content tool. Your students will see the visible content the way it is arranged on this page. The **Content** tool of a new (empty) course will look like this:

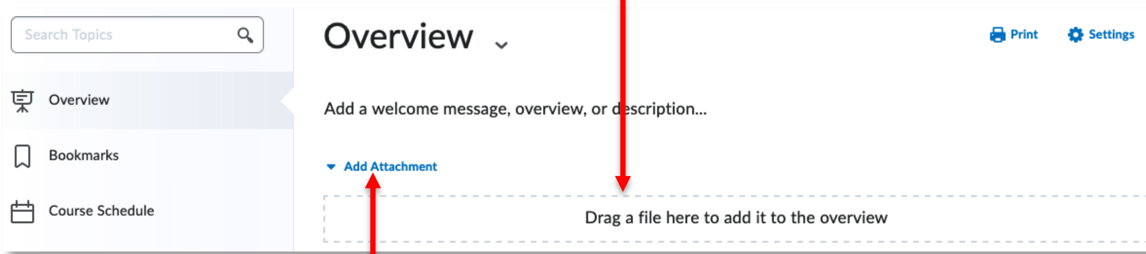


NOTE: The **Settings** link provides some options to customize how content is displayed.

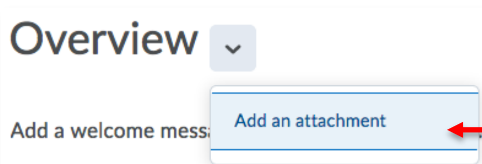
Overview

The **Overview,** within the **Content** tool, is the preferred location to post the course outline.

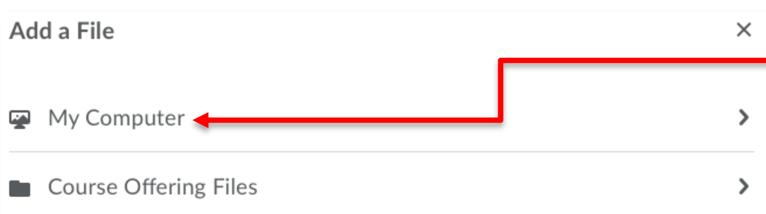
If your browser supports the drag and drop feature, you can simply drag the file from your desktop to the target area indicated by the dashed box.



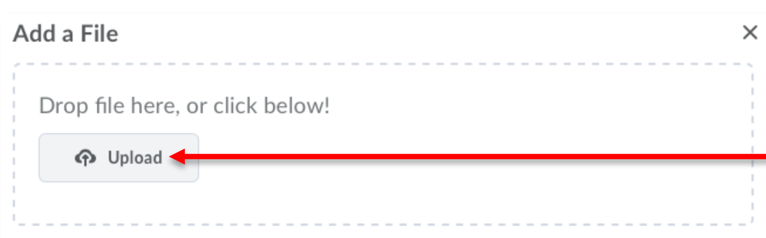
If the target area is not visible, you may need to click the Add Attachment link and expand the area.



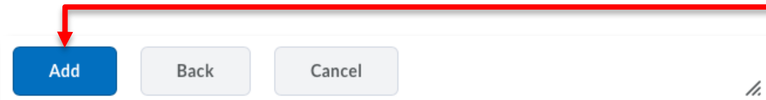
If you prefer to attach files by selecting them from the folders and files on your computer, click the **Overview** action menu and select the **Add an attachment** option.



In the pop-up window, click **My Computer…**

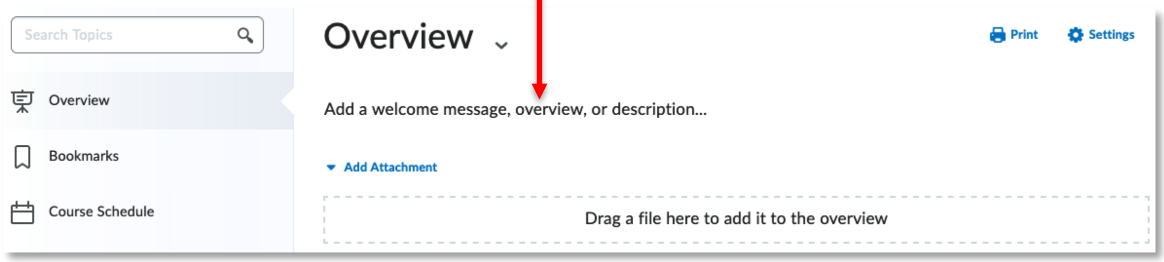


…and then the **Upload** button. In the explore window that appears, navigate to and select the course outline file you wish to upload.



Click **Add** to complete the attachment.

If you wish to provide a description of the course, click on the **Add a welcome message, overview, or description…** text and input the appropriate information in the textbox that appears.



Click the **Update** button to save and display the new information.

NOTE: If no information or files are added to the **Overview**, students will not see this section of the **Content** tool.

Managing Content

Introduction

The Content of a DC Connect course is organized using **Modules** and **Topics**.

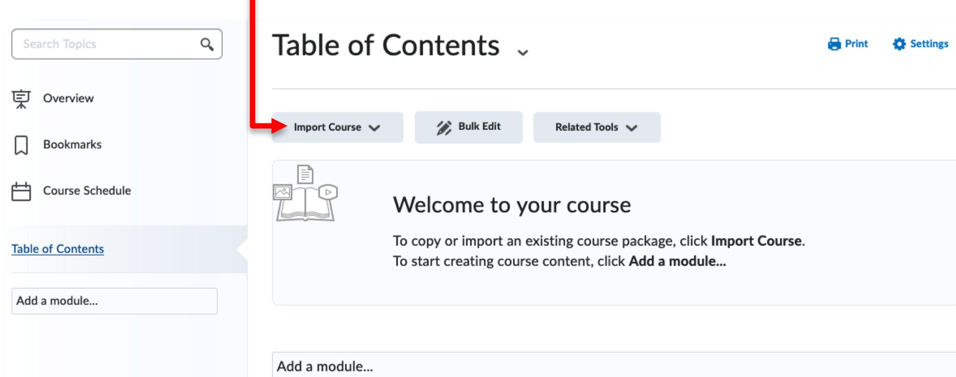
Modules are used to organize course content (topics) in a meaningfully way, either chronologically (e.g. Week 1, Week 2, etc.) or by subject matter (e.g. Unit 1 – The Cardiovascular System).

Topics are the course files (created with the HTML Editor, or documents uploaded to the course from your computer) and activities (created using other DC Connect tools such as Assignments, Quizzes, or Discussion).

NOTE: A topic cannot be created without first creating a module.

Copying Existing Content into A New Course

You may have previously taught a section of your course and want to copy over that content to your new section. The **Import Course** button can be used to copy existing course materials from any of your other DC Connect courses.

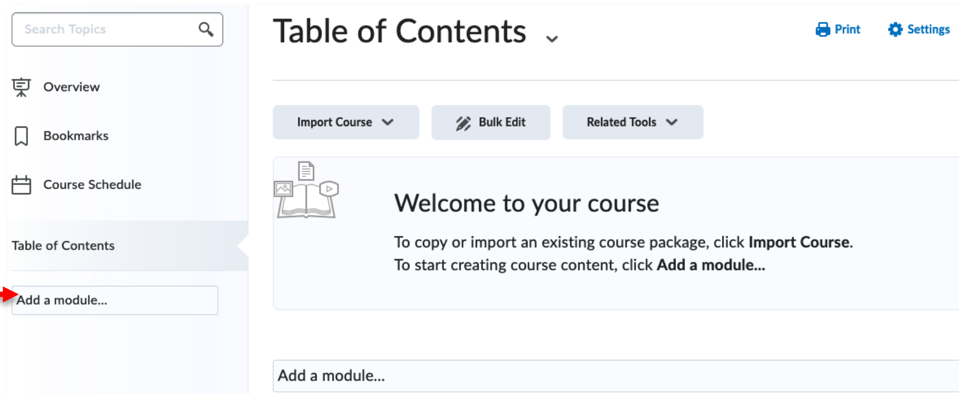


Further explanation of this process can be found in the **Copy Components** handout available on the CTL website.

NOTE: Course components that are copied will likely need to be modified, including their dates and restrictions, to ensure the information is current.

Creating Course Modules

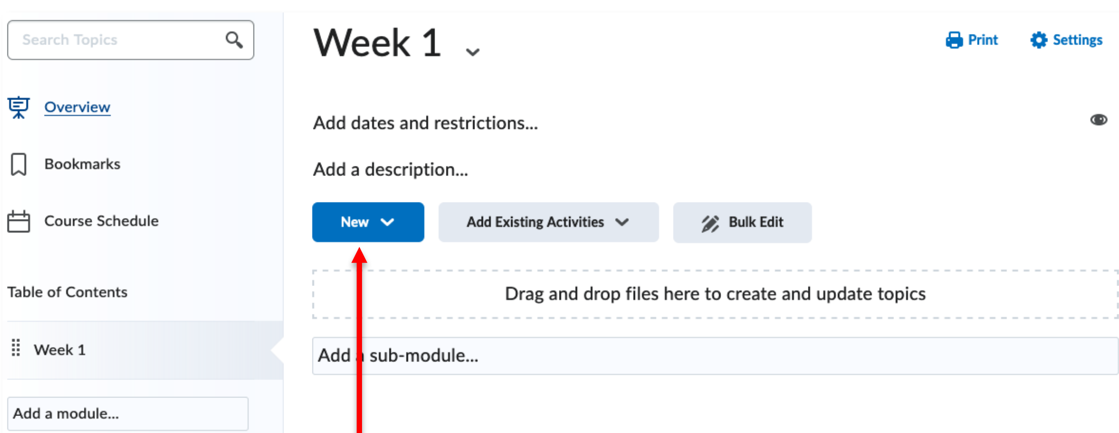
To create a module, simply click in the **Add a module…** text input box at the bottom of the **Table of Contents** list, type the name of the module you want to add, and then press enter.



The **Add a module…** text input box is also available at the bottom of the content area when the **Table of Contents** is selected from the content navigation.

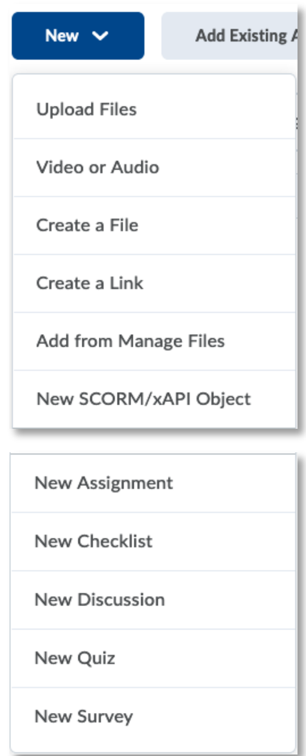
The new module will automatically be added as the bottom-most item of the **Table of Contents.**

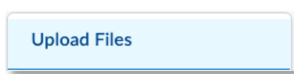
Creating Course Topics



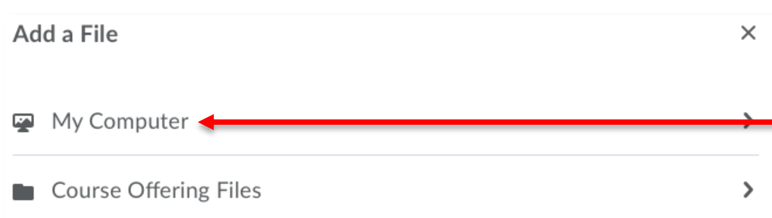
To create a topic, click the **New** button within the appropriate module.

From the pull-down menu, you have many options to choose from.



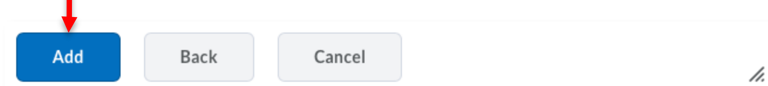


Select the **Upload Files** option to insert a file from your computer (e.g. Word document, PowerPoint presentation, PDF document, etc.) as a topic in your module.

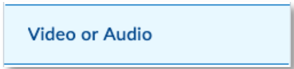


In the pop-up window, click **My Computer…**

…and then the **Upload** button. In the explore window that appears, navigate to and select the file you wish to upload.

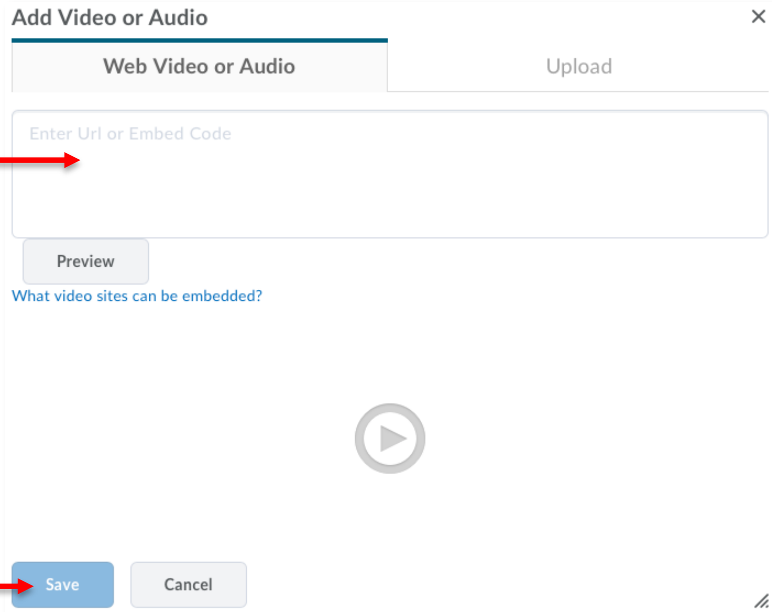


Click **Add** to complete the attachment.



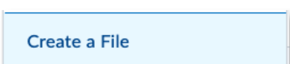
Select the **Video or Audio** option to add Video or Audio content to your module.

Copy and paste the URL or Embed Code from the source web page (e.g. YouTube, Ted.com, etc.)…

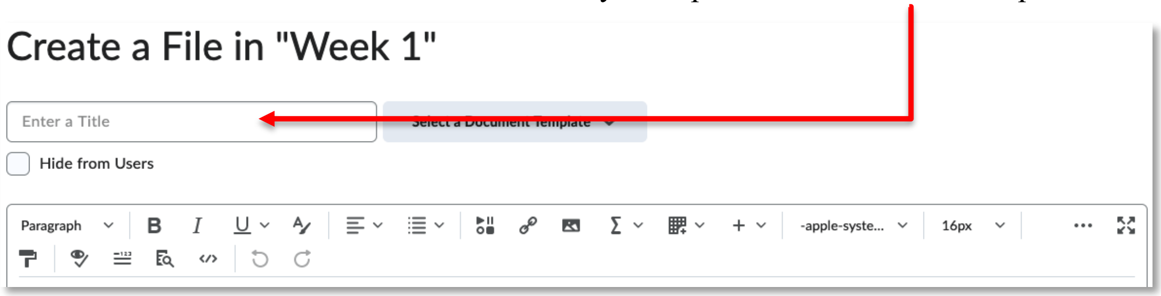


…and click the Save button.

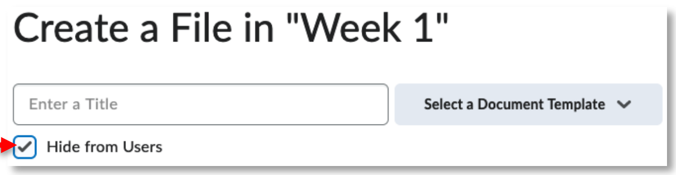
NOTE: Although it is possible to Upload raw video files instead of using existing online video services, we do not recommend doing so. If you create your own videos, we recommend uploading them to YouTube (or Vimeo) and then adding them to your course using the method described above.



Select the **Create a File** option if you want to type in your content, or copy and paste content from another source. You must enter a title for your topic in the **Enter a Title** input field.

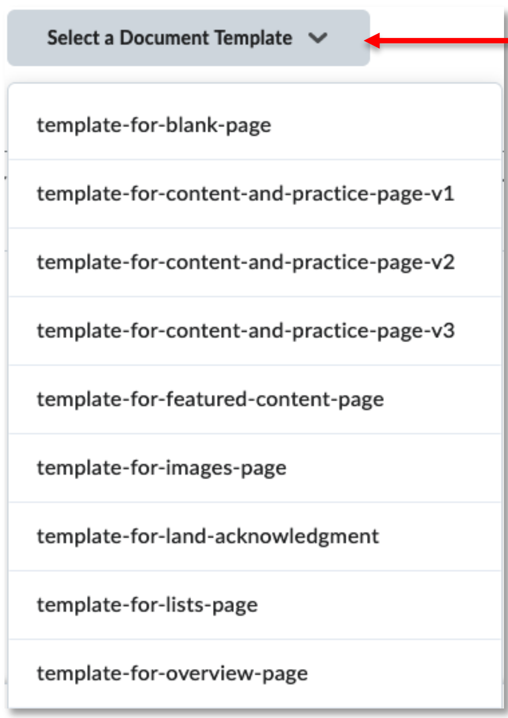


If you don't want students to see the topic until a future date, be sure to click the **Hide from Users** checkbox.

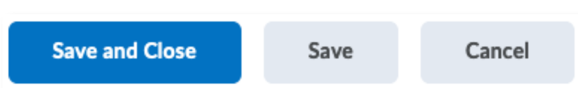


The HTML editor provides tools to enrich your content. You can format your content to look a certain way, insert images, insert HTML links, and embed video (such as YouTube).

NOTE: Further explanation of the **HTML Editor** can be found in the **HTML Editor** handout available on the CTL website.



To create a clean consistent visual experience, you can also use the pre-made content templates by clicking the **Select a Document Template** menu.



Click **Save and Close** when you are finished with your new content topic, or **Save** if you want to edit the content further.

To edit the content of your document at a later date, view the topic and select the **Edit HTML** option from the pull-down menu next to the title. The HTML editor will open, allowing you to make the necessary changes.

Remember to click **Save and Close** to complete the edit process.

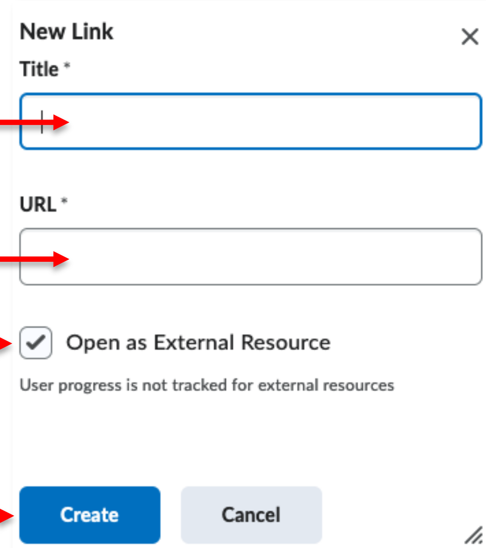
Select the **Create a Link** option if you want the new topic to be a link to an external webpage.

Enter the title for your link topic in the Title input field.

Enter the copied URL.

Click the **Open as External Resource** checkbox.

Click **Create**.

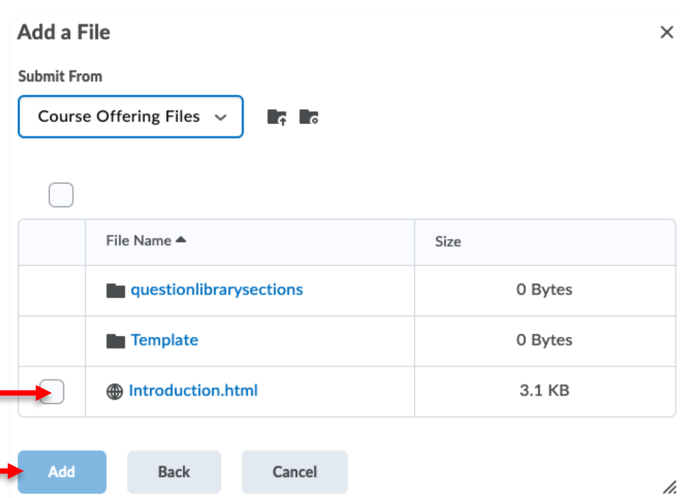


Select the **Add from Manage Files** option to insert an existing course file (Word document, PowerPoint presentation, PDF document) as a topic in your module.

If necessary, navigate to the appropriate subfolder of your Course Offering Files.

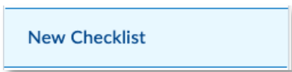
Click the checkbox next to the file you wish to add as a topic in your module.

Click **Add** to complete the process. Your file will now appear as a topic within the module.



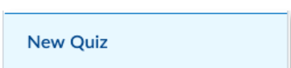
The New SCORM/xAPI option is and advanced feature. Please contact CTL staff in SW101 of the Gordon Willey building regarding SCORM objects.

Select the **New Assignment** option to activate the **Assignments** tool and create a new assignment. Further explanation of this process can be found in the **Assignments** handout available on the CTL website.

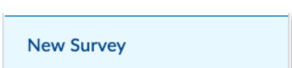


Select the **New Checklist** option to activate the **Checklist** tool and create a new checklist. For further explanation of the **Checklist** tool, please contact CTL staff in SW101 of the Gordon Willey building.

Select the **New Discussion** option to activate the **Discussions** tool and create a new forum and/or topic. Further explanation of this process can be found in the **Discussions** handout available on the CTL website.



Select the **New Quiz** option to activate the **Quizzes** tool and create a new quiz. Further explanation of the Quiz tool can be found on the **Quizzes** page of the CTL website: https://durhamcollege.ca/cafe/educational-tech/quizzes/

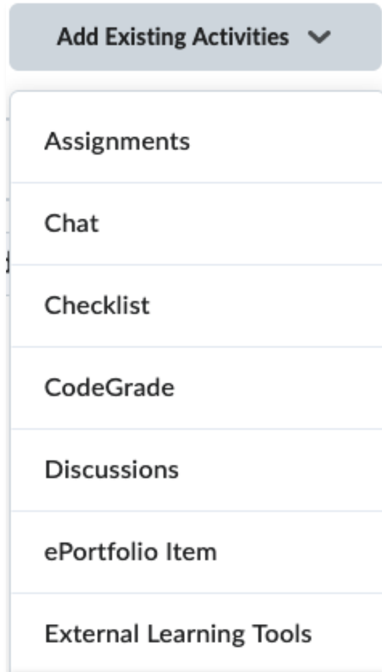


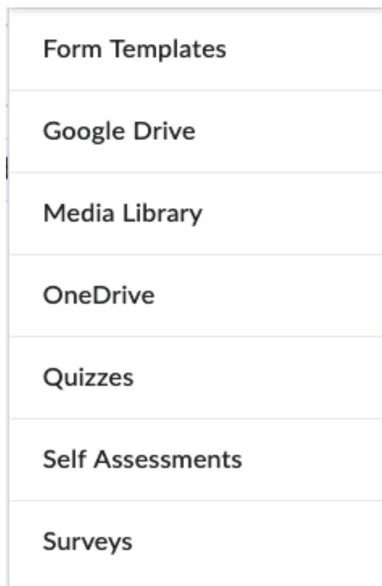
Select the **New Survey** option to activate the **Surveys** tool and create a new survey. For further explanation of the **Surveys** tool, please contact CTL staff in SW101 of the Gordon Willey building.

Adding Existing Activities

If you have already created activities for your students using the Quiz tool, Discussion tool, etc., use the **Add Activities** button.

From the pull-down menu, you have many options to choose from.





Assignments

Select the **Assignments** option to insert an existing assignment as a topic in your module. Further explanation of the **Assignments** tool can be found in the **Assignments** handout available on the CTL website.

Chat

NOTE: The Chat tool is considered antiquated. Use of this topic type is not recommended.

Checklist

Select the **Checklist** option to insert an existing checklist as a topic in your module. For further explanation of the **Checklist** tool, please contact CTL staff in SW101 of the Gordon Willey building.

CodeGrade

Select the **CodeGrade** option to access and build activities in the CodeGrade environment. **CodeGrade** is an external learning tool used by computer programming courses.

Discussions

Select the **Discussions** option to insert an existing discussion as a topic in your module. Further explanation of the **Discussion** tool can be found in the **Discussions** handout available on the CTL website.

ePortfolio Item

NOTE: The ePortfolio tool is considered to be "end-of-life". Use of this topic type is not recommended.

External Learning Tools

Select the **External Learning Tools** option to insert an existing external learning tool reference as a topic in your module. For further explanation of **External Learning Tools**, please contact CTL staff in SW101 of the Gordon Willey building.

Form Templates

NOTE: Use of this topic type is not recommended.

Google Drive

NOTE: Due to institutional licensing, CTL recommends the use of OneDrive for cloud storage.

OneDrive

Select the **OneDrive** option to insert an existing file stored on your OneDrive as a topic in your module. Further explanation of **OneDrive** can be found on the **Microsoft OneDrive** page of the CTL website.

Quizzes

Select the **Quizzes** option to insert an existing quiz as a topic in your module. Further explanation of the Quiz tool can be found on the **Quizzes** page of the CTL website: https://durhamcollege.ca/cafe/educational-tech/quizzes/

Self Assessments

Select the **Self Assessments** option to insert an existing self-assessment as a topic in your module. For further explanation of the **Self Assessments** tool, please contact CTL staff in SW101 of the Gordon Willey building.

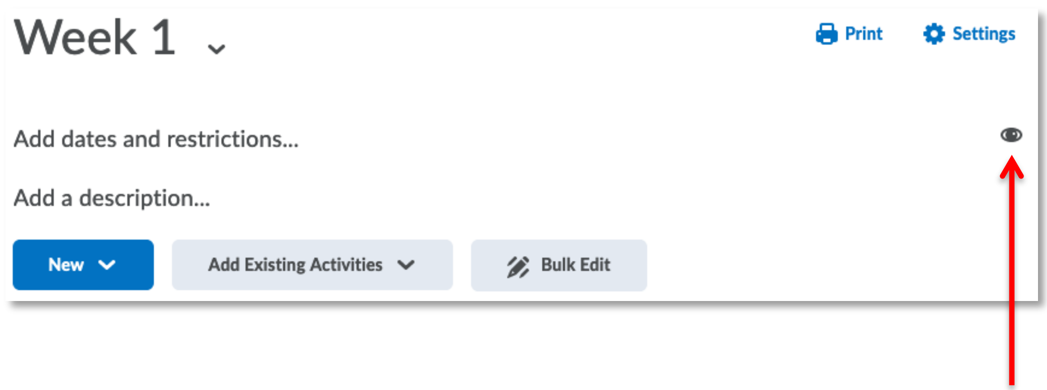
Surveys

Select the **Surveys** option to insert an existing survey as a topic in your module. For further explanation of the **Survey** tool, please contact CTL staff in SW101 of the Gordon Willey building.

Who can see it? Visible versus Hidden

Modules and topics can be set to **Visible** or **Hidden**. When **Visible**, students can see the content. When **Hidden**, students cannot see the content.

To change the state of a **Module**, select the module from the table of contents.

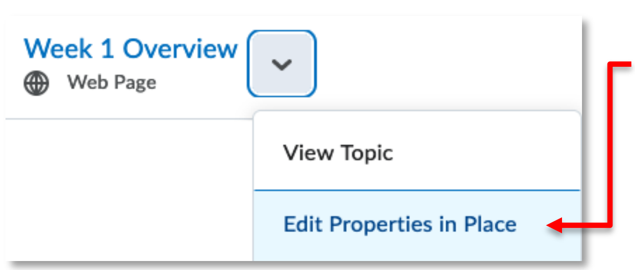


On the right side of the page you will see an icon indicating the module's current state.

NOTE: The default state of new modules and topics is Visible.

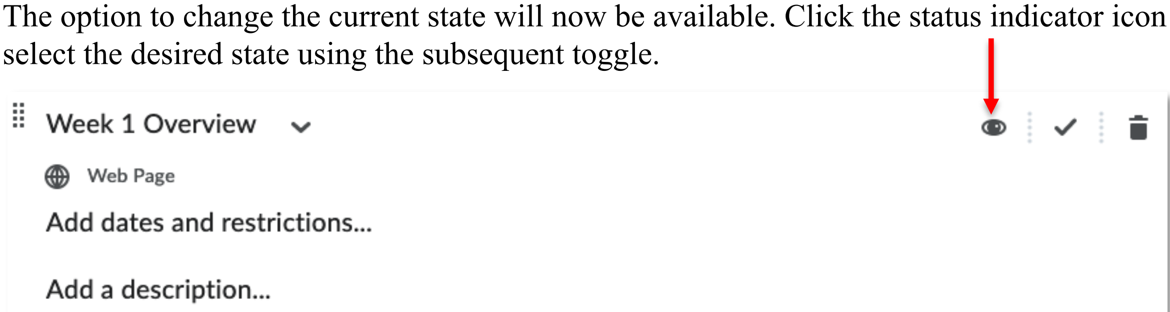
Click the icon to activate the Visible/Hidden toggle switch.

Set the switch to the desired state.



To change the state of a **Topic**, select the **Edit Properties In-place** option from the action menu of the topic you would like to show/hide.

The option to change the current state will now be available. Click the status indicator icon and select the desired state using the subsequent toggle.

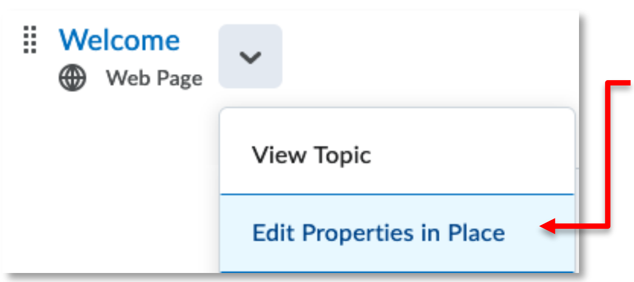


To reveal and edit the properties of the topics in your course more quickly, click the **Bulk Edit** button of either a specific **Module** or the **Table of Contents**.

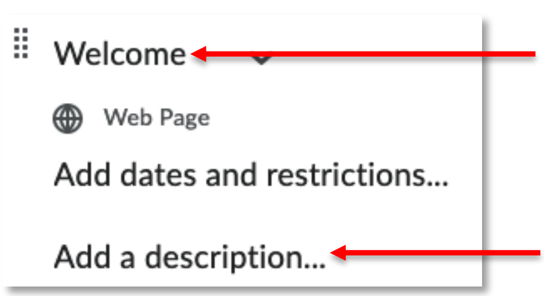
Modifying Course Content

To edit the title of a module you have created, select the module from the table of contents and then click on the title to activate an editable text box.

To add or edit a description of your module, simply click on the **Add a description…** text or the descriptive text you would like to edit. The HTML editor will open. Add or edit your text. Then click **Update** to complete the process.



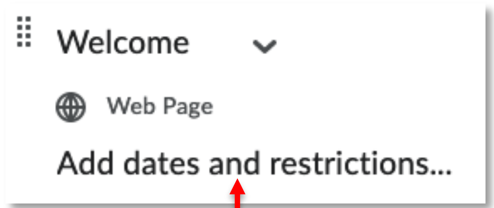
To change the title of a **Topic,** reveal the properties using the **Edit Properties In-place** option of the topic or the **Bulk Edit** option mentioned previously.



Click on the title to activate an editable text box and type in your changes.

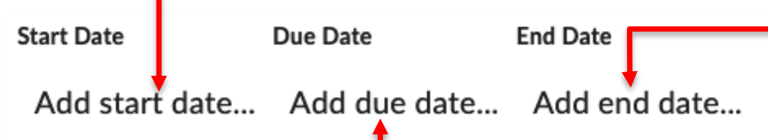
Descriptions of each topic can also be added or modified by clicking on the **Add a description…** text or the descriptive text you would like to edit.

When is content available to students? Dates and Restrictions



Clicking the **Add dates and restrictions…** text, within the properties of a **Module** or **Topic,** reveals additional ways to control student access to content: **Start Date, Due Date,** and **End Date** and **Release Conditions.**

Adding a **Start Date** sets when that content becomes available for students to access.



Adding an **End Date** sets when the content is no longer available for students to access.

Adding a **Due Date** will indicate when the activity is to be completed by.

Setting a **Start Date, Due Date,** or **End Date** will automatically create an event in the course **Calendar**.

Settings Start Dates for **Modules** and **Topics** can be good practice , to help guide students through content in the intended order and facilitates students' time management. However, be sure that content remains accessible, do not use End Dates on Content Modules and Topics.

NOTE: Setting dates has no effect on what course content is *visible* to students, only what can be accessed.

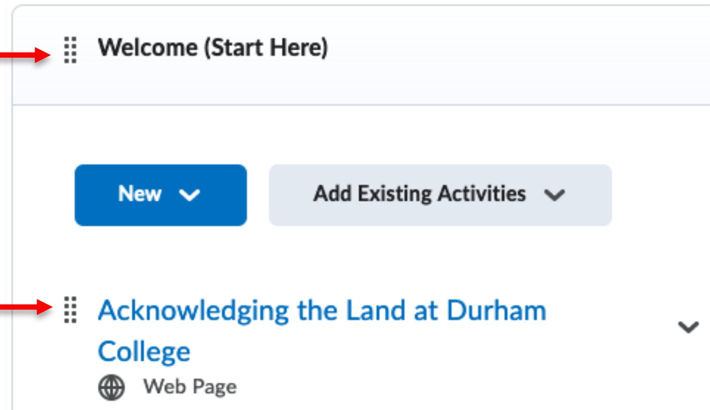
Release conditions are used to control the release of the **Module/Topic** based on the student's interaction with other course tools. For example, the student's access to a topic could be dependent upon viewing a previous topic, or the completion of a quiz, etc.

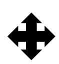
Be sure to click the **Update** button after setting dates and restrictions to affix your changes.

Moving Modules and Topics

The simplest and easiest way to move **Modules** and **Topics** is to drag and drop them in the desired location.

Next to module and topic titles you will see “grab handles”.

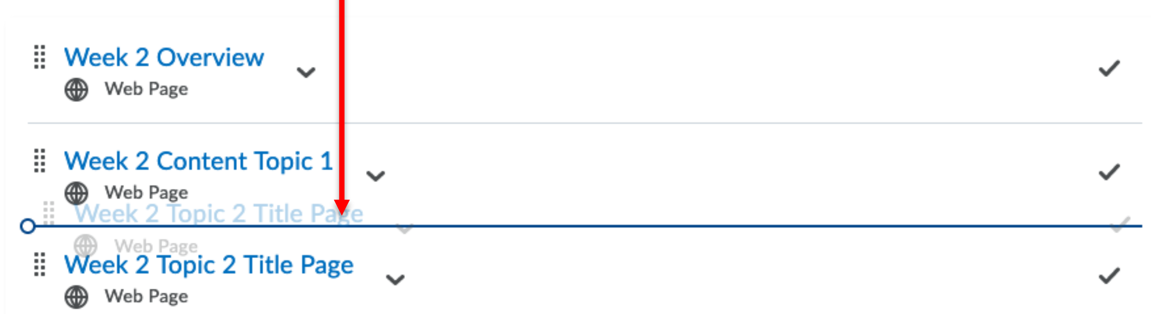




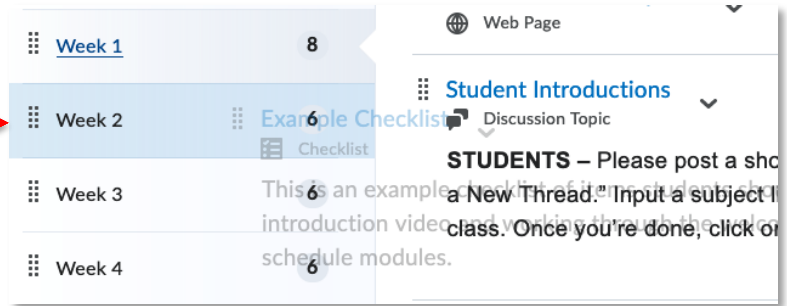
Placing your mouse over the “grab handle” will cause the cursor to change to a four-points arrow.

You can now click and drag the content item to the desired location.

When moving a module in the table of contents, or a topic within a module, the destination will be indicated by a dark blue bar. Release the mouse button and the module or topic will be moved to the desired location.

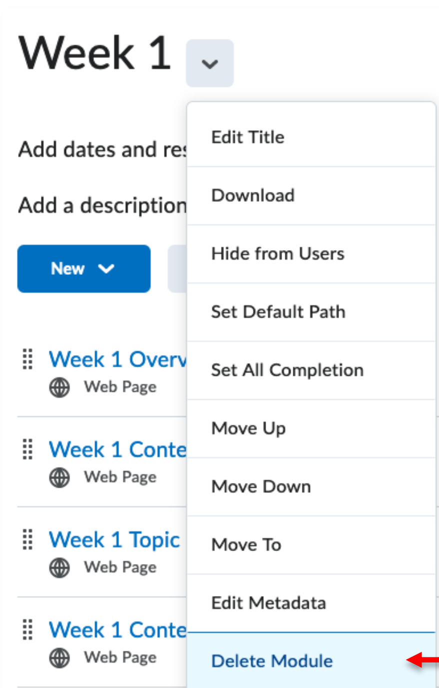


When moving a module into another as a sub-module, or a topic from one module to another, the destination module will highlight pale blue.

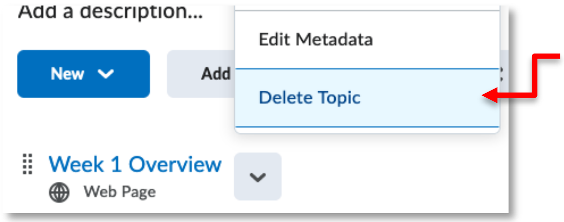


You may need to reorder the items within the destination module once the content is successfully moved.

Deleting Modules and Topics



To delete a module from your course, select the module from the table of contents and then the **Delete Module** option from the module action menu.

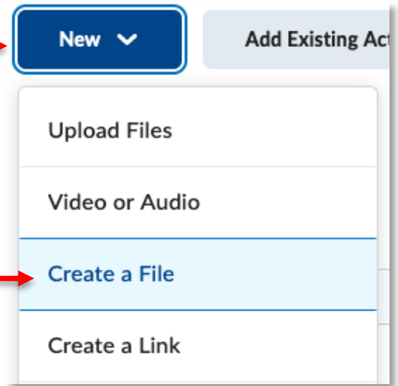


To delete a topic from your course, select the **Delete Topic** option from the action menu of the topic you wish to delete.

Copying Content from an Existing Topic

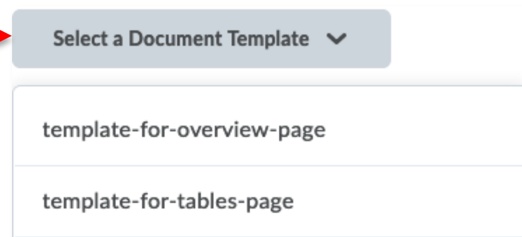
To create a new topic file that copies the content of an existing topic file, begin by selecting the **New** button from within the appropriate module.

Click **Create a File** from the pull-down options.

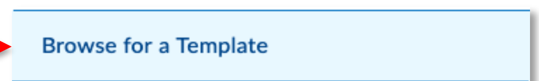


Enter a title for the new document and then click the **Select a Document Template** button.

Scroll to the bottom of the template options.

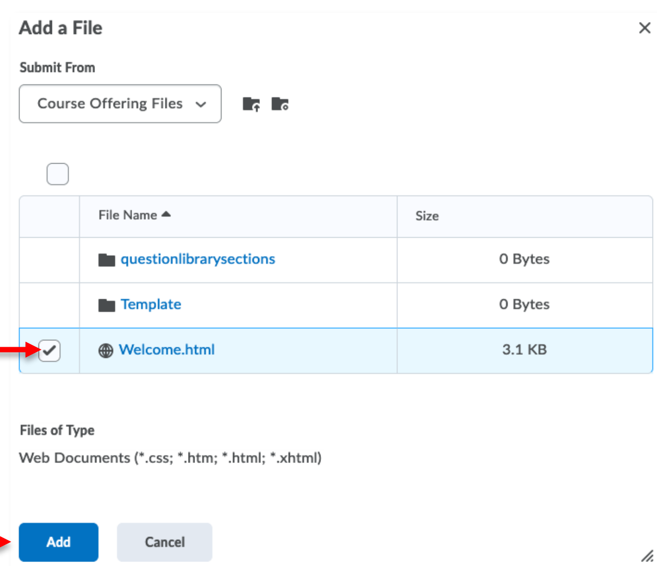


Select the **Browse for a Template** option.



Navigate your course files, select the appropriate file…

…and click the **Add** button.



The content will automatically file the text box.

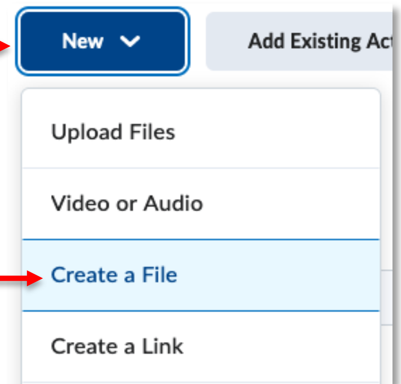
Edit the copied content and click the **Save and Close** button when finished.

Using Existing Document Templates

To create visual appeal and consistency across your content pages, document templates are available for you to use that set the look and feel of your content.

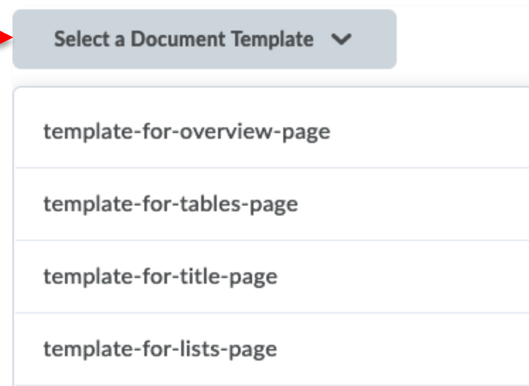
Begin by selecting the **New** button from within the appropriate module.

Click **Create a File** from the pull-down options.



Enter a title for the new document and then click the **Select a Document Template** button.

Next, select the template option that best suits the content you are creating.



Placeholder content will automatically file the text box.

Edit the content and click the **Save and Close** button when finished.