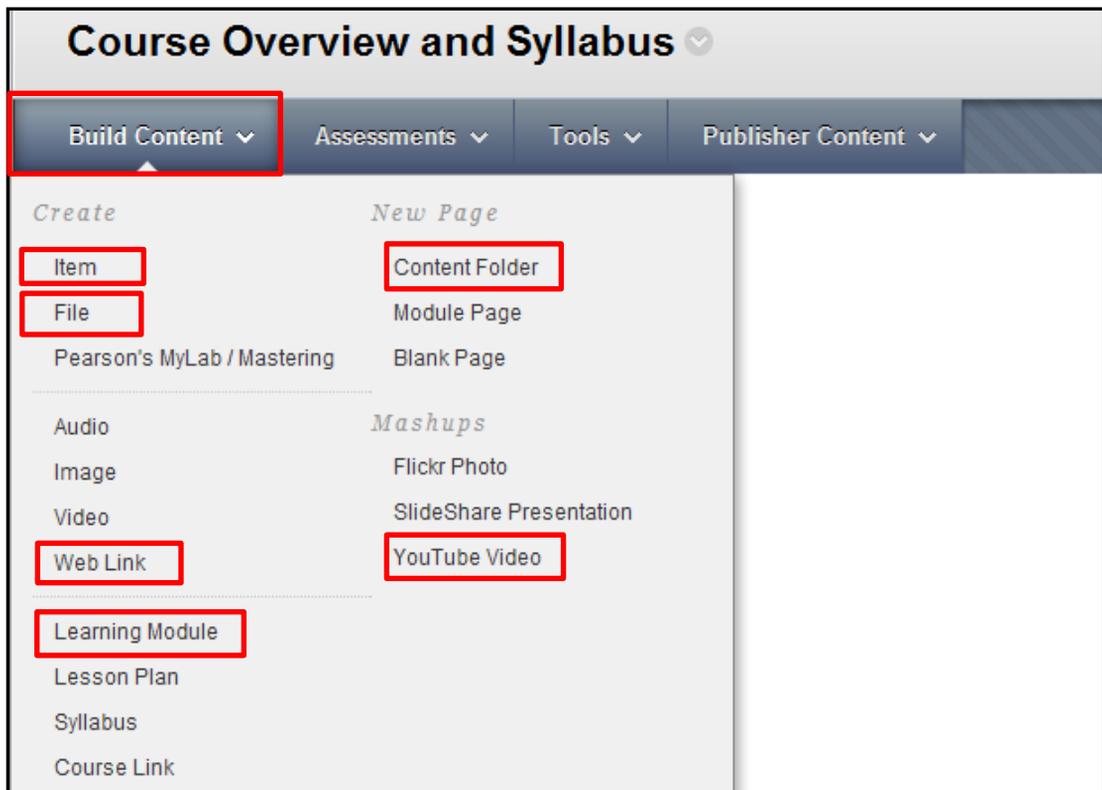


Most Commonly Used “Build Content” Options

NOTE: The “Build Content” button appears on all “Content Areas” linked from the navigation menu and on all “Content Folders” added elsewhere on a site.



Item: Created using a built-in text editor that can include text, images, tables, etc., directly to a Content Area/Content Folder page.

File: Browse your computer or Content Collection to add a file that was created outside of HuskyCT such as PDF, Word, PowerPoint.

Web Link: Provide users with a link to an external site.

Learning Module: Organizes multiple content items into a collection with links in a Table of Contents that is generated during the build process.

Content Folder: A page which allows for the addition of all content types using “Build Content”, “Assessments”, “Tools”, and “Publisher Content”

YouTube Video: A “Mashup” that allows for easy embedding of YouTube content.

NOTE: When adding a file or a web link, be sure it is set to Open in New Window

Examples of "Build Content" Options



"Item" Example

Attached Files: Finalflyer.pdf (110.995 KB)

This is an example of an item.

You can add html text, pictures, and browser your computer to add attachments.



"File" Example



"Image" Example



"Weblink" Example

This is a link to the UConn home page. This will open in a new window.



"Learning Module" Example

This is what a learning module will look like.



"Syllabus" example

Attached Files: Syllabus INTD180(3).doc (27 KB)



"Content Folder" Example

This is a Content Folder.

Setting Options when adding content types

2. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After

Display Until

NOTE: Some content types will also have the option to

Open in New Window Yes No

This is recommended for Files and Web Links

Organizing content types on a page

NOTE: All content added to a page will be arranged in a vertical list

Re-arranging content on a page

Mouse over the area to the left of the icon or link until the 4 headed arrow appears. Click and hold the mouse button down while you drag up or down and then release the mouse.

Hiding/Showing content on a page

Mouse over the content link until you see the gray down arrow for the options menu. Click on the arrow and then choose "Edit" Use the "Permit Users to View this Content" "Yes" or "No" setting Click on Submit button when done

Removing content from a page

Mouse over the content link until you see the gray down arrow. Click on the arrow and choose "Delete" Click on Submit button when done