



Brightspace Instructor Guide: Content

The **Content** tool enables you to create, edit, organize and delete modules and topics in your course. Follow the steps below to create your content in Brightspace.

1. From your course navbar, **click Content**.

2. The **Content** tool has four main areas:

Overview: An overview of the course and information about course expectations.

Bookmarks: Lists the topics you bookmark. Click the **Bookmark** icon while viewing a topic to add it to your bookmarks list. The number beside the Bookmarks link indicates how many bookmarks you added within the course.

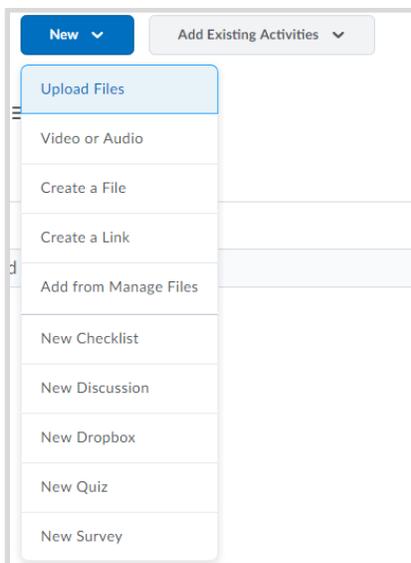
Course Schedule: Lists course material due dates, start dates, end dates, and other course events for the next seven days. Dates listed on this page are not exclusive to Content topics; upcoming events include all events within the course from the Calendar tool. The number beside the Upcoming Events link indicates how many upcoming events you have.

Table of Contents: Browse course materials and assignments here. The number beside a module listed in the Table of Contents panel indicates how many topics within the module you need to complete. The number decreases as you work through course materials.

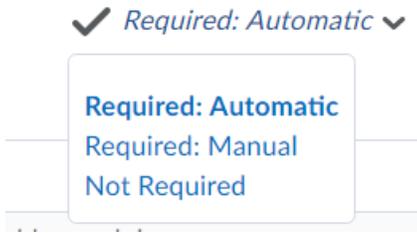
3. There are two levels in the content set up

- A. The top level is called a "**Module**"
- B. The sub level under that is called a "**Topic**"
- C. You must create a Module and then Topics

4. Click the **Table of Contents** link in the Table of Contents panel.



5. On the Table of Contents page, enter your new module title in the **Add a module...** field, which is below the Table of Contents title and any existing modules.
6. Give it a title and click **Enter** or click outside the field to add the module.
7. From your table of content list click on the module you want to add a topic to and then click on "new".
8. You can select the following topic choices on the right.
9. We'll discuss each in the order of appearance:
 - A. **UPLOAD FILE**- This will be the option that most of you will use to load a file which you've already created (A Word document, a PowerPoint, etc.)
 - Click "Browse" to search and locate the file you'd like to put in the course. (This is similar to doing an attachment on your email)
 - Click on "**add**" and the file will be uploaded to the module.
 - Click on the drop-down menu next to the topic title to edit "properties in place" such as title, restrictions or descriptions.
 - B. **VIDEO OR AUDIO** – Enter URL, Embed Code or upload your video or audio file.
 - C. **CREATE A FILE** - this is a great option for those of you who just want to type some text, or already have the text typed in Word and just want to cut and paste it. It is a text editing screen that resembles Microsoft Word. You may create something here and then save it.
 - Be sure to enter a title for the topic.
 - You can copy and paste in the HTML editor.
 - You can also Browse Templates. (Brightspace has some "magazine style" templates available that can be added to your course).
 - HTML code is easier for assistive technologies to interpret than application-based files such as Microsoft Word. Follow web standards when creating your content.
 - When you are finished, you may scroll to the bottom of the screen and click "**Publish**" or "**Save as draft**".
 - Click on the drop-down menu next to the topic title to edit "properties in place" such as restrictions or comments.
 - Click on what you want to add - i.e. *add dates and restrictions...*
 - D. **CREATE A LINK** – To add a hyperlink, just enter the web address and give the link a title.
 - a. ADD FROM MANAGE FILES – To add existing files from Manage Files.
 - b. NEW CHECKLIST - To add a new checklist
 - c. NEW DISCUSSION - To add a new discussion topic
 - d. NEW DROPBOX – To add a new dropbox folder
 - e. NEW QUIZ – to add a new quiz
 - f. NEW SURVEY – to add a new survey



Completion tracking enables instructors to set the method of completion for an activity and provides progress indicators for students as they complete course activities.

- **Automatic Completion:** Completion tracking that automatically determines whether users have completed a topic when they click to view it. For some activities, automatic tracking requires users to participate in a chat or discussion, submit a file or form, or complete an assessment such as a quiz or survey before completion is successful.
- **Manual Completion:** Completion tracking that is manually set by users. Users can select the completion check box beside each content topic to indicate they have completed it. Although users can use manual tracking to indicate that they have accomplished a task before it is completed (e.g. selecting the completion check box beside a quiz activity before attempting the quiz at all), this does not affect assessment scores or user attempts counted towards an activity.

Note Changing an automatically tracked topic to manual completion resets completion tracking for that topic. This means that users might have to return to the topic to mark it complete; users do not need to resubmit files or assessment activities.

Viewing class and user progress

Each topic contains a Completion Summary with student completion tracking results that you can view directly in the Content interface.

The types of completion results depend on what the topic is: for example, completion tracking results for a dropbox folder indicates whether a student has submitted anything, while results for a file topic indicate whether a student has viewed the topic or not.

Click any of the available filters (for example, **Completed** and **Incomplete**) to only show students in either of those two categories.

If you have any questions, please contact Brightspace Support at [Brightspace Support@southflorida.edu](mailto:Brightspace_Support@southflorida.edu) or by calling 863-784-7015.