



7. From your table of content list click on the module you want to add a topic to and then click on " " .
8. You can select from the topic choices that are listed below. We'll discuss each in the order of appearance:
 - o - This will be the option that most of you will use to load a file which you have 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 " " 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.
 - o - Enter URL, Embed Code or upload your video or audio file.
 - o - 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.

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 templates available that can be added to your course and are accessible).

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 "



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.

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, _____ and _____) to only show students in either of those two categories.

If you have any questions, please contact Brightspace Support at Brightspace_Support@southflorida.edu or by calling 863-