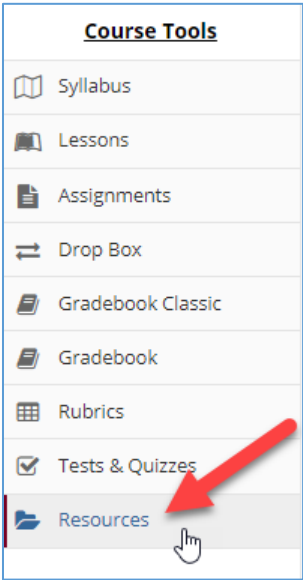


How to Add/Link Content in Course

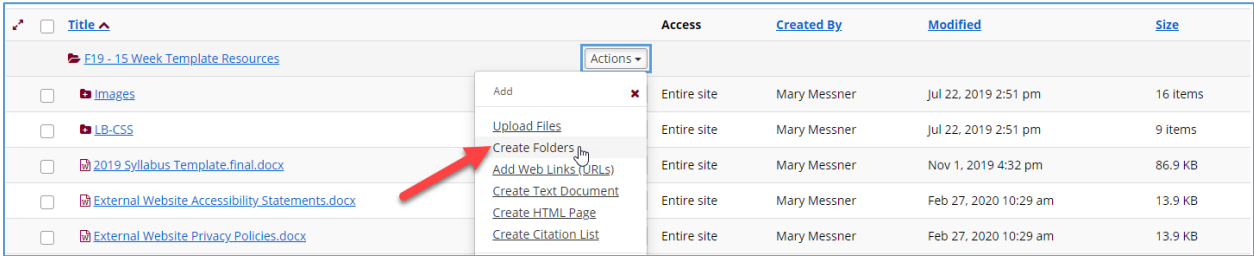
While there are other options available for organizing content in ECN, all faculty who are transitioning a face-to-face course online are being asked to use the Resources tool as the primary way of uploading content online. In addition, all faculty are asked to organize materials by week, either by creating folders with the week (Example: Week 10) or the dates (Week of March 15). Please use the recommended system of folders below to ensure consistency across courses. This will help students navigate this transition easily.

Create Folders in Resources

1. Click on the Resources Tool on the left side of the page.



2. A list of folders will appear. The top folder will be the name of your class, such as COM 475. Click the Actions button next to this top folder and select Create Folders to create a folder for each week's content.



3. Enter a name for the folder (EX: Week 1) and click the Create Folders Now button.

Create Folders

Location: / COM 475 X

Press the 'Create Folders Now' button when you have finished.

Folder Name [Add details for this item](#)

4. Continue to add new folders following steps 1-3.

Upload Files to Folders

1. To add content to a specific subfolder, click the Actions button next to the desired subfolder and select Upload Files.

<input type="checkbox"/>	Title	Access
<input type="checkbox"/>	F19 - 15 Week Template Resources	<input type="button" value="Actions"/>
<input type="checkbox"/>	Images	<input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	LB-CSS	<input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	Week 1	<input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	Week 2	<input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	2019 Syllabus Template.final.docx	<input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	External Website Accessibility Statements.docx	<input type="button" value="Actions"/> Entire site
<input type="checkbox"/>	External Website Privacy Policies.docx	<input type="button" value="Actions"/> Entire site

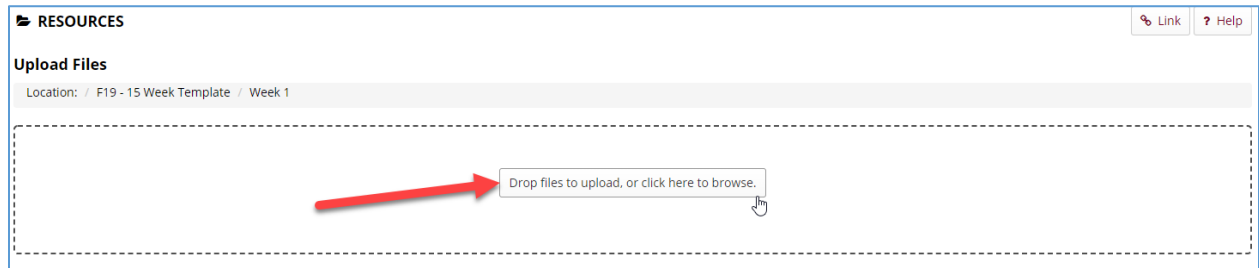
Actions menu for 'Week 1' folder:

- Add
- Upload Files
- Create Folders
- Add Web Links (URLs)
- Create Text Document

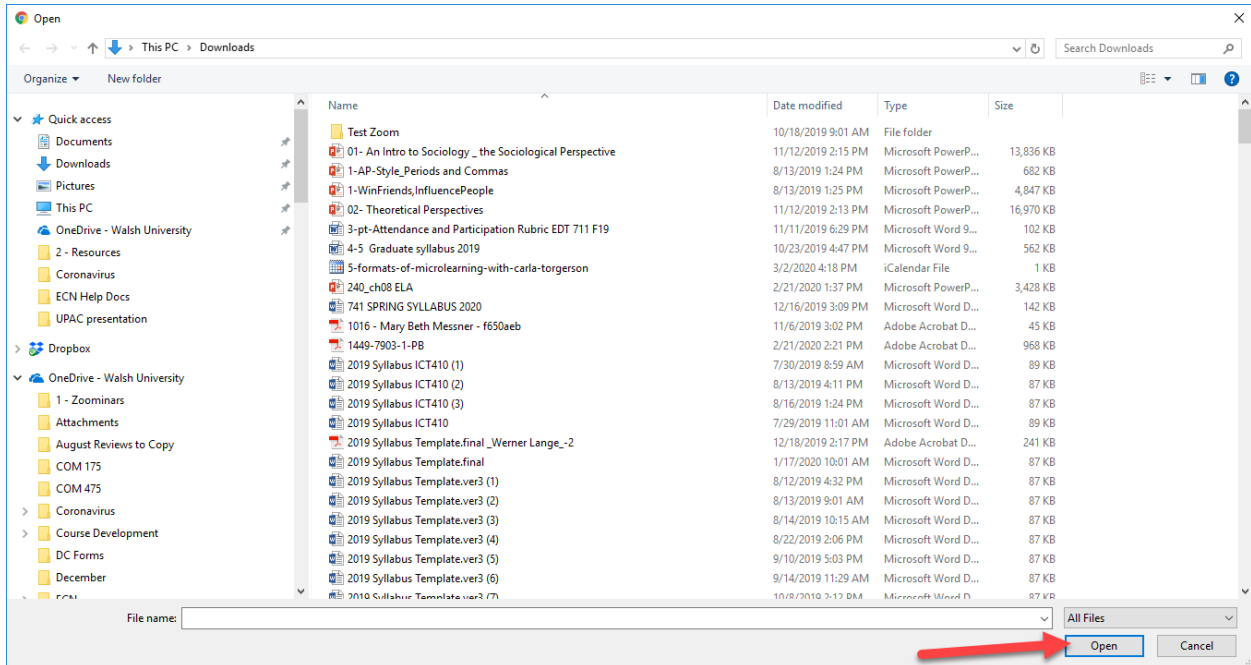
Tip: Name your files with descriptive names. For example, if you want students to access files in a certain order, add a number to the beginning of each file. See examples below:

- 1 – WelcomeLetter.docx
- 2 – Case Study 1.pdf
- 3 – Chapter 3 PowerPoint.pptx

2. Drag the file(s) into the “Drop files to upload or click here to browse” box. You may also choose to browse for the file(s) on your computer by clicking the button. The images below will show you how to browse for files.



Locate the file(s) on your computer or OneDrive. Select the file name(s) and click the Open button.



3. Once you have selected the file(s), click the Continue button in ECN.

Drag and drop files from your desktop into the box above.
Files can be uploaded individually or in ZIP archives. Expand ZIP material at once.

Copyright: It is your personal responsibility to verify that you control even if your site is restricted to site members.

*** Copyright Status (applies to all files)**

Material is in public domain. [\(more info\)](#)

Versioning Uploaded items should

Create new version Overwrite existing files

Availability Uploaded items should be

Visible Hidden

Email Notification

None - No notification

These steps may be repeated to upload additional files to folders.