

# WebCT 4.0 Content Module

Add Content Module tool to the course

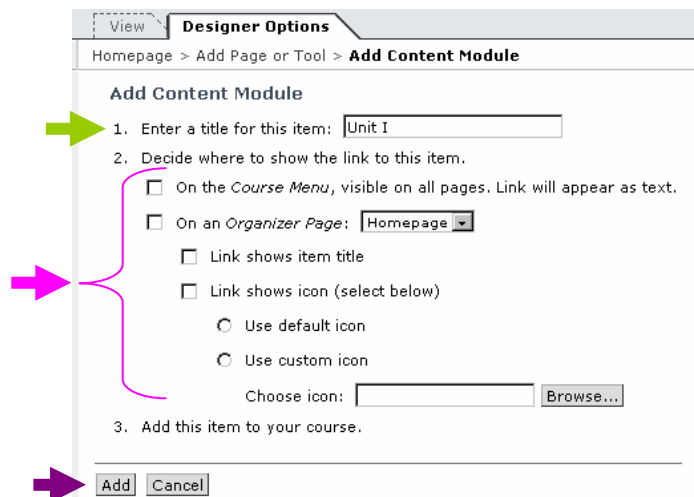
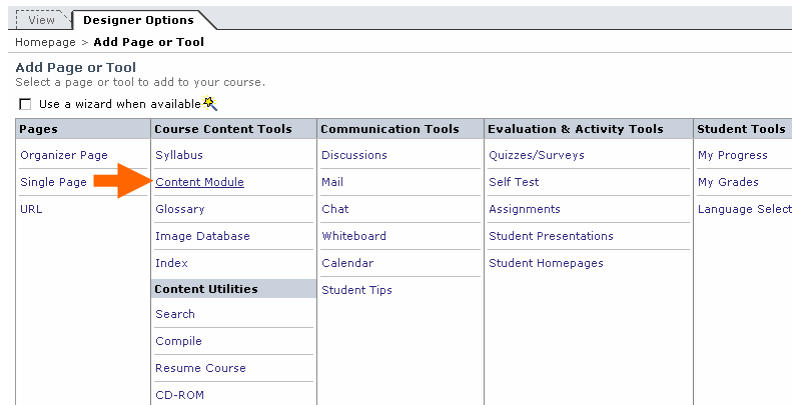
Choose **Add page or tool** →

Click on **Content Module** →

1. Enter a title →

2. Decide where to show link and what icon to use →

3. Choose **Add** →

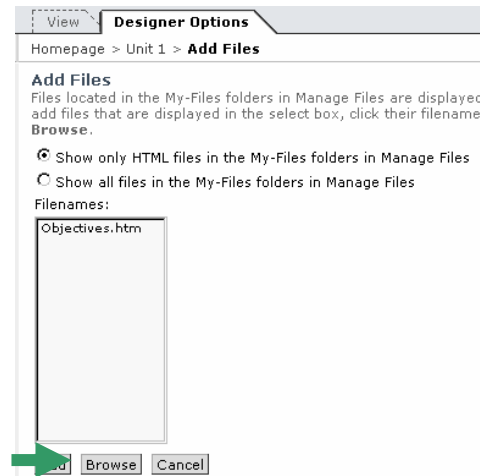
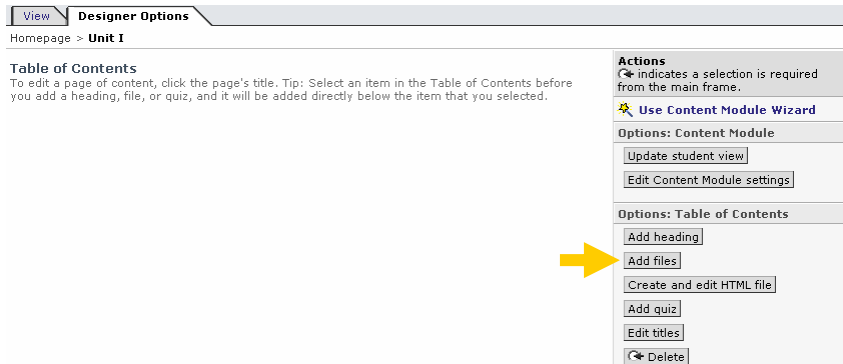


Content Module Tool is added

## Add files to Content Module

Choose **Add files** →

Choose **Browse** →



Choose

Browse



### File Browser

Select a file. Tip: To view a file, click . If the file you need does not appear in the list below, upload it first, then select it.

Name	Size (bytes)	Date	Time
<b>My-Files</b>			
<b>Unit 1</b>			
<b>Lesson 1</b>			
Objectives.htm		978 February 9, 2004	11:02am
<b>WebCT-Files</b>			

**Upload File** To add a file from your computer, **Browse** for it, select an appropriate folder in the drop-down list, then click **Upload**. Select it in the list above and click **Add selected**. Depending on the file size and network connection, this process may take several minutes.

Filename:  **Browse...**

Upload to:  **Upload**

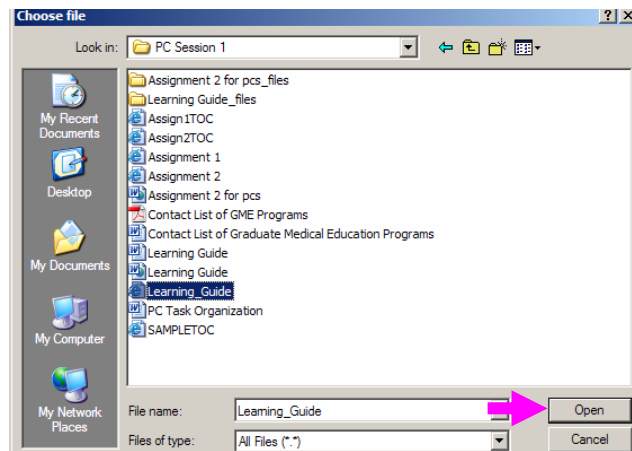
**Add selected** **Close** **Help**



Select the appropriate file

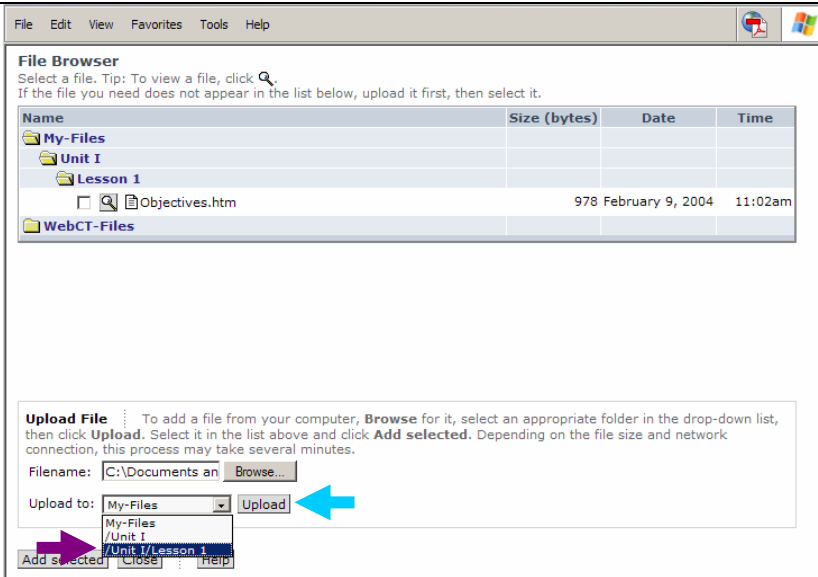
Choose

Open



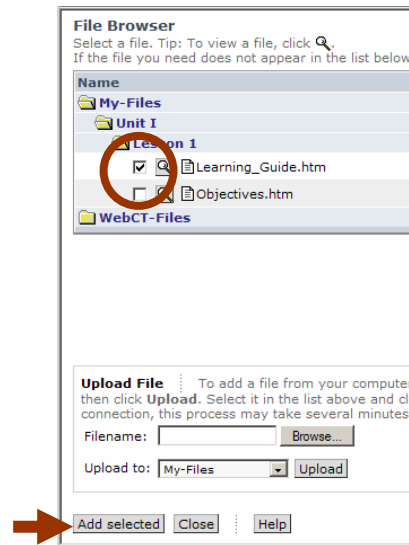
Select the appropriate folder to upload the file into in the file manager

Choose  →



There should be a checkmark in the box next to the uploaded file

Choose  →



Highlight the appropriate file(s) →

Choose  →

The files are now added.

Repeat these steps until all files have been added to the content module.

**VERY IMPORTANT:**

After all files have been added to the content module,

Choose  →

Students cannot see the new files until you complete this step!

