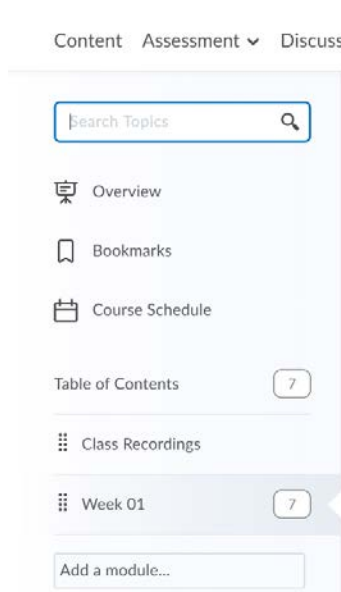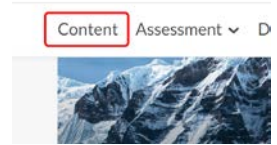# Brightspace – Content

The **Content** section of Brightspace is where you will layout the entirety of your course content. This is where students will gain access to quizzes, assignments, readings, recordings, or anything else related to your course.

Overview

The **Content** section is accessed via the course nav menu at the top of your Brightspace course pages.

The left-hand side of the screen will contain the main sections of your **Content** that will be available to students.

This consists of the **Overview**, **Bookmarks**, and **Course Schedule** sections at the top, followed by the **Table of Contents**, **Class Recordings**, and any modules you have created at the bottom. You can also use the **Search Topics** section to search through all modules for any existing content contained therein.

The **Overview** section in the Content area should contain an overview of your course and a redirect link to you class recordings as they become available. Attachments can be added to this page as well.

The **Bookmarks** section of the **Content** area should contain any relevant Bookmark links to existing content in your course that you may wish to have accessible to your students without having to find them in specific **Modules** of your course.

The **Course Schedule** section of the **Content** area will contain all item due dates as well as scheduled events for your course. These entries are automatically populated from events that you have entered into your **Calendar** (accessible via **Calendar** in the quick selection area at the top of all Bright Space pages) as well as any **Due Dates** entered when creating **Assignments**, **Discussions**, **Quizzes**, and the like.

The **Table of Contents** section of the **Content** area will contain all **Modules** and the items contained within them for the entirety of your course.

Modules
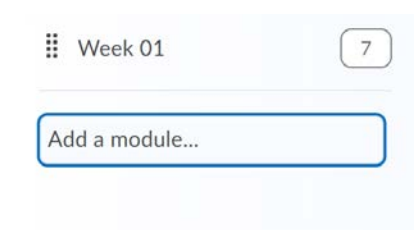
Content for your course is divided into **Modules**. Think of these as folders or containers for your course materials and activities. How you organize this content is up to you and your particular teaching style. Often, class meetings or weeks are divided into separate **Modules** and all relevant materials, Links, Assignments, Quizzes, etc. are contained therein.

To create a **Module**, simple select **Add a Module** in the bottom of the **Content** area and enter the new **Module** name and press **Enter**.

A note about Class Recordings

The **Class Recordings** section of the **Content** area will contain a link to assist students in obtaining recordings of your classes as they become available. Depending your class recording access policy, link to Echo360 will be provided to your students that will contain recordings of your classes as they become available or a link to the recording request form will be provided if you wish to approve or deny class recording requests on an individual basis. All this information will be in a **Module** that Instructional Technology will create.

Editing Modules and Sub-Modules

After entering a new **Module** name, you will be taken to the newly created Module. From here you will be able to **Add Dates and Restrictions** (to limit when a student can access this **Module**), **Add a Description**, and begin adding or creating content specific to this **Module**.
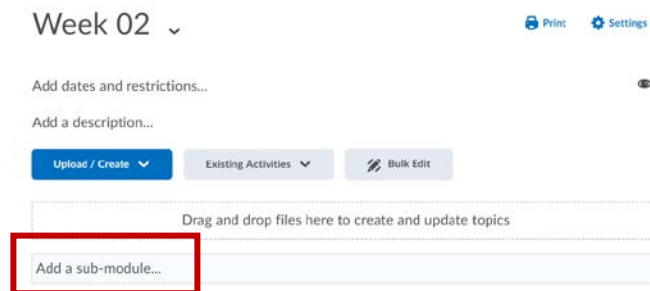
The **Eye** icon on the right side of the screen will allow you to set the **Module** as **Visible** to students (available):

or **Hidden** (completely hides the module):

Sub-Modules can be created to further organize content within the Module by clicking in the **Add a Sub-Module** box and typing the **Sub-Module**'s title.


Upload/Create Button

Use this to add files, links, or create content in Brightspace

Content creation can be accessed through multiple areas in Bright Space. To create content specific to the **Module** you are currently in, select **Upload/Create** and pick the appropriate content type.

The creation of many of these items are addressed in other handouts specific to the content type. The most common options used will be covered in the next few pages: **Upload Files**, **Video or Audio**, **Create a File**, and **Create a Link**
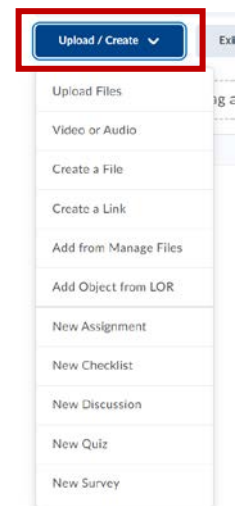
Upload Files

You may upload existing files such as documents, audio, or video. Please keep in mind that Bright Space will not accept files larger than 1GB.

Note: You can also drag-and-drop files into a Module to upload them to Brightspace, bypassing the **Upload Files** option from the Upload/Create button.
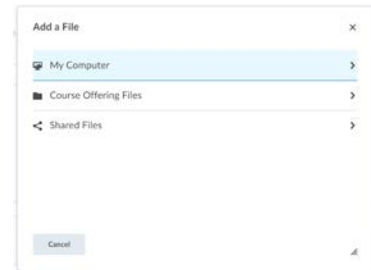
Video or Audio

You may **Upload** existing audio or video files, or link to **Web Video or Audio**, such as videos on YouTube. Please keep in mind that Bright Space will not accept files larger than 1GB.
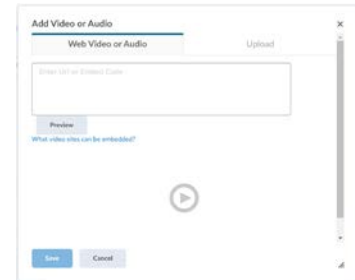
Create a File

Create a File – You may create a file directly within Bright Space that will be presented to students as an online document. The **Insert Stuff** icon will allow you to add additional elements to the document, such as video notes, external link, pictures and the like.
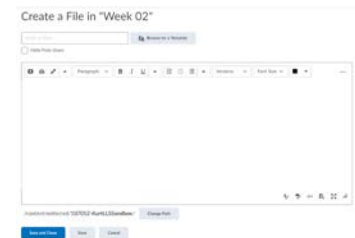
Create a Link

Here you can link to external resources on other websites. The **Title** will be the link name listed in the **Module**.

The **URL** is the web address of the actual link. Click **Open as External Resource** as it will open the link in a new browser tab when the student selects it.
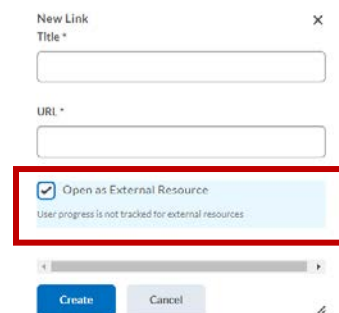
Existing Activities

Note: You will need to do this for Assignments, Discussions, Quizzes, and Surveys you have already created. If you do not add them to a Module, students will not have an easy way of accessing these activities.

To add already existing content to the current **Module**, select **Existing Activities** and navigate to the desired item.

You will be presented with a window where you can select the specific Assignment, Discussion, Quiz, or Survey you wish to add to the Module.
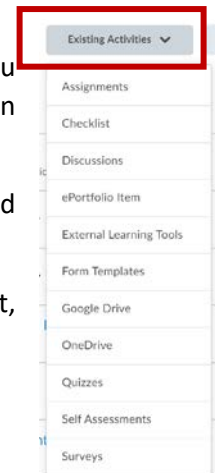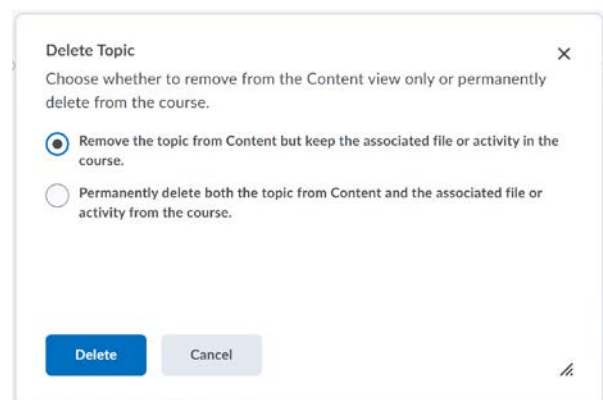
Bulk Edit

The **Bulk Edit** option allows you to edit immediate data on existing items in the current **Module**, such as **Title**, **Dates and Restrictions**, **Description**, topic **Visibility**, if an item is **Required**, as well as the option to **Remove Topic**. Click **Done Editing** when you have finished with the **Bulk Edit**.
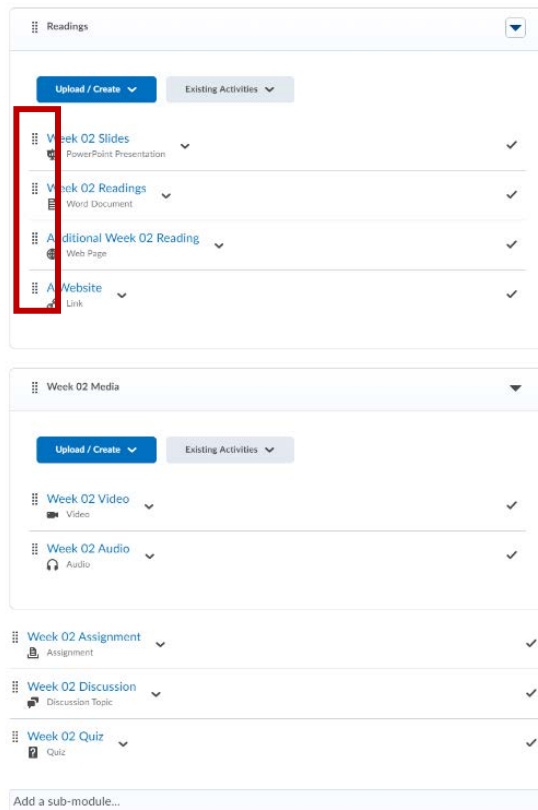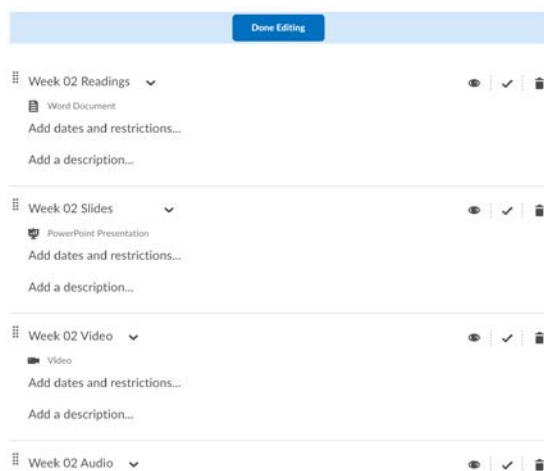
Deleting Modules or Items

Clicking the trash can icon will open the **Remove Topic / Delete Topic** option. This will allow you to remove a topic from either the current Module, or permanently from your course. Please note, that deleting a topic permanently cannot be undone.

Moving Modules or Items

The **Move** icon ⠿ allows you to change the order of **Topics**, **Modules**, **Sub-Modules**, and other content by *dragging and dropping* to rearrange the order.

All content within the **Module** can be dragged and dropped to change order, place them in or remove them from **Sub-Modules**, etc.

You can even drag an item from module to another using the **Move** icon.