



TEGRITY INSTRUCTOR WORKFLOW (PART 10)

Creating /Deleting Additional Content

1. Creating Additional Content

You can create additional content for a course. Students can view the additional content you provide. This content can be files or links.

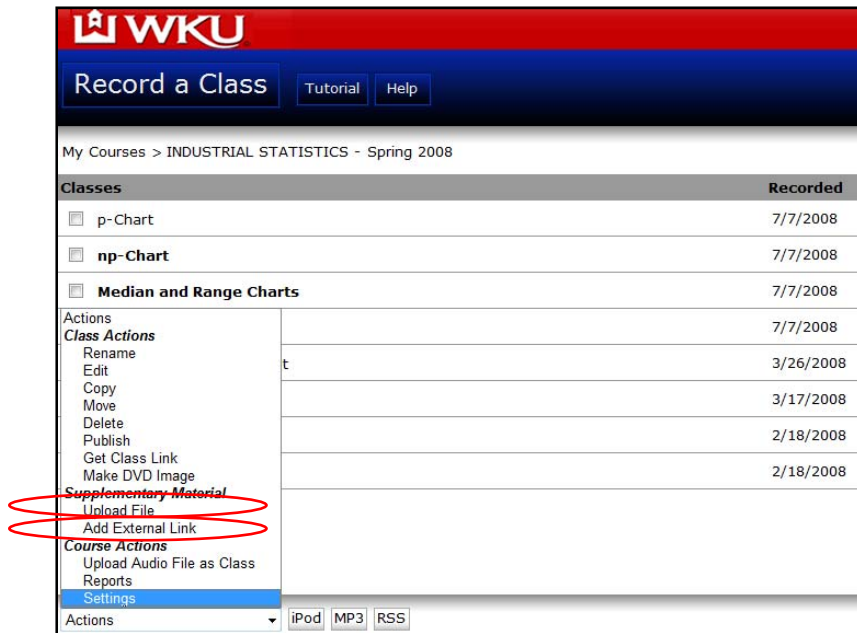


Figure 1: The Tegrity Setting page

2. Creating Additional Content

You can create additional content for a course. Students can view the additional content you provide. This content can be files or links.

3. Uploading Files

You can upload files of any type for you or your students to view. The files could be PowerPoint presentations, Word or Adobe documents, media files, and so on. Only students registered for your course have access to the uploaded files.

To upload files as additional content for your course:

1. In the *Class Recordings* page, select **Upload File** from the *Actions* drop-down list (Figure 1). The *Upload File* dialog box appears (Figure 2).

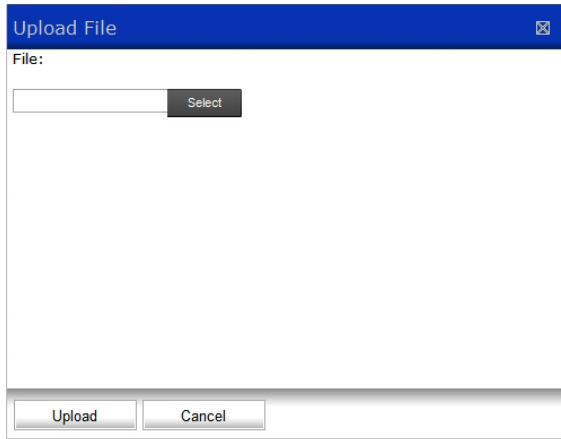


Figure 2: Upload File Dialog Box

2. Click **Upload**. A dialog box appears showing upload process. A popup message informs you when the upload is complete. The file is uploaded and can be selected from a list when the student selects the *Additional Content* tab for your course (Figure 3).

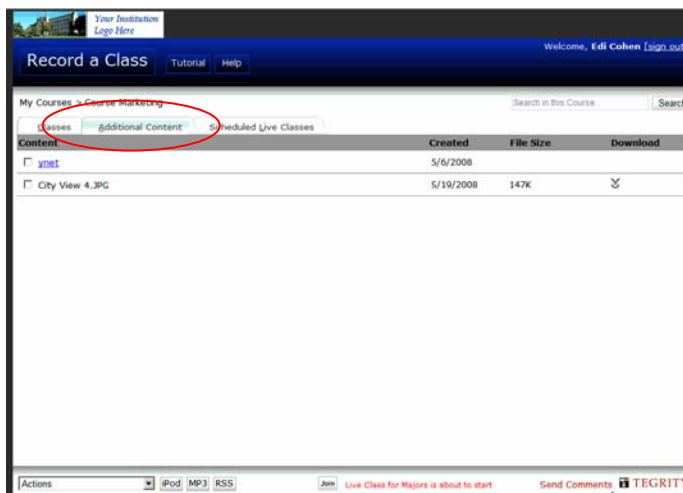


Figure 3: Additional Content Tab

Uploaded files larger than 10 MB are rejected

4. Uploading External Links

You can upload links to additional resources.

To upload external links to additional resources for your course:

1. In the *Course Management* page, select **Add External Link** from the *Actions* drop-down list.

The *Add Link* dialog box appears (Figure 4).

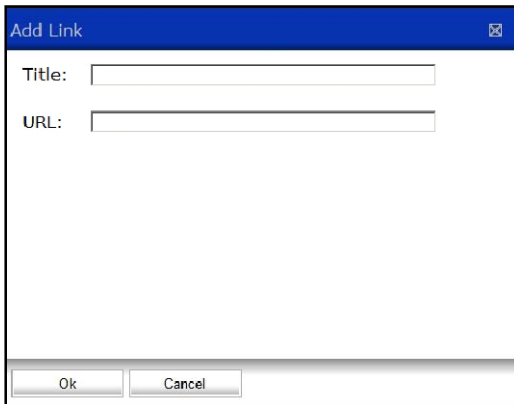


Figure 4: Add Link Dialog Box

2. In the *Title* field, enter a descriptive name for this link.
3. In the *URL* field, enter the correct URL for the link.
4. Click **Ok**. The link is uploaded and appears when the *Additional Content* tab for your course is selected.

5. Deleting Additional Content

You can delete additional content you have added.

To delete an additional file or link:

1. In the *Class Recordings* page, select the **Additional Content** tab.
2. Check the items you want to delete.
3. From the *Actions* drop-down list, select **Delete**. A warning message appears, informing you that you are about to delete the item(s).
4. Click **OK**. The selected items are deleted.