

Build Content - Add an item, file, folder, blank page or course link

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Overview

This guide

Item - is suitable for adding some text to a module page which is immediately visible to the student., WYSIWYG editor also lets you do stuff. A typical, simple item is shown here.

SAMPLE ITEM IMAGE

File - will create a simple item, consisting only of a title and then the file itself, either as a link to click and open in a separate window or display directly in the page itself. which will either display your file a To upload individual documents and files which your students can access from your VITAL module you available in any content area. The kinds of files you might want to upload include Word doc/docx, pdf, PowerPoint, audio and video files. Items are uploaded from your PC to VITAL. If you need to edit an item you have uploaded then this is done on your PC and you then re-upload the item to VITAL.

If you want to upload multimedia files (images, audio, video etc.) please see the guide 'Build content - Adding multimedia files'.

Folder - You can also create folders in content areas, where you can organise sets of content items using the **Create Folder** tool. For instance, you may want to create a folder for each week of the module and organise your content this way.

Blank page - is like an Item but...

Course link - creates a link from

An Item consists of a title, a file and a description/instructions, and can be any type of document or resource. Files and folders appear in a content area section of a module (e.g. Learning Resources). You can also:

- enable tracking statistics for folders and items;
- set the availability of items and folders (e.g. date-limited);
- package and upload a whole website.

Any file uploaded to a module will also appear in the Course Files area of the module. Please see the Course Files guide for more information on this facility.

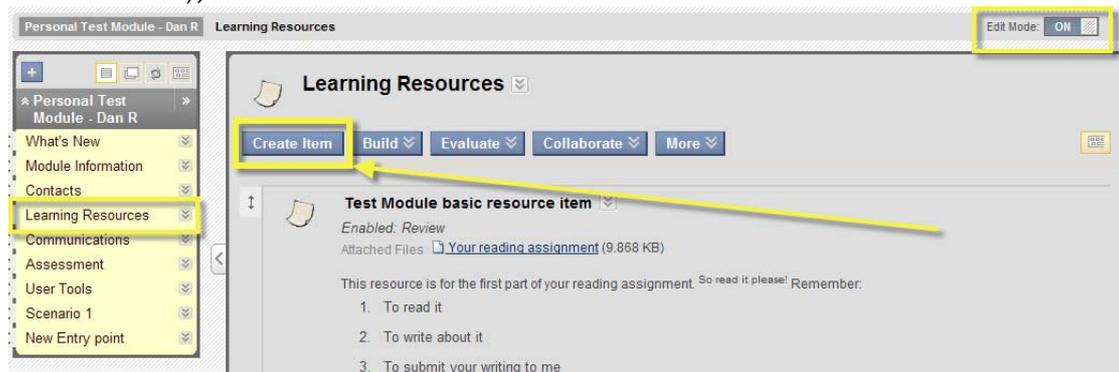
For all creating and editing facilities, ensure that the **Edit Mode** is 'ON'.

More Help links display explanations of the options and settings available on that page.



Add a single file (docx, pptx, pdf etc.)

1. In the content area where you want to upload the file (e.g. Learning Resources), hover over the **Build Content** button.



2. On the blue menu that appears, from the first column, **Create**, select the option **Item**.
3. In section 1 you must enter a **Name** for the item ('Week 1 Lecture notes' in the example below). You can then add a description, notes and/or instructions relevant to the item in the **Text** box. You can also include hyperlinks, images, video and sound files here.

1. Content Information

Name

Colour of Name

Text Visual Editor: ON

Please note that attendance is recommended as the uploaded lecture notes omit the diagrams used at the lecture.

Select file to upload

- A file can be attached to an item for users to click on to open, but it will always open in a separate window. In section 2, specify the file that you want to upload in the **Attach Local File** box. This will be a file on your PC's hard drive or a network drive. Click the **Browse** button (1) and navigate to the location of the relevant item. You can also specify a name for the clickable link that the student sees rather than the name of the file being uploaded (useful if the file does not have a descriptive name or is very long). This is done in the **Name of Link to File** box (2). In the example below the clickable link for the student will be called 'Week 1 Lecture notes'.

2. Attach or Link Content

Files can be attached here. Click **Browse** to select the file to attach and specify a name for the link to this file.

Attach Local File 1

UNAVAILABLE. IGNORE THIS OPTION.

Link to Content Collection Item 2

Name of Link to File

Special Action

You can attach more than one file as part of this Item for the students to click if you want but you will have to add them one-by-one. Follow steps 5,6 and 7 below to add the first file and create the Item and then see step 8 to edit the Item and add more files.

Set item availability and usage tracking statistics

- In section 3, you set up when you want the Item to display to students and whether you want to track usage of the Item to monitor the extent to which it is being accessed.
 - Permit Users to View the Content Item:** is set by default to **yes**, which means it will be visible in the module as soon as it is made.
 - Track Number of Views:** is set by default to **no**. Set to **yes** if you want usage statistics data to be collected.
 - Select Date and Time Restrictions:** by default there are no restrictions set - the Item is always visible. You can restrict when the Item is visible to students here, either after, until or between dates *and* times if you need. If you want to set which students can see the Item then you need to apply an Adaptive Rule (see the 'Adaptive Release tool' How to Guide).

3. Options

Permit Users to View the Content Item Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After  

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Display Until  

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Calendar Widget

(It is recommended that you use the Calendar widget to enter dates. These are the highlighted buttons in the screenshot above. Click the button to access the Calendar widget, select the date you require and it will be automatically entered in the box. Each date box will have a Calendar widget to use with that box.)

6. Click **Submit** to finish creating the Item and add it to the module.

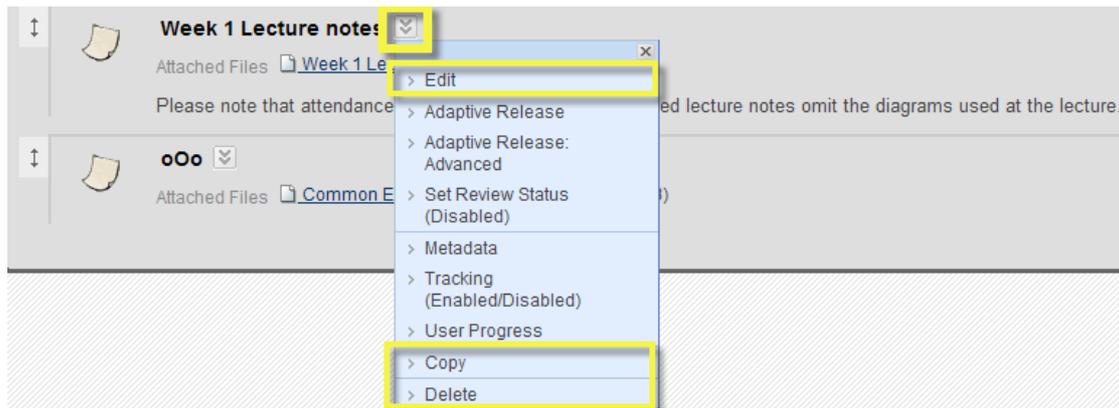
Change the order of items on the page

7. Once you click 'submit' to create the Item, it will be displayed at the bottom of the page. You can drag it to where you want it to appear on the page as shown here.



Modify/Copy/Delete item

8. To modify (add more files, change the release dates and so on), copy or delete the Item, with the **Edit Mode** switched 'ON', go to the content area (e.g. Learning Resources) to find the item, click on the downward double-arrow and select **edit**, **copy** or **delete**. If editing, you will see the page you used to set the Item up in the first place. Ensure you click **Submit** when you have finished to save your changes.



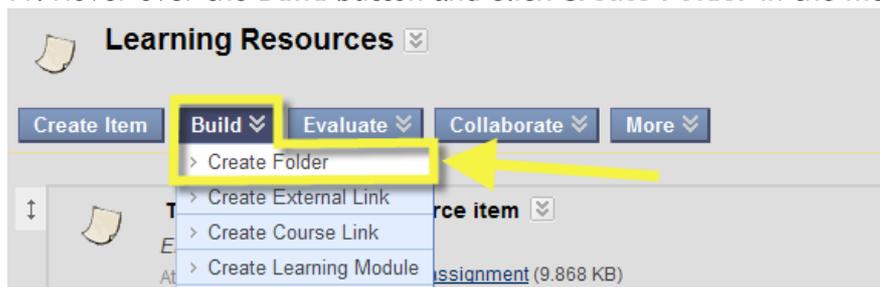
Set adaptive release for an item or folder

- You can set items and folders so that they are only visible according to rules that you set, including groups of students, grades achieved and dates (see the [How to Guide Adaptive Release tool](#)).

Create a folder

- Select a content area (e.g. Learning Resources) where you want to create the folder. Ensure **Edit mode** is **ON**.

- Hover over the **Build** button and click **Create Folder** in the menu that appears



- You must enter a **Name** for the folder. You can also add some descriptive text in the text box. The option settings are the same as those described in step 5 above. Use the Calendar widget to set any dates. Click **submit** to finish.

1. Folder Information

Name

Colour of Name ■ Red

Text

Normal 3 Arial | B I U abc | x₂ x² |

abc | [Icons for Bold, Italic, Underline, Link, Unlink, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Refresh, Print, Help]

The required resources used in Week 1.

Student view

- Switch the **Edit Mode** to **OFF** to see the student view of the module. (All editing functions and buttons will disappear.)



Ideas for adding learning resources

Uploading websites

14. Packaged websites can be uploaded as a single item. Zip the whole website as a single .zip file and upload it by creating a single item (see steps 1-5).
15. In section 2, in **Special Action**, choose **Unpackage this file** and complete the rest of the options as usual and **Submit**:

16. You are then asked to specify the 'entry point' for the website, that is, the first page that should display when it is clicked by the student, which is usually an *index.htm* or *index.html* file (but it may be different). If you want the website to open in a new window **Launch in new window** to yes.

17. Click **Submit** and the website is now available as a link.



Things to consider when uploading files/folders

Copyright

18. Please ensure that copyright regulations are observed when uploading content to VITAL e.g. for content, images and multimedia. If you are unsure, please ask your subject librarian for further information about copyright. Also see the

current guidelines published by the University of Liverpool library on the web pages below:

<http://www.liv.ac.uk/library/info/copyright.html>

Relevant sections include 'Digitising print material' and 'Permission to digitise under the terms of the CLA Licence'.

Accessibility

19. Please ensure that any learning resources you add to your modules are accessible to the widest range of students. For instance, use a San-Serif font on documents (e.g. Arial and Verdana), and provide a caption or transcript to accompany images, audio and video files. See the TechDis web site below for more guidance and ideas:

<http://www.excellencegateway.org.uk/page.aspx?o=jisctechdis>