

Add Content from Your Computer

This How-To will outline the steps needed to add content to your course from your computer.

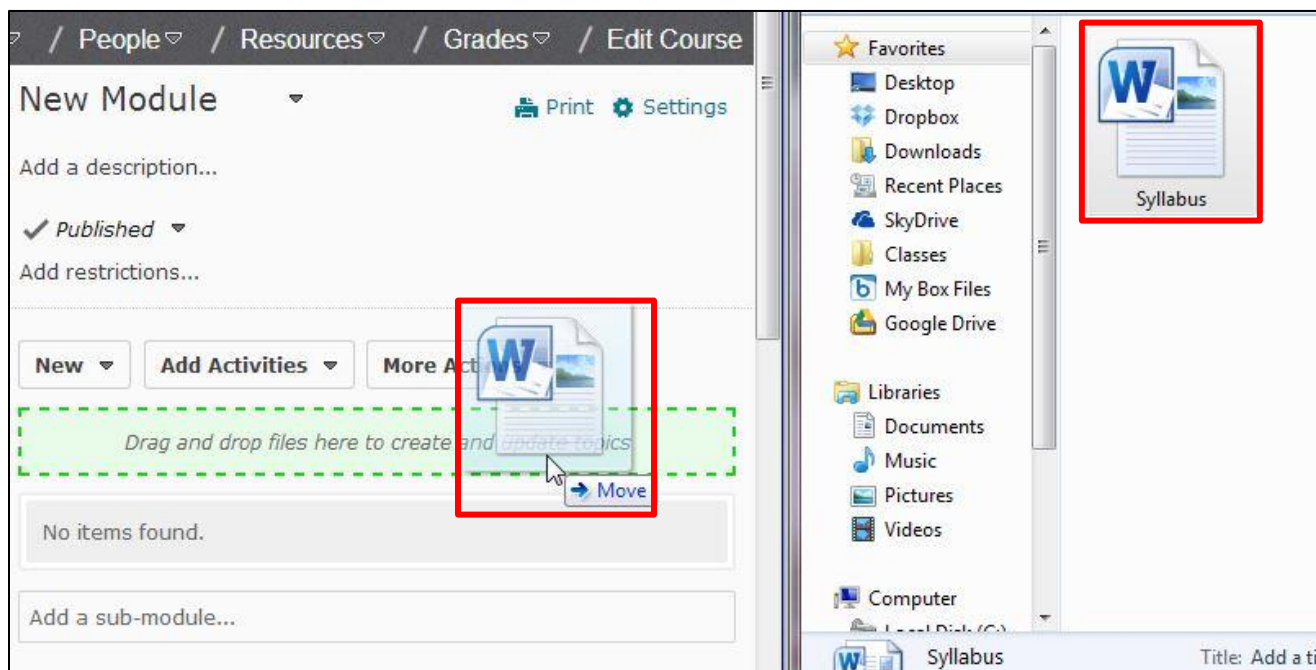
1. Select **Content** from the navigation bar.



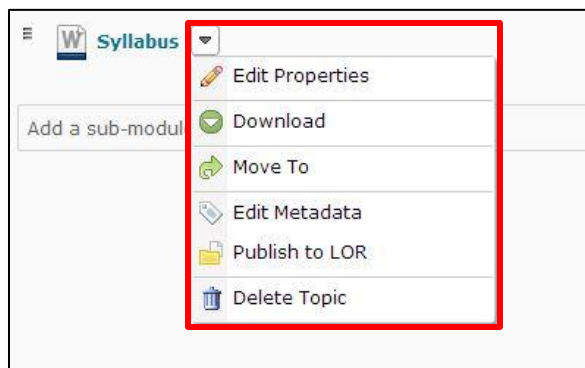
2. Create a new module by **typing** the name of your new module in the **Add a Module...** text box located at the bottom of the left side navigation and press **Enter**. (Note: Skip this step if you already have a module created where you would like the content item to reside.)



3. On your computer, open the file location of the item you would like to add to your course. Position your computer file window on the screen next to your browser window displaying your new module in Carmen. Select and drag your file from your computer file window into your Carmen module window into the **“Drag and drop files here to create and update topics”** area.



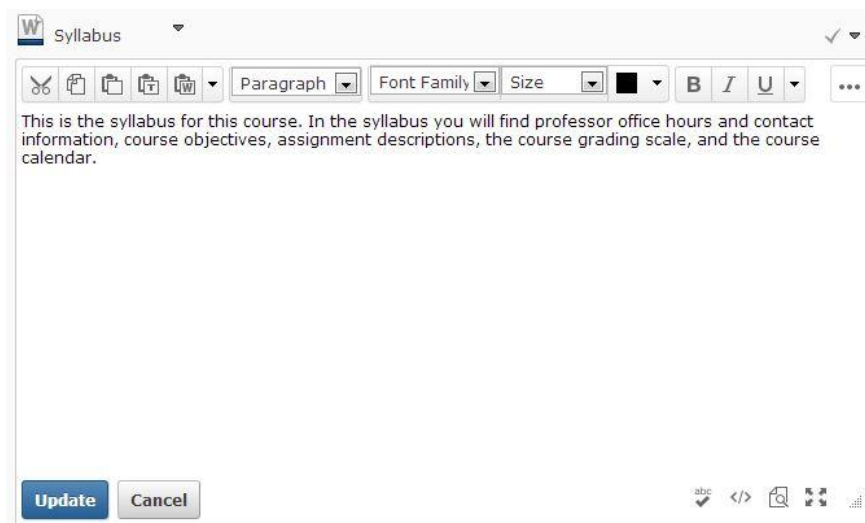
4. Select the right dropdown arrow next to your new Content item and select **Edit Properties**.



5. Select **"Add a description..."**



6. In the provided textbox, type a description for your content item so that it can be easily identified by students and select **Update**.



7. You have successfully added a piece of content to your course and added a description for your students.