

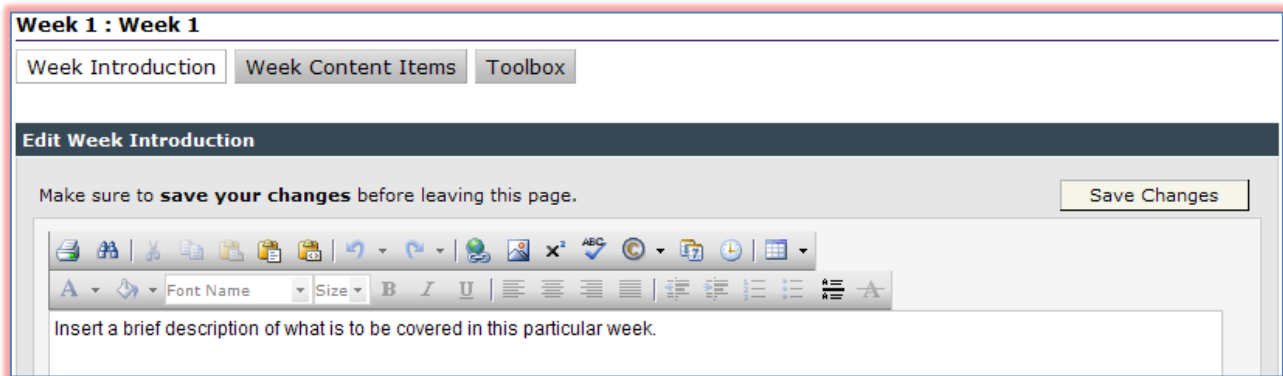
Add an Introduction to a Week/Unit

Once a Week/Unit has been created, an introduction should be added. This introduction may include an overview or introduction about the Weeks objectives and what the students will learn. If an introduction is not included, the Week homepage will be blank.

Text Multimedia

This option should be chosen when documents are to be loaded as an attachment or when text is to be entered directly into the text box. Different types of items may be added such as text, images, and links to websites. In the template for the eCollege/eCompanion courses, all of the Weeks are configured in this format.

- ❖ Click the **Week** into which the introduction is to be inserted.
- ❖ The **Introduction** window will display (see illustration below).

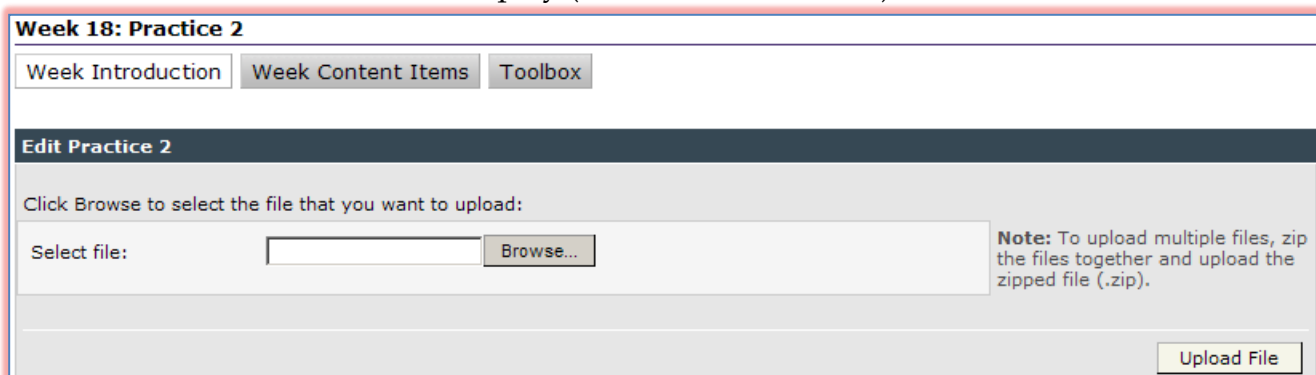


- ❖ In the text box, insert an **Introduction** to the course.
 - Use the buttons on the **Visual Editor Toolbar** to insert images, links to files, tables, and other items into the introduction.
 - A description of the buttons on the **Visual Editor Toolbar** can be found on the eCollege page of the [Siena Training Web Site](#).
- ❖ Once the **Introduction** has been entered, click the **Save Changes** button.

Web Content Upload

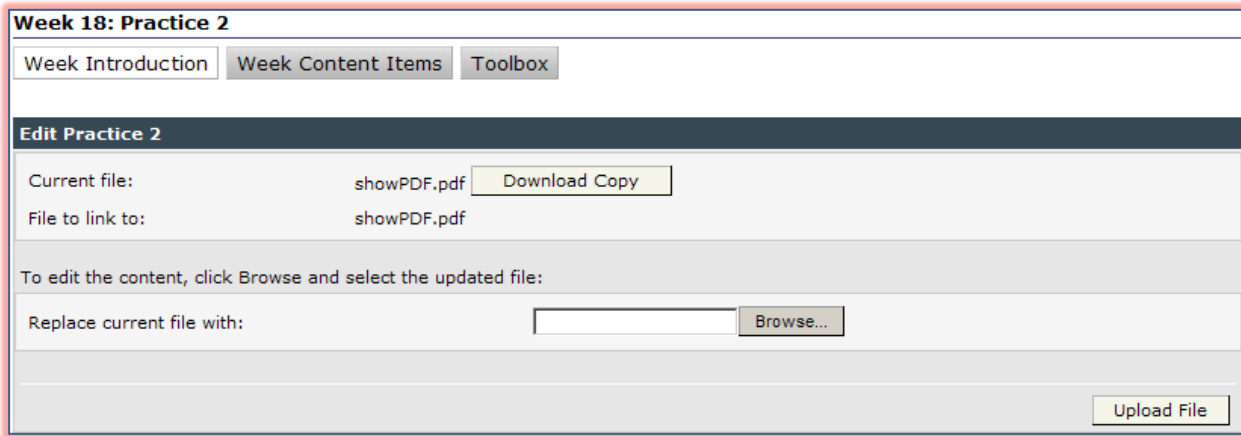
Use this option when uploading HTML text, PDF files, or other content created outside the Visual Editor. This option can also be used to upload media files, graphics, PDFs, or any other files that are not created with Microsoft Office programs. When the students view the file, it will be in the format of the program it was created in.

- ❖ Click the **Week** into which the **Introduction** is to be inserted.
- ❖ The **Introduction** window will display (see illustration below).



- ❖ Click the **Browse** button to select a file to upload.

- ❖ The **Choose File** window will display.
- ❖ Locate the file that is to be uploaded for the **Introduction**.
- ❖ Select the file and then click the **Open** button.
- ❖ A link for the file will appear in the **Select file** box.
- ❖ Click the **Upload File** button.
- ❖ The file name will appear above the **Browse** button as shown in the illustration below.



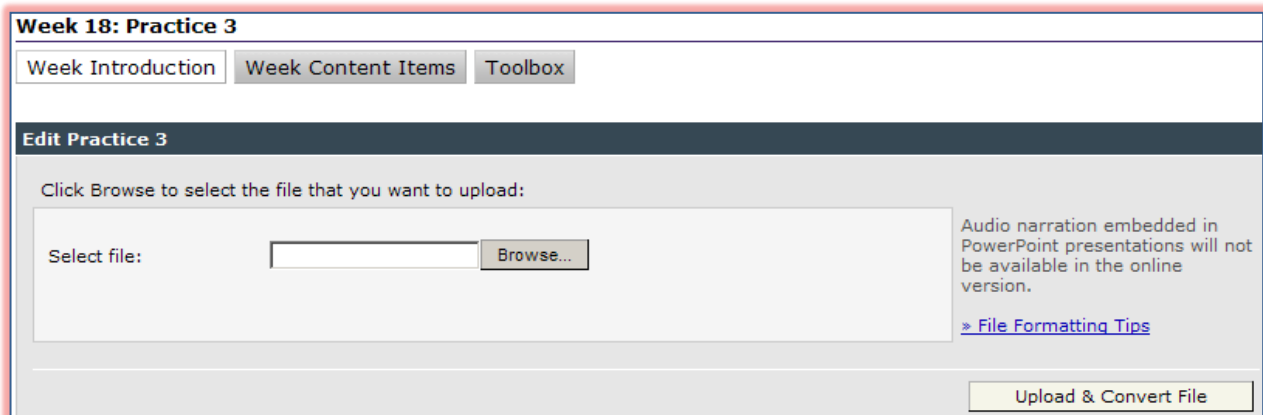
- ❖ Do one of the following:
 - Click **Download Copy** to open the file and view it.
 - Click the **Course** tab on the **Navigation Pane** and then click the **Content Item** link.
 - Instructors are the only ones who will see the **Download Copy** button.
 - Students will not be required to click **Download Copy**.
 - They will see the file in the **Introduction** window when they click on the **Week** link.
- ❖ To change to a different file, click the **Browse** button again and select the file.
- ❖ A message will appear asking if you want to replace the old file.
- ❖ Click **Yes**.
- ❖ The new file name will appear beside **Current file**.

NOTE: When students view the file, they will see the document in the program that it was uploaded in, not a link to the document. For instance, a PDF file will open in PDF format.

Microsoft Office Document

Choose this option when Microsoft Office files are to be loaded for the introduction to the unit. These files will be converted to HTML format when they are loaded.

- ❖ Click the **Week** to which the **Introduction** is to be added.
- ❖ The **Introduction** window will display (see illustration below).



- ❖ Click the **Browse** button.
- ❖ The **Choose File** window will display.
- ❖ Select the file that is to be uploaded into eCollege.
- ❖ Click the **Open** button.
- ❖ The link to the file will appear in the **Select File** box.
- ❖ Click the **Upload and Convert File** button to insert the file into the **Introduction**.
- ❖ A message will appear saying the file has been submitted for conversion.
- ❖ Click **OK** to exit this window.
- ❖ The name of the file will appear next to **Current File** above the **Browse** button as shown in the illustration below.
- ❖ Click the **Download Copy** button to view the file.

NOTE: When students view the document, it will appear in Web based HTML format.