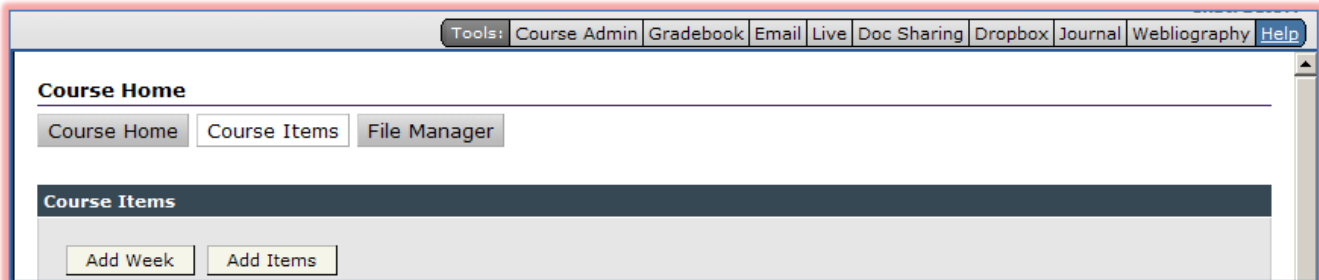


## Add Week/Unit

As with a textbook, a course can be divided into Weeks, Units, or Chapters. The College of Arts and Sciences has created a template that each course will be encouraged to use for creating courses in eCompanion for all Web Enhanced, Blended, or Totally Online courses. It is configured into a Course Home unit and fifteen Week units.

### Add a New Unit

- ❖ In the **Navigation Pane**, click the **Author** tab.
- ❖ Click **Course Home**.
- ❖ The **Course Home** window will display (see illustration below).



- ❖ In this window, click the **Course Items** link.
- ❖ Click **Add Week**.
- ❖ The **Add Week** window will display (see illustration below).

A screenshot of a form titled "Add Week". At the top, there are three tabs: "Course Home", "Course Items", and "File Manager". The "Course Items" tab is selected. Below the tabs, the form has the following fields:

- Title:** A required field (indicated by an asterisk) with a yellow text input box.
- Use title in navigation menu
- Introduction type:** A dropdown menu currently showing "Text/Multimedia".

At the bottom of the form, there is a legend: "\* Indicates a required field". To the right of the form, there is a **Note:** "After adding the Week, you can click on the Week in the navigation tree to the left to compose the introduction." At the bottom right, there are three buttons: "Add Week", "Save & Add Another Week", and "Cancel".

- ❖ In the **Title** box, input the name of the unit, such as **Week 1**, **Unit 1**, or the dates of the week.
  - The Title can be whatever the instructor wants it to be.
  - There aren't any restrictions regarding the Title.
- ❖ Click the check box for **Use title in navigation menu** in order for the name of the unit to appear so students can access it.
- ❖ Under **Introduction type**, select from one of the options below.
  - **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 or other documents.
  - **Web Content Upload** - Use this option when uploading HTML text, PDF files, or other content created outside the Visual Editor. It 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.

- **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.
- ❖ When all the options have been chosen, click one of the following buttons.
  - **Add Week** - To add just the one new week/unit, click this button.
  - **Save and Add Another Week** - Click this button when more than one Week/Unit is to be added to the course.
  - **Cancel** - To exit from the window without saving the changes, click this button.

**NOTE:** For information on adding an **Introduction** to the **Week**, please see the document on **Adding an Introduction to a Week/Unit** on the **eCollege** page of the **Siena Training Web Site**.