



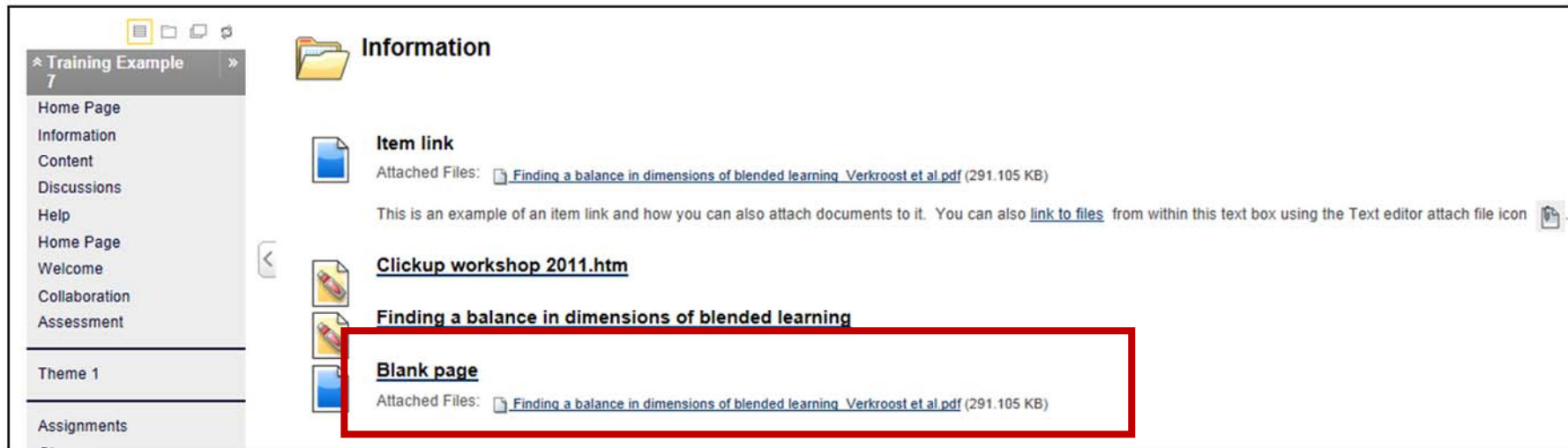
# Content tools

Access these tools from a Content Area page, **Build Content** button

	Tools	What is it?	When will I use this?	Why will I use this?
<b>Create</b>	<b>Item</b>	Information which will be displayed on the screen, similar to the Header and Footer in the old clickUP system. You can also add attachments to an item.	To add a heading to a page or if you are in need of a description for the document(s) that you attach.	This will make information available on the screen without the user having to click on it or to add a description to a file.
	<b>File</b>	A link to any kind of file, e.g. PDF, MS Word, Excel, PPT, etc. Remember that for a file you will not be able to add a description of what that file is about, it will only display a link. You can specify if it should open in a new window or not.	If you want to make a single document available to the users, e.g. study guide.	To provide information

	Tools	What is it?	When will I use this?	Why will I use this?
<b>Create</b>	<b>Audio</b>	Link to an audio file.	When you need to add an audio file.	To provide information
	<b>Image</b>	Link to an image.	When you need to add an image	To provide information
	<b>Video</b>	Link to a video.	When you need to add a video file	To provide information
	<b>Web link</b>	Link to a web address (i.e. outside your course). This is similar to the Weblinks tool in the previous version of clickUP. If you want to create a link to something within your course, see <b>Course link</b> below.	When you need to add a link to a web address	To provide information
	<b>Learning Module</b>	An area where you can add content and activities together in a structured way.	To organise content and activities together in a <b>structured</b> way.	To give structure and organise the course.
	<b>Lesson Plan</b>	A Lesson Plan is a special content type that combines information about the lesson itself with the curriculum resources used to teach it. Default lesson plan sections include the instructional level, grade level, objectives, and subject area of the lesson. These sections can also be changed to suite your need. Additional sections can be added to the Lesson Plan, arranged to display in any order and optionally shown to students.	When you want to visually align your outcomes to the content and activities within the course.	To provide outcomes with your content and activities.
	<b>Syllabus</b>	The syllabus tool is a tool which you can populate to display all the information that you would normally have in a study guide.	When you do not want to use a PDF study guide.	To display the study guide information to students. You can also add the study guide using an Item or a File.
	<b>Course Link</b>	A Course Link is a link to an area, a tool, or an item <b>within a specific course</b> . It can be added to a Content Area, Learning Module, Lesson Plan, or folder. All existing items that appear in the pop-up Course Map can be linked to using a Course Link. This is not a link to things outside your course – see <b>URL</b> above.	To link from more than one place to the same activity or content within your course (not outside the course).	To inter-link to items in a course.

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	<b>Content Package (SCORM)</b>	This is where you will include material from CD Roms or electronic material. Lecturers must ask the publishers of the prescribed books if content packages exist so that they can decide if it will be useful for their course or not.	If it exists and is applicable and will add value to your course. Keep notional hours in mind ... Keep costs to students in mind - careful to not work online when work can be done offline on CD.	To provide information.
<b>New page</b>	<b>Content Folder</b>	This is similar to a Folder that you know in Windows Explorer, used to group files that belong together but does not have an inbuilt structure as the Learning Module.	To group files and activities that belongs together, together in an <b>unstructured</b> way.	To organise the course.
	<b>Module page</b>	A page containing dynamic personalized content modules that help users keep track of tasks, tests, assignments, and new content created in the course. You can add modules for example Needs attention, Alerts, Calculator, Dictionary, Announcements, Calendar, To do list, etc. This will only display the information for the specific course. If the student wants to see a summary of activity for all the courses that he/she has access, they have to use the Notification dashboard on the My clickUP page.	Add tools for students that will enable them to keep up to date with tasks, assignments, assessments within the course. Other worthwhile tools are also available to help students with their work.	Quick access to what's happening in the course.
	<b>Blank page</b>	The Blank Page tool allows you to include files, images, and text as a link in a course area. Blank Pages present content in a different way than items do. There is no description that appears below the title of the page. Users see your content only after clicking the link. The link will open in a new window.	When you want to add a link to a document, e.g. study guide.	Quick access to information.



	Tool	What is it?	When will I use it?	Why will I use it?
<b>Mashups</b>	<b>Flickr Photo</b>	A website for viewing and sharing photographic images. ( <a href="http://www.flickr.com/">http://www.flickr.com/</a> )	When the photo will add value to the content. <b>BE WARE of copy right issues!</b>	To add value to the course content.
	<b>Slide share presentation</b>	A website for viewing and sharing PowerPoint presentations, Word documents, or Adobe PDF Portfolios. ( <a href="http://www.slideshare.net/">http://www.slideshare.net/</a> )	To enrich the content. <b>BE WARE of copy right issues!</b>	To add value to the course content.
	<b>You Tube Video</b>	A website for viewing and sharing online videos. ( <a href="http://www.youtube.com/">http://www.youtube.com/</a> )	When a video will add value to the content or explain difficult concepts better. <b>BE WARE of copy right issues!</b>	To add value to the course content.

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<b>MERLOT Search</b>	This is a building block added to clickUP. It is a search tool to the MERLOT learning materials	When you are looking for authentic learning material – quite a variety available!	To add value to the course content
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Reference: <http://help.blackboard.com/instructor/index.htm>