



5 Steps in new clickUP

1. **PLAN** on Paper
2. Create a structure in Windows Explorer and populate with your content. (Do this on your own computer; remember to PDF all documents)
3. Upload files using the **Content Collection**
4. **CREATE** your Content/Activity:
 - on a Content Area OR
 - via the **Control Panel** - Course Tools
5. Make Content/Activity **VISIBLE** to students:
 - on **Course Menu** OR
 - on a **Content Area**.

TIP: You can also do steps 3-5 in one, by creating your content/activity directly on a **Course Menu** or a **Content Area**.

Just remember to hide the item from students if they should not see it immediately.