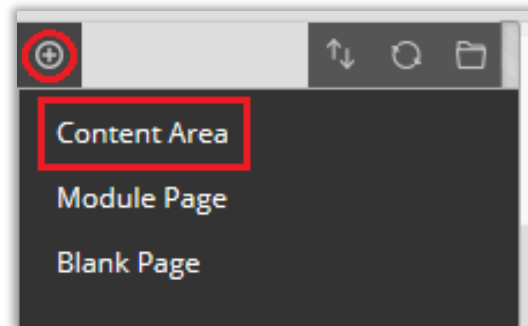


## HuskyCT User Guide: Basic Steps for Adding Content

Instructors need to manually add content and content areas to their courses. This content can be added to a content area or a folder.

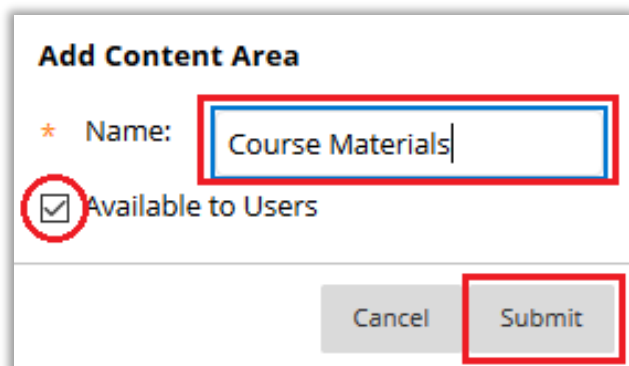
### Adding a Content Area Link to the Navigation Menu

Click on the "+" icon at the upper left-hand corner of the navigation menu, then click on Content Area.

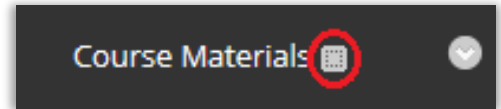


NOTE: If you do not see the "+" sign, you are either in Edit Mode OFF or you have changed your menu view to "Folder" and will need to change it to "List."

Enter a name for the Content Area, check the box next to "Available to Users", and then click Submit.

A screenshot of a form titled 'Add Content Area'. The form has a white background and a light grey border. At the top, the title 'Add Content Area' is in bold. Below the title, there is a field labeled '\* Name:' with a red rectangular box around it, containing the text 'Course Materials'. Below the name field, there is a checkbox labeled 'Available to Users' with a red circle around it, and the checkbox is checked. At the bottom right of the form, there are two buttons: 'Cancel' and 'Submit', with a red rectangular box around the 'Submit' button.

The new Content Area link will appear at the bottom of the menu. A small gray square icon indicates that the Content Area has no content.



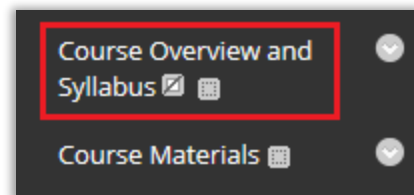
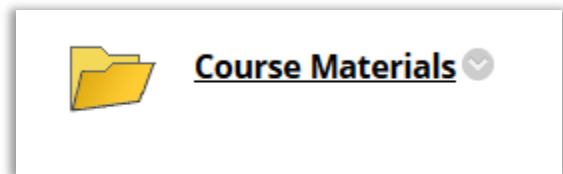
Course Materials

Build Content Assessments Tools Partner Content

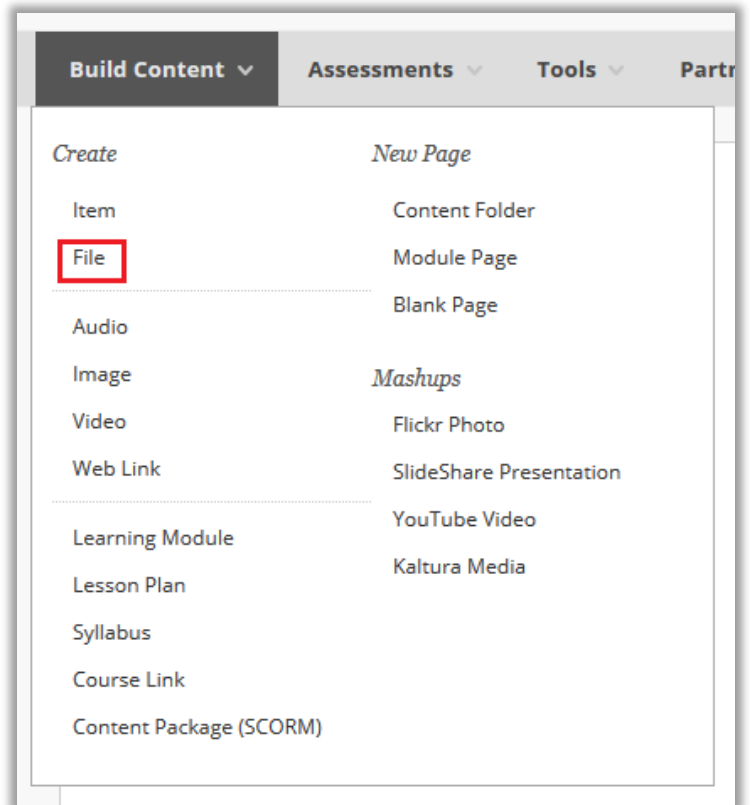
After clicking on the new link to load the new Content Area, use the buttons at the top of the screen to add different types of content to the page.

## Adding a File to a Content Area or Folder

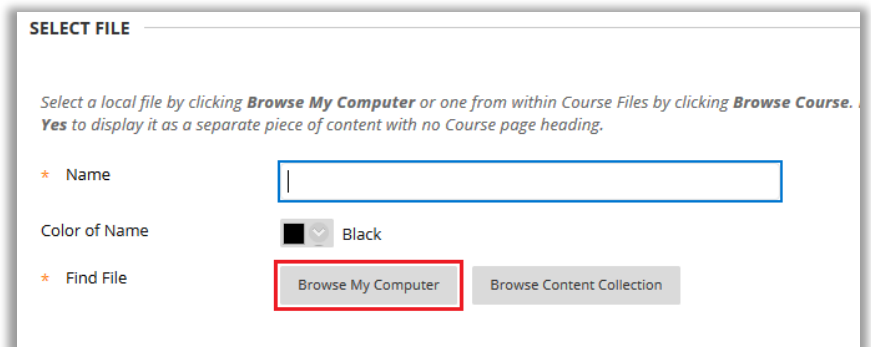
Navigate to the Content Area or Folder where the content will be added.



To add a file that you have created, click on the "Build Content" button, then on "File."



Click on "Browse My Computer" and select the file to be added to the Content Area or Folder.



The file name will appear at the bottom. Enter a name for the link. This name does not need to match the file name.

**SELECT FILE**

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Yes** to display it as a separate piece of content with no Course page heading.

\* Name

Color of Name  Black

\* Find File

Selected File

|           |                      |
|-----------|----------------------|
| File Name | <b>New File.docx</b> |
| File Type | <b>DOCX</b>          |

(Optional): Click on "yes" next to "Open in New Window."

**FILE OPTIONS**

Open in New Window  Yes  No

Add alignment to content  Yes  No

Click Submit

## Still need help?

For further information or assistance with HuskyCT, please contact the Educational Technology Office at [edtech@uconn.edu](mailto:edtech@uconn.edu) or 860-486-5052.