After you log in to your course, here are a few first steps to get you started building your content.

1. Your first step is to decide how you want to organize your site. The menu bar on the left of the screen serves as the main organizational and navigational tool for your site, replacing what was a Course page in Legacy. You have many options. For example, you might organize your site by Units (with each class or each week having its own Content Area), or by the tools you’ll use (all readings together, all assignments together, etc.), or by topic (clustering together all tools or content for a particular concept or a particular novel, for example).

2. Once you have decided on an organizational style, I recommend you begin building your site by adding Content Areas. Hover your mouse over the plus sign above your left menu bar and choose “Content Area”. Content Areas for general content building are very versatile. As you become more used to the different types of elements, you’ll find reasons to use Blank pages, Items, files, and links as well. Explore each option to see how it works. Tip: Don’t spend too much time creating content until you test and see how the option you’ve chosen looks and feels. Usually you will have more than one option on your choice for adding content.

3. Once you’ve created a Content Area, open your Content Area (CA) and use the buttons to being adding content.

4. The most commonly used options for Build Content” are
   - Create an Item or (upload) a File. Tip: Use Create Item to add a text box to your CA.
   - New page… Content Folder (looks like a folder in Legacy on your page)
   - Mashups … Web link is probably the most commonly used Mashup.
   - Assessments – these include Assignments (which are now a type of Assessment rather than a separate tool)
   - Tools – you can create a link to the overall tool (all of your discussions, for example), or you can a link to just one particular item in a tool (a Forum (called a Topic in Legacy), for example). Tip: If you are going to grade Discussion boards, it is recommended to create a separate Forum for each question.