



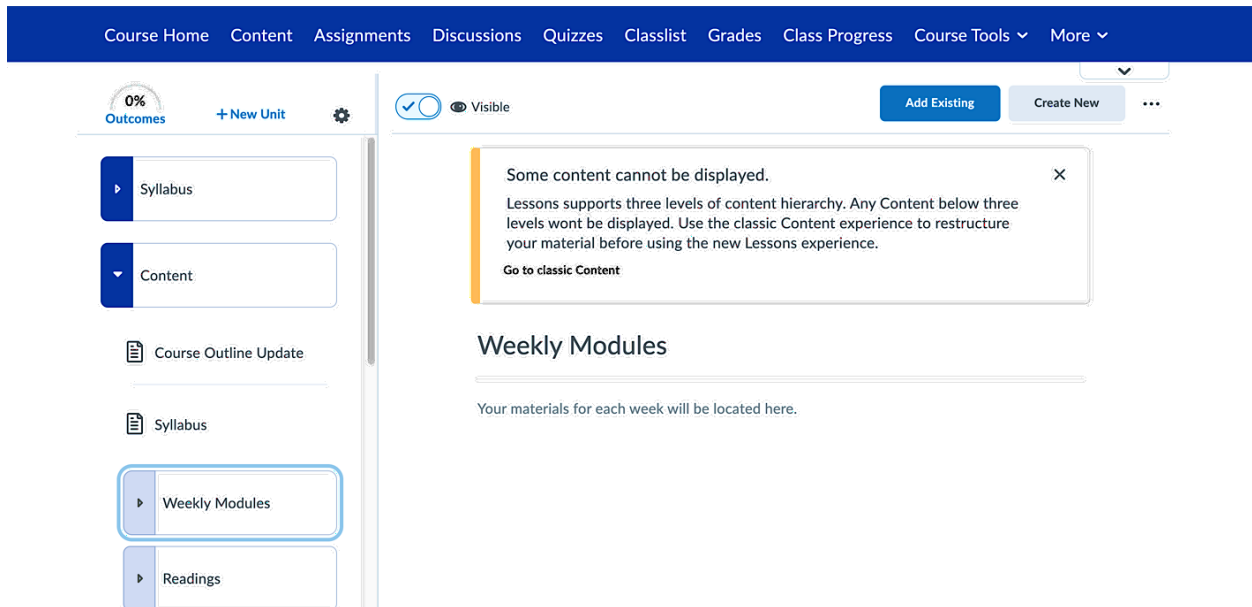
## Content

# Quick-Start Guide: MMC Brightspace

The **Content** tool allows you to upload and organize course materials such as your course SYLLABUS. You can incorporate a variety of activities into your materials and divide your course by units and lessons.

## Creating Units, Lessons, and Folders

The Content tool is fundamentally organized as a series of units (i.e., modules) and lessons/folders (i.e., submodules within a unit) that you can create. This unit-based organization allows you to divide your course into smaller, logical sections, such as a week-based or topic-based delivery.



To create this organization in your course:

- Units -- Click the + New Unit link in top-left of the Content tool.
- Lessons -- Click Create New within a unit, then select the option for Lesson.

- Folders -- Click Create New within a lesson, then select the option for Folder.

You will then be able to give your unit, lesson, or folder a name and provide a description within the rich-text

## Creating a Syllabus / Adding Content

If you would like to add your syllabus or other content, there are a variety of ways you can add this material within the Content tool.

### HTML Documents

If you would like to type your content directly or copy/paste from a document or other application, you can do so within an HTML Document. To add an HTML Document:

1. Within a unit/lesson/folder, click **Create New**, then click **HTML Document**.
2. Enter a **Title** and then enter or paste your desired content in the **Description** rich-text editor.
3. When finished, click **Save**.

The content will now display directly within Content as an embedded rich-text item.

### PDFs, Word Documents, Images, and Other Files

If you already have files that you would like to upload and include in your course's content, you can upload these directly. To add a file:

1. Within a unit/lesson/folder, click **Add Existing**.
2. In the **Drag and Drop** section on the screen, drag any files that you would like to upload, or click on **Browse** to select the file from your computer.

Once added, these files will display as distinct items in the unit/lesson/folder.

## Adding Other Activities

Beyond files and content, you can also incorporate other course materials and activities from elsewhere in your course directly into your Content structure. This includes:

- Assignments
- Discussions
- External Tools (e.g., Google Documents, VoiceThread activities, etc.)
- Youtube Stream videos
- Quizzes
- SCORM (Sharable Content Object Reference Model)

To add these, click on Add Existing or Create New.

## Additional Resources

For additional information, refer to the [Brightspace Help Page](#)

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**Contact Brightspace Support**

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