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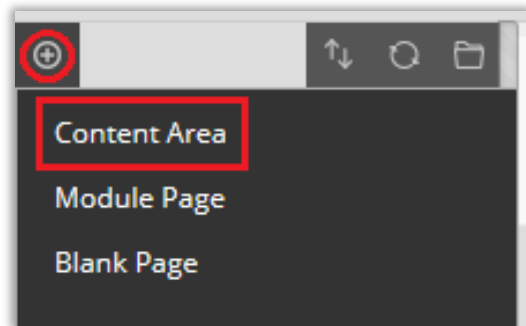
edtech@uconn.edu

860.486.5052

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.
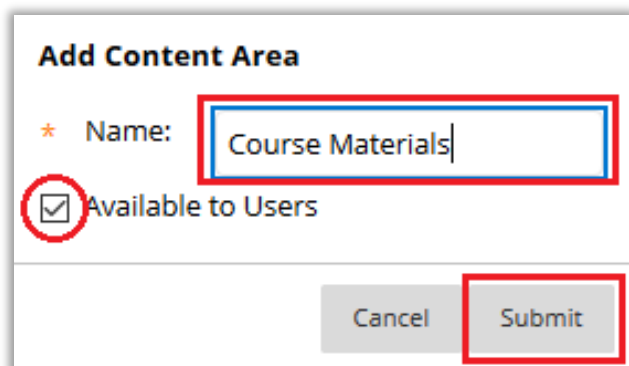
Adding a Content Area Link to the Navigation Menu

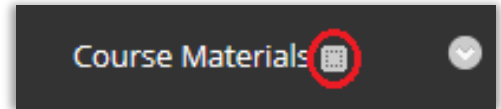Click on the "+" icon at the upper left-hand corner of the navigation menu, then click on Content Area

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

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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.
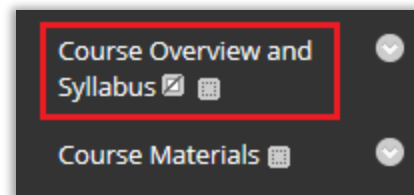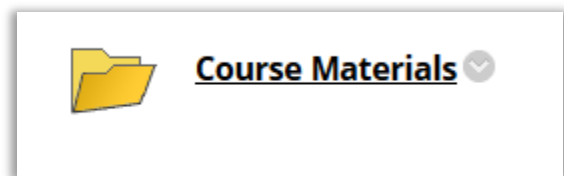
Course Materials

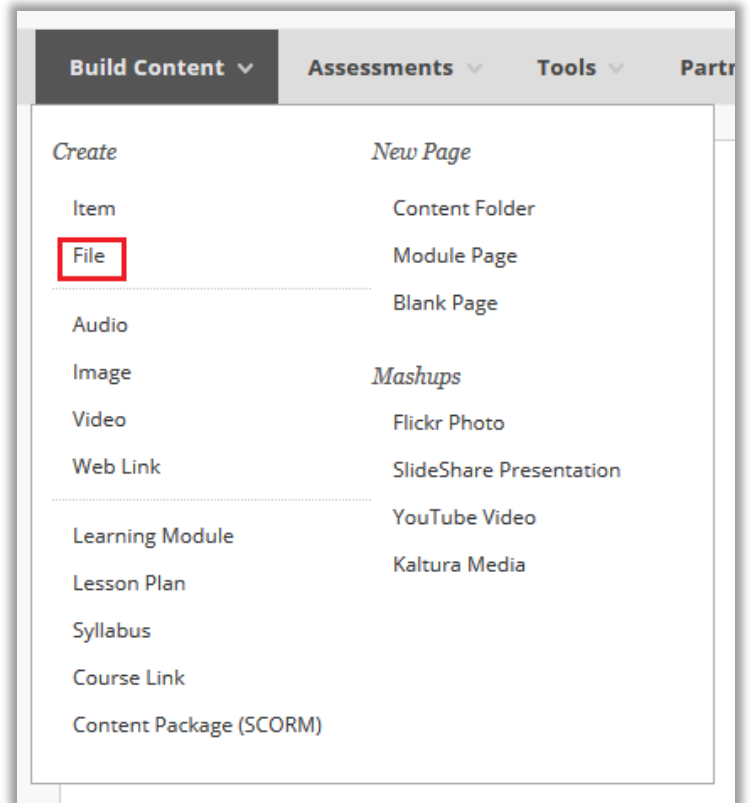After clicking on the new link to load the new Content Area, use the buttons at the top of the screen to add different types of content to the page

Course Materials

Build Content   Assessments   Tools   Partner Content

Adding a File to a Content Area or Folder

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

Course Materials

Course Overview and Syllabus

Course Materials

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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

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	New File
Color of Name	■ ▼ Black
* Find File	Browse My Computer Browse Content Collection
Selected File	File Name **New File.docx** File Type **DOCX** Select a Different File
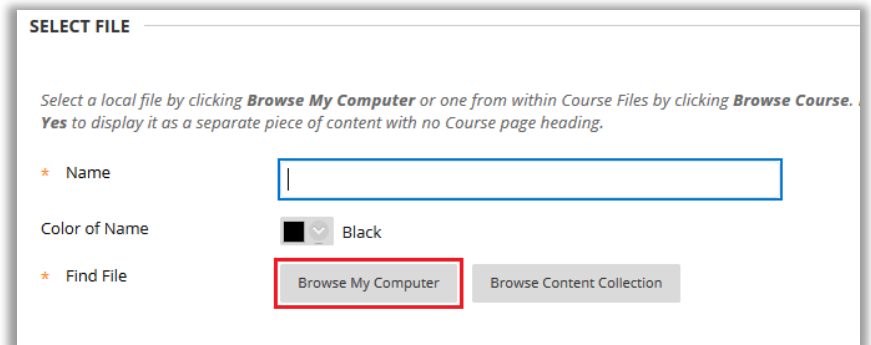
The file name will appear at the bottom. Enter a name for the link. This name does not need to match the file name

FILE OPTIONS

Open in New Window	⦿ Yes ◯ No
Add alignment to content	◯ Yes ⦿ No

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

Click Submit

Cancel   **Submit**

Still need help?

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