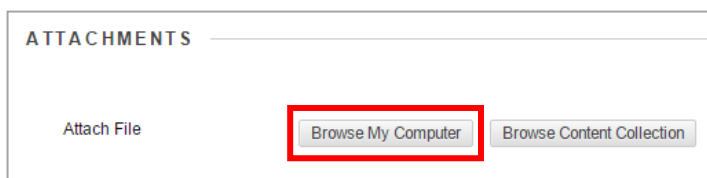
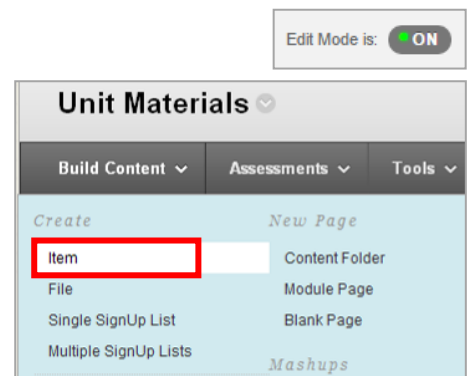


Overview

Within your myBU unit you can add files to support your teaching, for example lecture notes, worksheets, presentations, images and audio clips etc.

Adding Content

1. Ensure Edit Mode is **ON**
2. Go to the appropriate content area via the left hand unit menu i.e. **Unit Information, Unit Materials, Assessment** etc.
3. Under **Build Content** select **Item**.
4. Type a **Name** and add any explanatory **text** and information for the content item. This text can be formatted i.e. words marked in bold, underlined etc.
5. Upload any **files** by clicking **Browse My Computer**.



6. Browse the files on your computer, choose that one that you wish to upload and click **Open**.
7. Set the access **options** as appropriate. You can set the content to be hidden from students if required or set specific date availability.



8. Click **Submit**.

Further support

- Further resources and support are available in the TEL Toolkit: www.bournemouth.ac.uk/tel-toolkit
- Any technical issues should be reported to the IT Service Desk. (01202 9) 65515.