myBU

Getting started with unit content
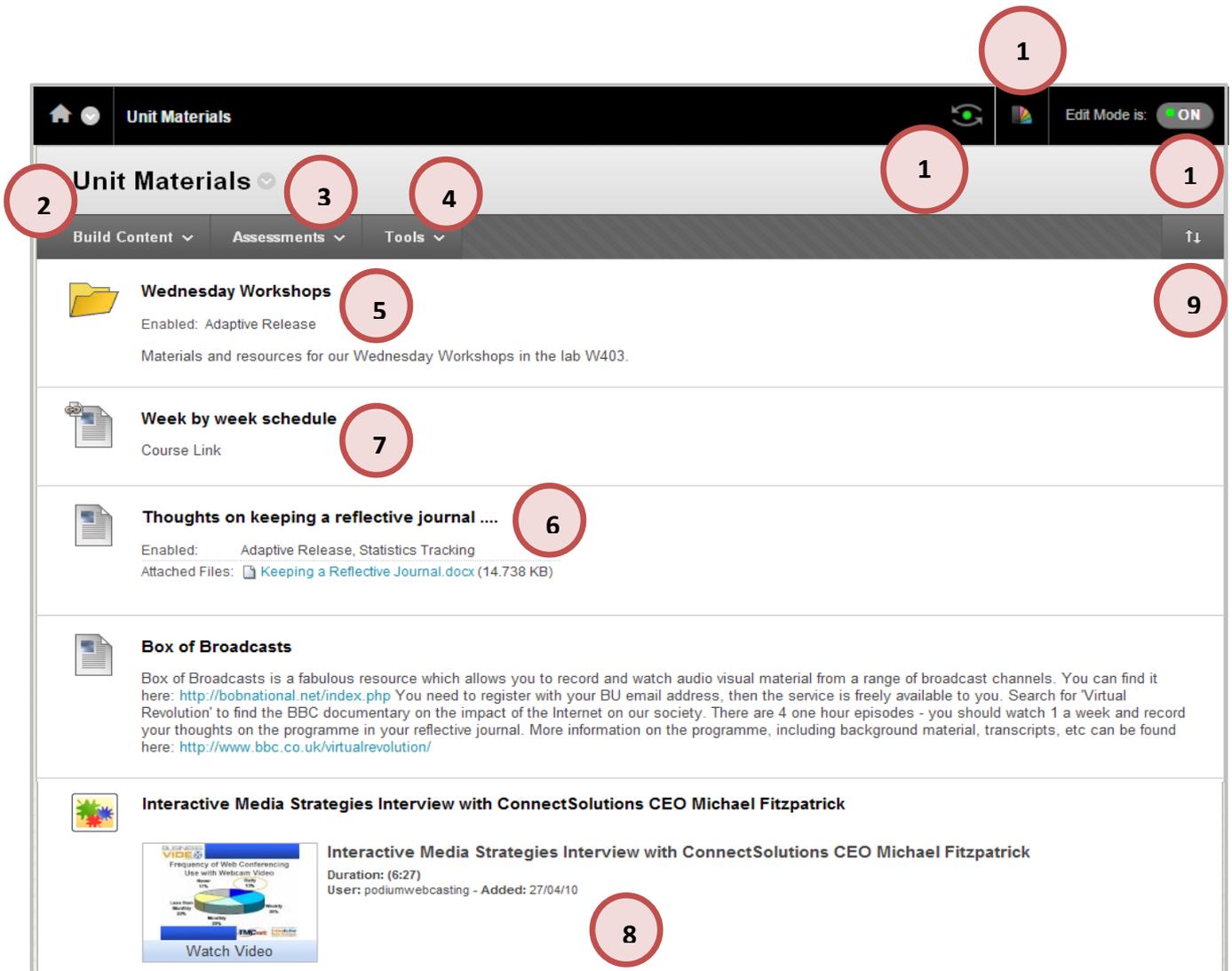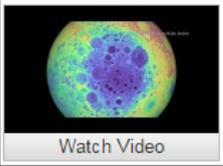### Library and Learning Support

Bournemouth University

Overview

This guide shows the range of editing features and content items that are available to help populate and structure a unit in preparation for delivery.

Unit Materials — Edit Mode is: **ON**

Unit Materials

Build Content ˅   **Assessments** ˅   **Tools** ˅

Wednesday Workshops
Enabled: Adaptive Release
Materials and resources for our Wednesday Workshops in the lab W403.

Week by week schedule
Course Link

Thoughts on keeping a reflective journal ....
Enabled: Adaptive Release, Statistics Tracking
Attached Files: 📄 Keeping a Reflective Journal.docx (14.738 KB)

Box of Broadcasts
Box of Broadcasts is a fabulous resource which allows you to record and watch audio visual material from a range of broadcast channels. You can find it here: http://bobnational.net/index.php You need to register with your BU email address, then the service is freely available to you. Search for 'Virtual Revolution' to find the BBC documentary on the impact of the Internet on our society. There are 4 one hour episodes - you should watch 1 a week and record your thoughts on the programme in your reflective journal. More information on the programme, including background material, transcripts, etc can be found here: http://www.bbc.co.uk/virtualrevolution/

Interactive Media Strategies Interview with ConnectSolutions CEO Michael Fitzpatrick

Interactive Media Strategies Interview with ConnectSolutions CEO Michael Fitzpatrick
Duration: (6:27)
User: podiumwebcasting - Added: 27/04/10

Watch Video

1. Edit Mode Edit Mode is: ON	The **Edit Mode** button allows you to change the view of content on screen from the instructor's view (Edit Mode: **ON**) to the student's view (Edit Mode: **OFF**). Content can only be added when Edit Mode is **ON**.
2. Build Content Build Content ∨	The **Build Content** drop down list contains all the types of content you can create within your unit. There are options to create **content**, create a **new page**, or add a **Mashup**. All of this content can be organised in folders to create a structure and flow through the Unit.
3. Assessment Assessments ∨	The types of **Assessments** that you can add to your unit include: Tests, Surveys, Assignments, and Self and Peer Assessments. All of these items will automatically generate a column in the Grade Centre.
4. Tools Tools ∨	The **interactive tools** can be used to collaborate with the students in your unit. The tools available in the menu include: Discussion Boards, Blogs, Journals, Wikis, Groups, Chat, and Virtual Classroom.
5. Folder Week 1	A **Folder** provide organization and structuring for files and other content.
6. Item Week 4 - Paul Auster Attached Files: Week 4 - Pa	An **Item** is a file, image, web link etc.
7. Unit Tool or Link Week by week schedule Course Link	A **Unit Link** is a shortcut from one place in a unit to another location within the same unit.
8. Mashups Watch Video	Under **Build Content** you can create Mashups, which is a way of embedding web 2.0 content such as **Flickr** Photo, **SlideShare** Presentation, **YouTube** Video clips.
9. Reordering tool ↑↓	This tool enable content to be reordered using the keyboard rather than the mouse.
10. Unit theme	Select a unit colour theme.
11. Student preview	Turn on 'Student Preview' mode to view the unit as a generic student.

Tasks

Task	What you need to know	Steps to accomplish
Create a **Content Item**	• Content items are containers that display content directly on the page or link to content.	1. Select the preferred Content Area on the Unit Menu i.e. Unit Materials 2. Point to the **Build Content** button 3. Under **Create** click **Item** 4. Type a **name** for the content item 5. Add further **text** and information about the item 6. Attach any **files** and set the **options** as appropriate 7. Click **Submit**.
Attach a **File to an Item**	• You can attach a file from your computer or from the Content Collection.	1. From within the Item page, under **Attachments**, click **Browse My Computer** or **Browse Content Collection** to locate the file 2. Click **Submit**.
Control **Access Options**	• Control access by choosing Yes or NO to **Permit Users to View the Content** • If **Yes** is selected making the Item **available**, the item will be visible to students. The Item could be restricted by date • If **No** is selected making the Item **unavailable** it does not appear, no matter what date restriction are given • More advanced access control can be set using **Adaptive Release**.	1. From the Item's drop down menu select **Adaptive Release** 2. Set the Date, Membership, Grade, and Review Status options as desired 3. Click **Submit**.
Add a **Unit Link**	• This will create a link to a specific place within your unit. • You can link to an item, an assessment or a tool.	1. In **Edit Mode**, access a **Content Area** 2. Point to **Build Content** and select **Unit Link** 3. In the **Text box**, enter the text to appear under the link name in the Content Area 4. Click **Browse** and the **Unit Map** will appear 5. Select the item you want to link to 6. Set the **Options** 7. Click **Submit**.
Reorder Content	• Items can be reordered using the drag and drop controls or by using the **Keyboard Accessible Reordering** tool.	1. Click the **Keyboard Accessible Reordering** tool found below the **Edit Mode** button 2. Select the item you wish to move in the list 3. Use the up and down arrows below the title box or on your keyboard to adjust the order 4. 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.