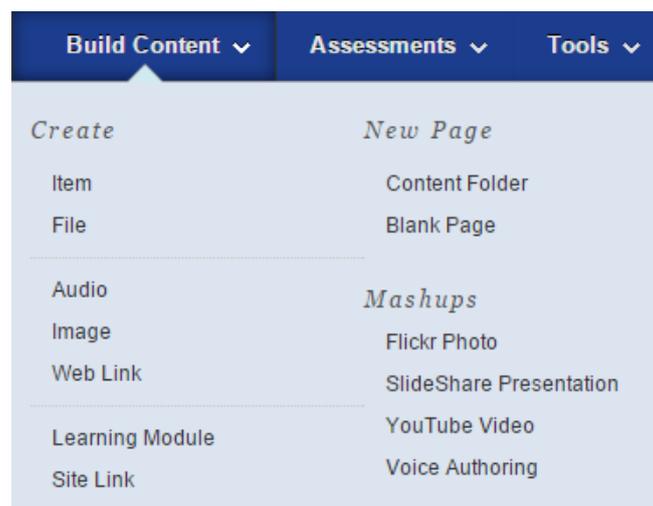


## Add content to your Learning Site

You can add your unit content to the content area of a menu item by selecting the menu item from the site menu (Edit Mode must be set to **ON**). The top of the content area will show the following “action bar”, allowing you to select the type of content you wish to add. In order to add content such as lecture notes, multimedia, links to useful resources, etc. the **Build Content** option is selected. You are also able to add assessment and collaborative tools in a similar way.



Commonly used content types available under the ‘Build Content’ menu on the Action Bar:

**Item:** A general piece of content, such as a file, image, text, or link which a description and other items can be attached. This is the most commonly used option.

**File:** A place to add a file that you can use in your Learning Site. These files can be viewed as a page within your Learning Site or as a separate piece of content in a separate browser window.

**Audio:** A way to add an audio file to a Content Area.

**Image:** A way to add an image file to a Content Area.

**Web link:** Link to an outside website or resource (URL must be known).

**Learning module:** A set of content that includes a structured path for progressing through the items.

**Site link:** A shortcut to an item, tool, or area in a Learning Site.

**Content folder:** A content area that contains content items. Folders allow content to be structured with a hierarchy or categories.

**Blank page:** The blank page tool allows you to include files, images and text as a link in a content area. Blank pages present content in a different way than items do. There is no description that appears below the title of the page. Users see your content only after clicking the link.

**Mashups:** Mashups allow you to embed content in a Learning Site that is from an external website. Mashups are available in this menu for Flickr, SlideShare, YouTube and Blackboard Voice Authoring.

When any of the above items are added to a content area, an initial editing screen for the item appears requesting a Name for the item along with other options. Options marked with an asterisk (\*) are mandatory.

You will also find that there are multiple ways of adding some types of content (e.g. adding an image or a video file or mashup to an Item or a Blank Page).

## Add Mediasite lecture recordings

SCU uses Mediasite software to record lectures in a range of locations across all campuses. For a list of locations, visit Technology Services' [Booking a Mediasite Recording](#) page. When these locations are booked for a teaching session for a unit as part of the University's Timetabling and Unit and Course Management System (UCMS) processes, Unit Assessors and Course Coordinators specify whether Mediasite recording of those bookings is required. The University will automatically record bookings that are made in this way.

In addition, staff can make casual bookings of locations with Mediasite recording facilities using SCU's [Online Booking Form](#). This form includes indicating whether Mediasite recording is required for the booking. The University will also automatically record this type of lecture room booking.

The SCU unit template provides a content area specifically for Lectures. Technology Services will arrange for links to the Mediasite recordings above to be added to that content area.

If you find that the links to your automatically recorded lectures are not in the Lectures content area, please contact [mediasite.help@scu.edu.au](mailto:mediasite.help@scu.edu.au) for assistance.

In addition to providing lecture recordings, Mediasite can be used for a range of other video applications, including desktop recording and video editing.

More information regarding Mediasite is available at Technology Services' [Mediasite website](#).