Brightspace Essentials

Adding Content to your Brightspace Course

Uploading Content

You can upload content in one of two ways:

✓ Drag and drop your content from your computer into the upload dialog box.

Drag and drop files here to create and update topics

✓ Click the Upload/Create button

Upload / Create 🗸

✓ Select Upload Files and Select My Computer

Add a File	×
My Computer	>
Course Offering Files	>

- ✓ Either drag and drop your file or click the Upload button and choose the file.
- ✓ Click the Add button to add the content.

The file will now appear in your module box and will add a content item number next to your module in the left menu.

Adding Existing Content

✓ Click the Upload/Create button



✓ Select Add from Manage Files

- ✓ This will open up a list of all saved course offering files.
- ✓ Scroll down and Click the checkbox beside any available file.

Add a F	e Offering Files 🗸 🔽	×
	File Name 🔺	Size
	Brightspace Essentials.docx	2.95 MB
	Online Syllabus.docx	33.74 KB
	Placeholder Video.html	1.15 KB
iles of Ty All File	s Go @	×
Add	Back Cancel	

Click the blue Add button to save.

The existing content will now appear inside your module and two more content items will have been added to the left menu.