

Alert! - This functionality may not be available to you if you are an instructor of a section that is part of a program and Edit Rights have not been granted.

For Program Coordinators - If you make these updates to the Program Master, they will flow to the individual sections.

LingroHub makes it possible to add your own custom content to your course. You can create your own units, pages within units, assessments, discussion forums, etc. You can also upload your own course documents like your syllabus and class calendar. Follow the steps below to add your own custom content to your course.

NOTE: Refer to the following tutorials in the “Creating Custom Content” area of Self-Service for specific types of customizations:

- Creating Custom Tests/Quizzes using the Test Bank
- Discussion Forums

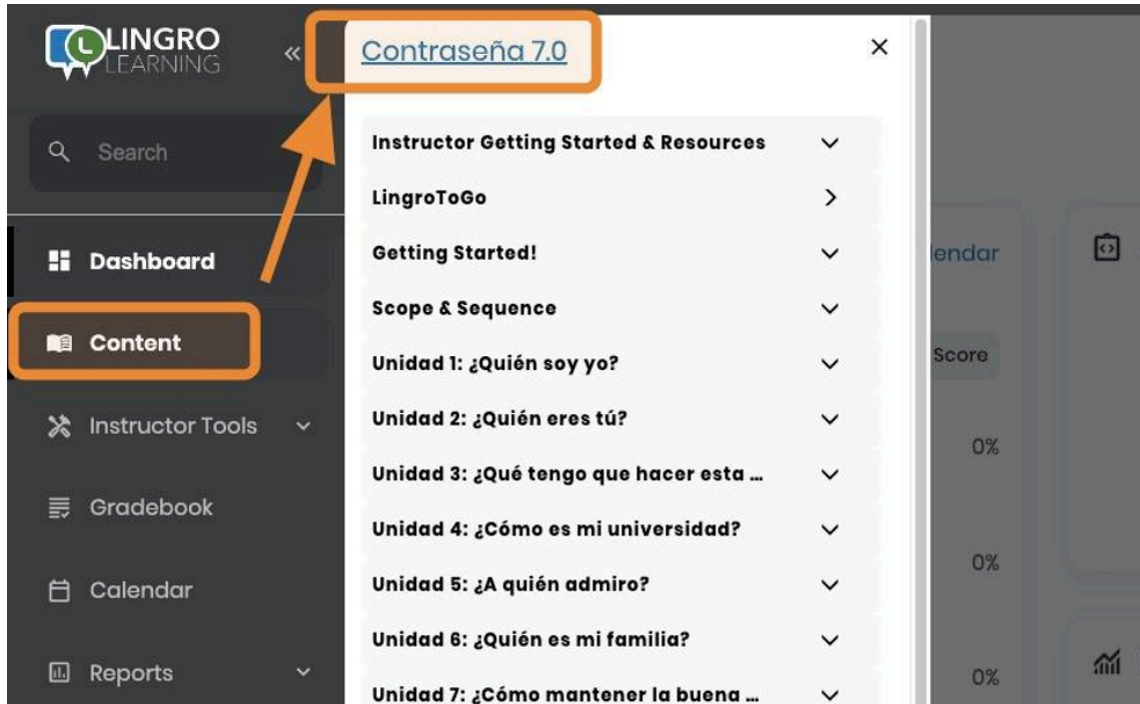
STEP 1: Creating a Lesson (Unit)

These are the steps for creating your own large content area (useful for creating your own units or areas for files like important class documents):

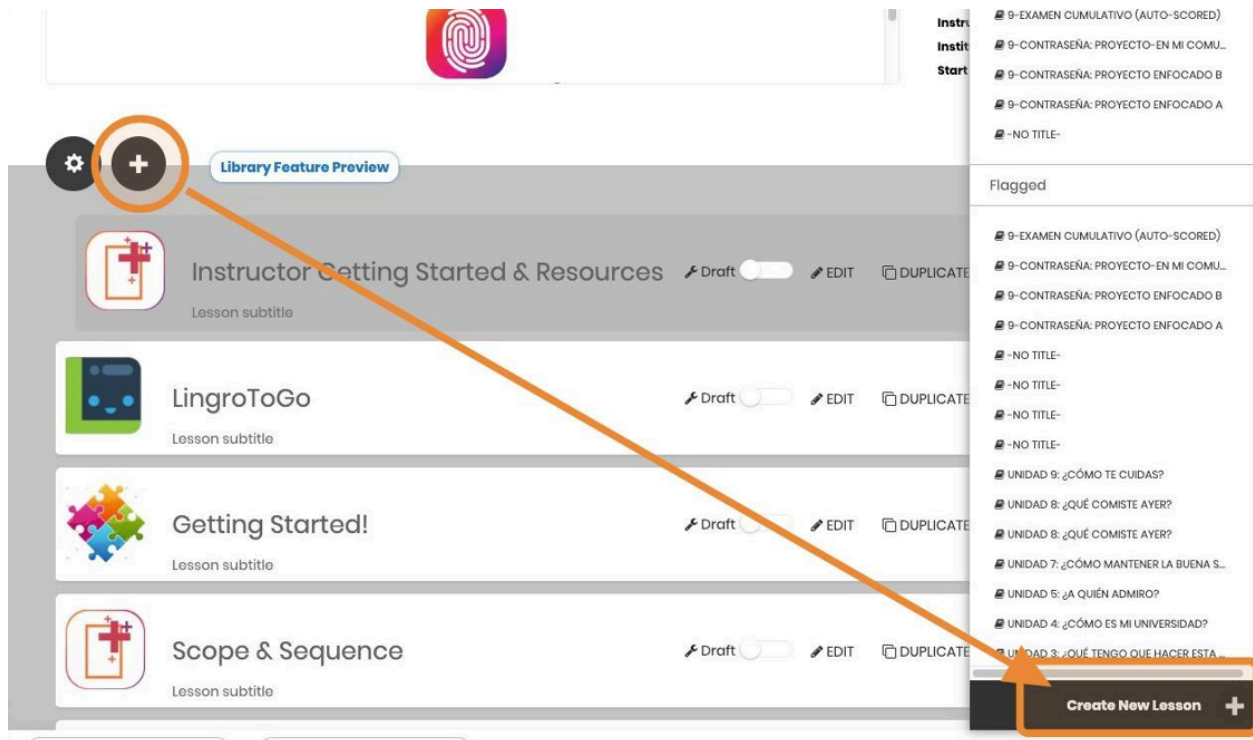
1. Change to Authoring Mode by clicking on **Instructor View** from the left navigation menu, then **Authoring Mode**.



2. Click on **Content** and the **course title** to view the entire course content screen.

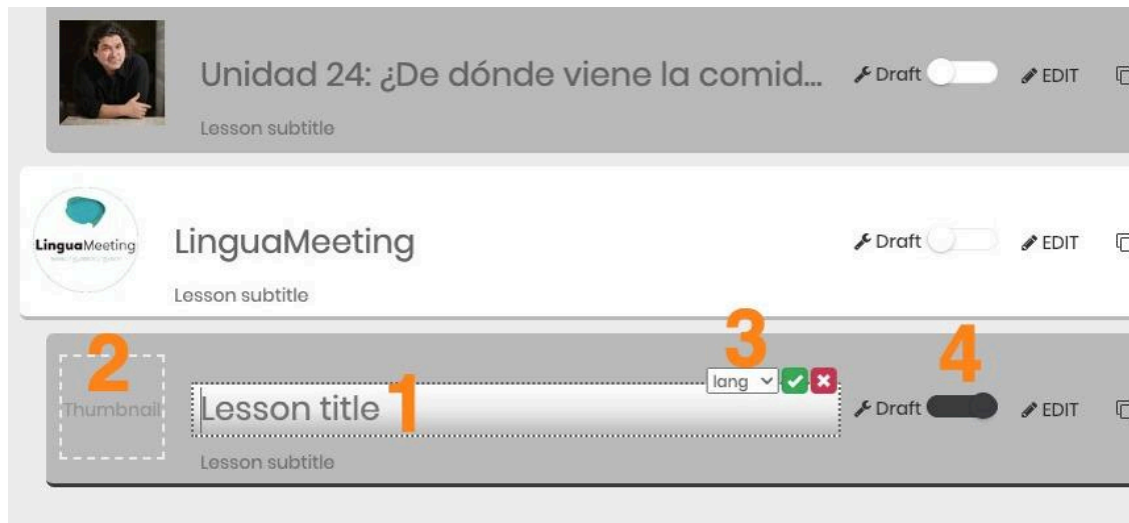


3. Click on the **+ plus sign** to add a new *Lesson*. A pop-up window will appear to the right; click on **Create a New Lesson**.



4. Navigate to the bottom of the screen to view the new Lesson.

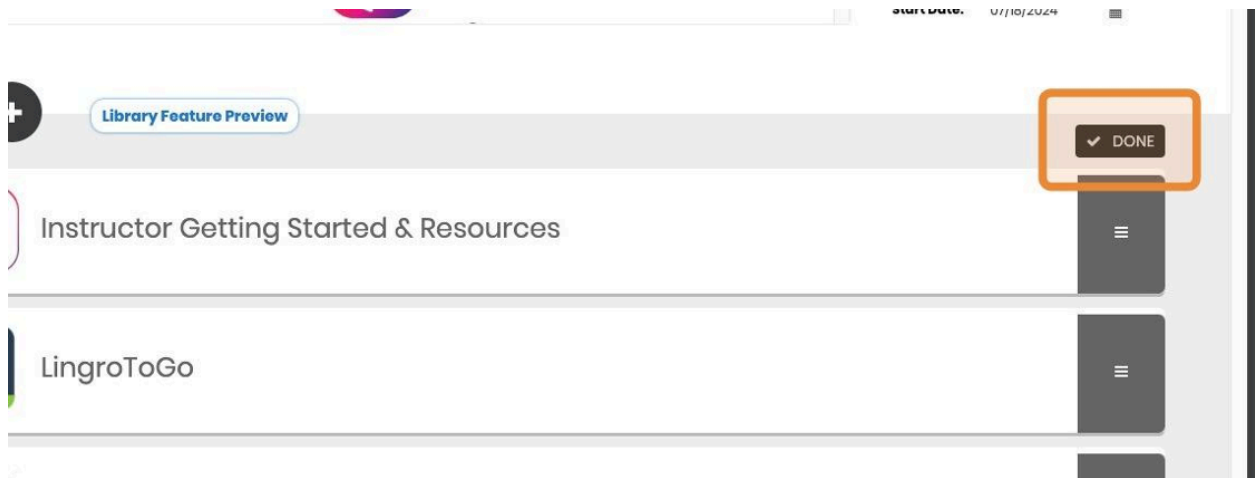
1. Click on the **Lesson title** to change the name.
2. You can also upload a **thumbnail** image.
3. If your title is in the target language, click the **lang** drop down box to select the language of your title name. Click on the **green checkmark**.
4. Once you are done, move the **Draft toggle** to the left to exit draft mode and publish the *Lesson*.



5. If you want to move the new **Lesson**, scroll up to the top, above the other units and click **REORDER**.

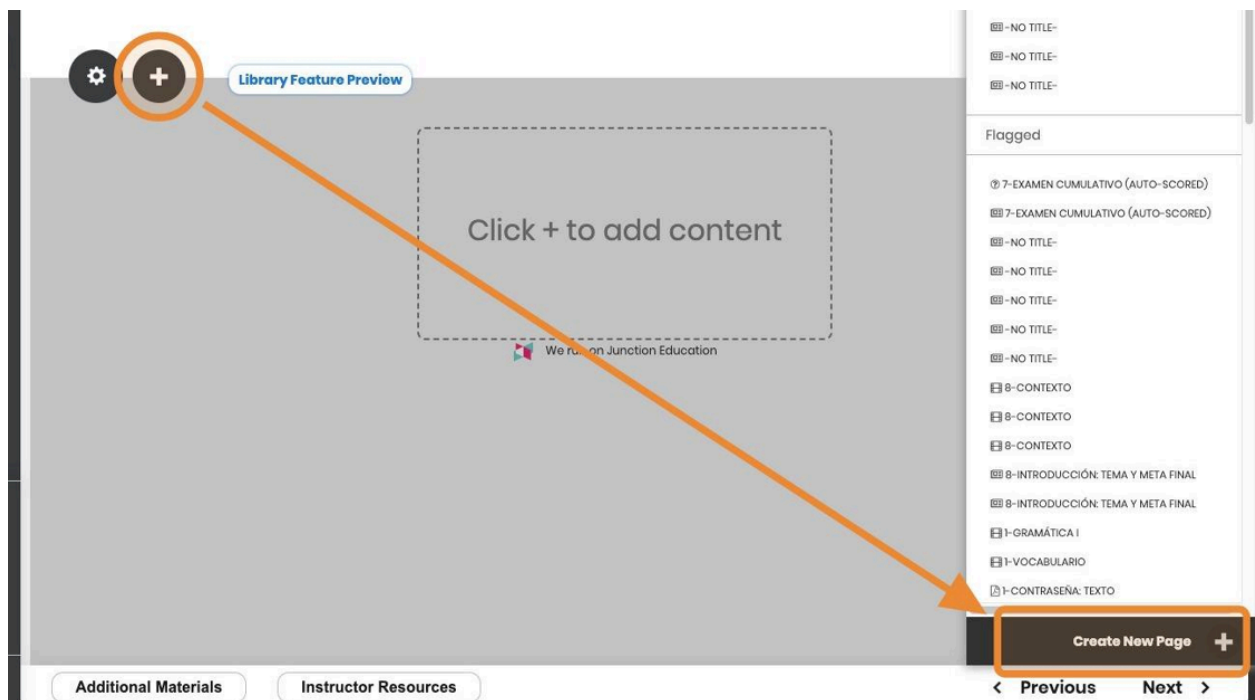


6. Then "grab" (clicking and holding) the newly created **Lesson** and move it to the desired location. When done, click **DONE** in the top right corner.



STEP 2: Create a Page (section) inside a Lesson.

1. Click on the newly created **Lesson** (or a Lesson already included in your course program)
2. Click the **+ plus sign** at the top of the page, then click **Create New Page** at the bottom of the new pop-up window.



3. Click on the **Page title** to name it. Similar to the *Lesson*:

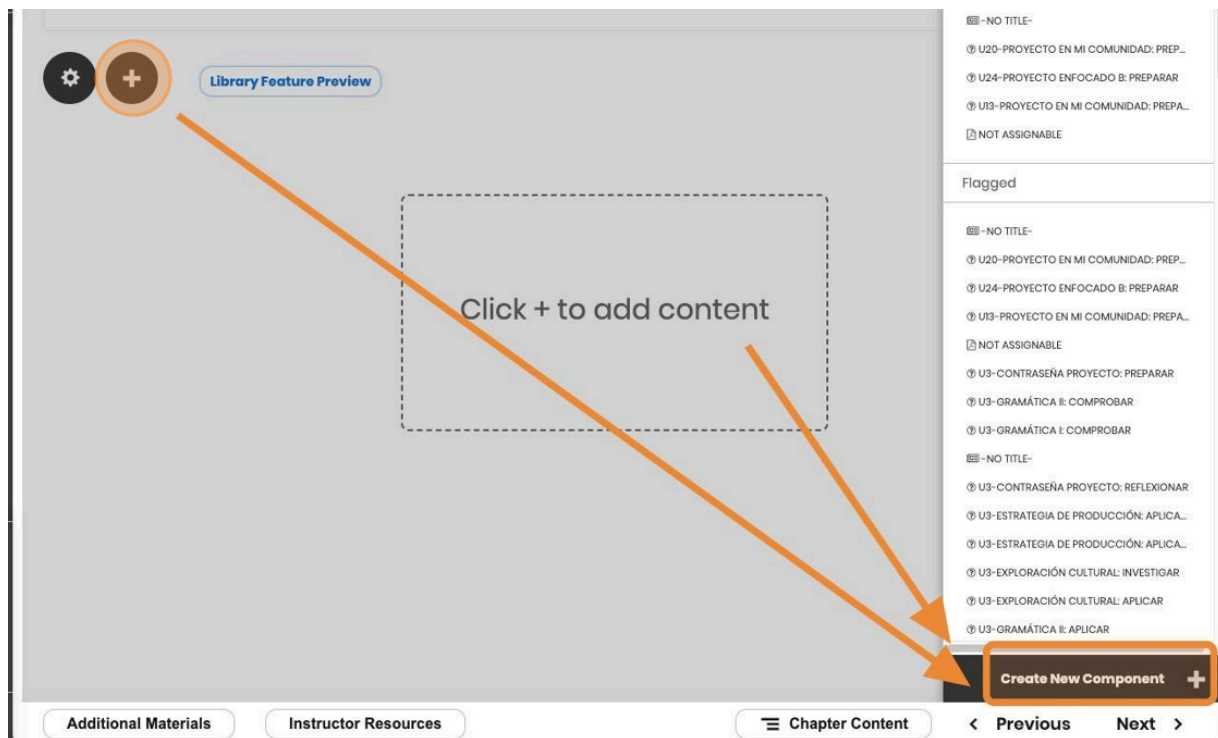
1. You can also upload a **thumbnail** image;
2. If your title is in the target language, click the **lang** drop down box to select the language of your title name, then click on the **green checkmark**;
3. Once you are done, move the **Draft toggle** to the left to exit draft mode and publish the *Page*.



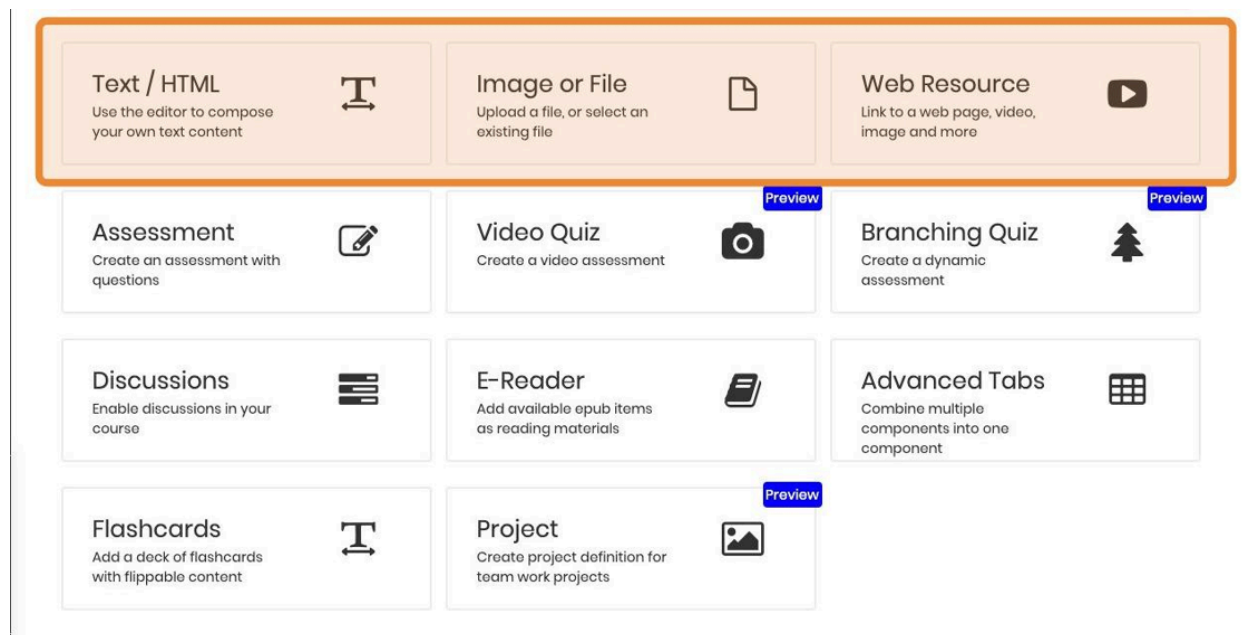
STEP 3: Add Components

After you have created a **Lesson** and **Page**, you are now ready to add your own components or content materials.

1. Click on the **Lesson** and **Page** you have just created. (NOTE: You can also add components to an existing Page.) Click on the **+ plus sign** to add content (or the "Click + to add content box in the middle) and then click **Create New Component** at the bottom of the pop-up window.



2. The next screen shows the different types of **Components**, or content, you can add. The most common ones for adding your own content are **Text/HTML**, **Image or File**, and **Web Resource**.



NOTE: Be sure to read the information in the **Tutorial** section at the top of the screen before choosing a new component to add to your Page.

Tutorial Collapse

A page exists inside a lesson. And on a page you can have one component, or two side-by-side.

You can also created more advanced components with Tabbed Content that allow you to include any number of components.

To begin, choose a component type. The component editor will open and you can change the properties specific to that component type.

To change a component type, after you have already selected the type, use the Type dropdown to choose another one.

Note that because component types vary in nature, changing an existing component type may cause you to lose configuration data. Please use caution!

Text / HTML - The Text/HTML component allows you to add formatted text to the page. You may type directly, cut & paste text, format text, create tables and charts, apply different text styles, and paste HTML code from outside apps/platforms. Name your component under **Component Title**.

NOTE: Be sure to click **SAVE** at the top when you are finished.

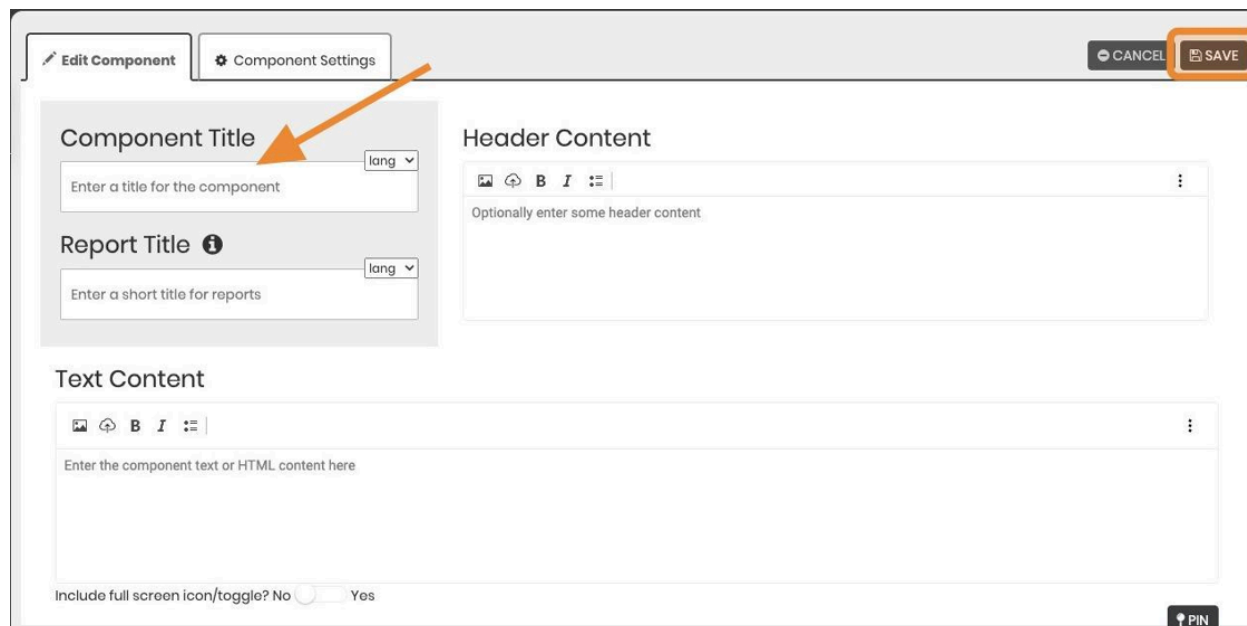
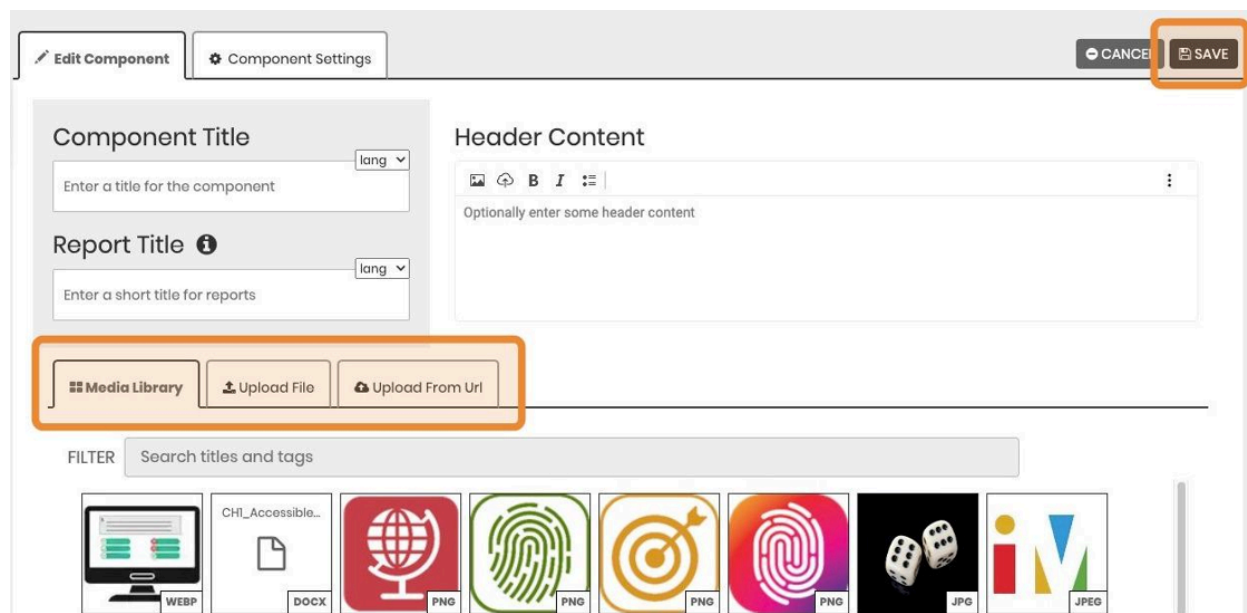


Image or File - The *Image* or *File* component allows you to choose from the Media Library, upload a file to the course from your computer, or upload from a URL. Sample file types include: Word docs, PDFs, PowerPoint, jpgs or other images. Be sure to click **SAVE** when you are finished.



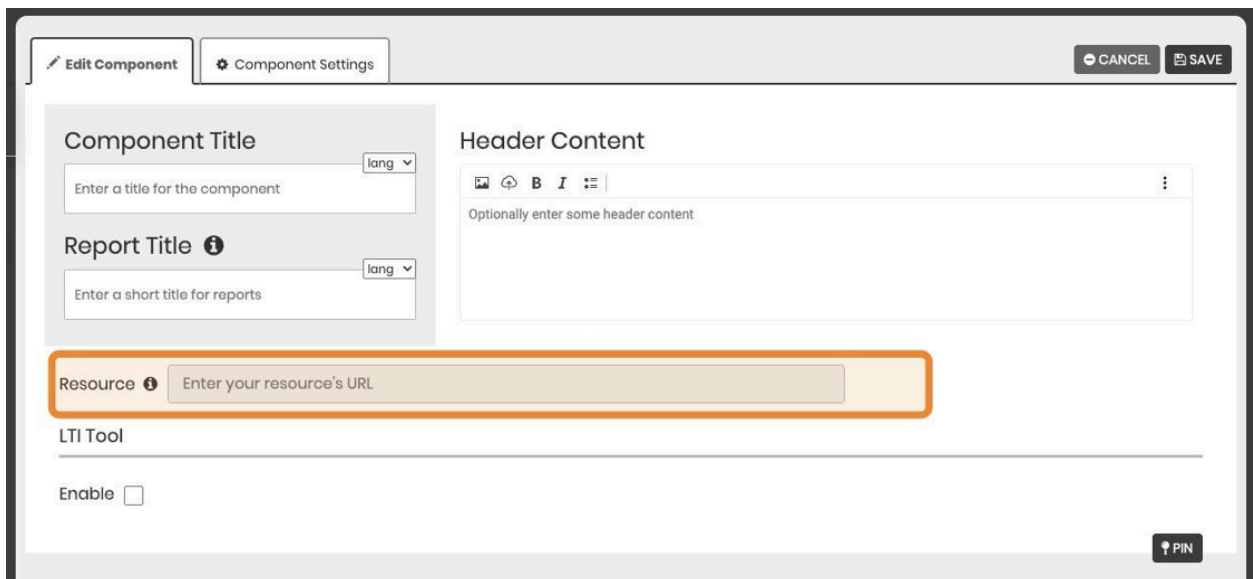
IMPORTANT: By uploading you affirm that you own or have the rights to display and distribute the file or image.

NOTE: The maximum upload file size is 25MB.

NOTE: As a default, PDF files cannot be downloaded. To allow students to download your PDFs, turn on the Show Download PDF toggle that appears at the bottom of the screen after you upload a PDF.



Web resources - The Web Resource URL component allows you to enter links that will be embedded into the program, including YouTube, Vimeo, and web page links.



Some components can be **interactive content** (i.e. Web Resources and Flashcards) while other components can be **graded items** included in your Gradebook (e.g. Assessments and Discussions).

If you would like more support with creating your own custom content, please contact to hubsupport@lingrolearning.com

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