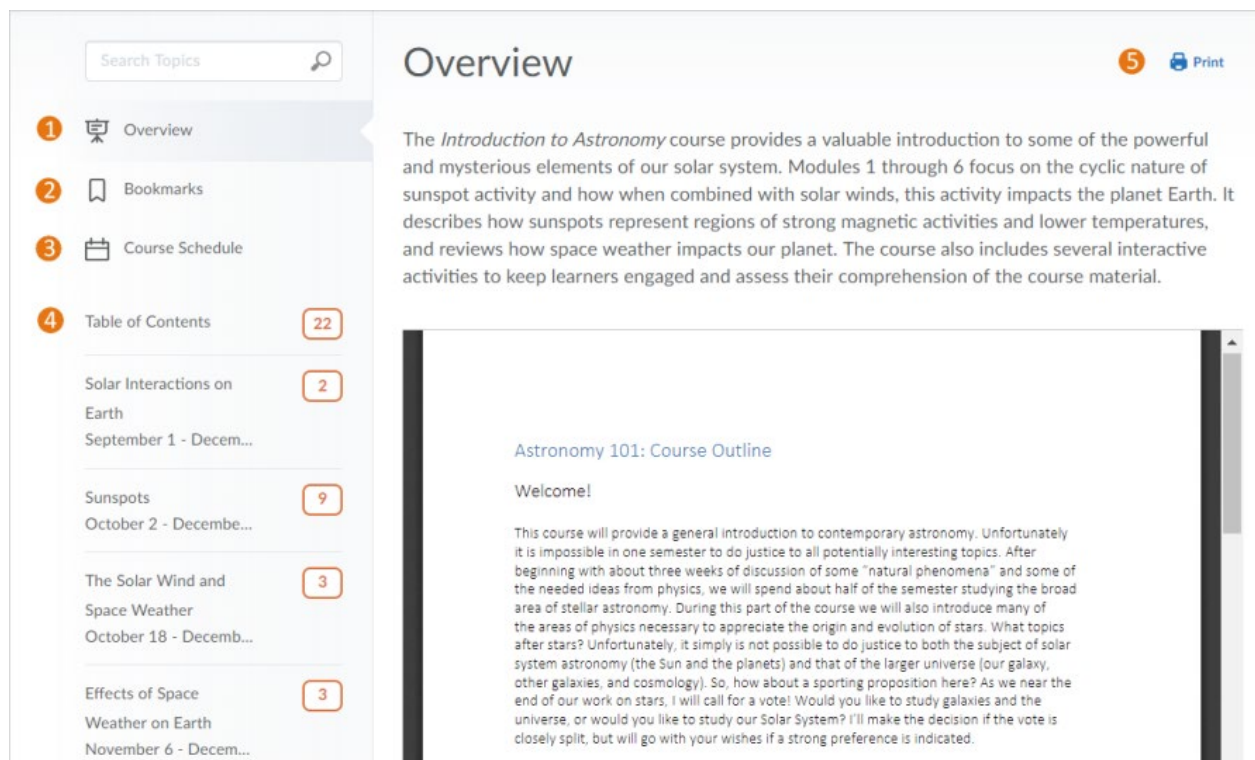


# Navigate course content in the classic Content experience

In the classic Content experience, use the Content tool to access course materials, complete required activities, and monitor your completion progress on topics contained within each course module.

## An overview of the Content tool



The screenshot displays the classic Content tool interface. On the left is a navigation menu with a search bar at the top labeled "Search Topics". Below the search bar are five main menu items, each with a numbered icon: 1. Overview (selected), 2. Bookmarks, 3. Course Schedule, 4. Table of Contents, and 5. Overdue. The Table of Contents item has a red badge with the number "22". Below these are five course topics, each with a red badge indicating the number of items: "Solar Interactions on Earth" (2), "Sunspots" (9), "The Solar Wind and Space Weather" (3), and "Effects of Space Weather on Earth" (3). The main content area is titled "Overview" and features a "Print" icon with a "5" badge. The text describes the course as an introduction to astronomy, covering topics like sunspot activity and solar winds. Below the text is a section titled "Astronomy 101: Course Outline" with a "Welcome!" message and a paragraph of introductory text.

1. When you access a course's Content tool for the first time, the first page you land on is the **Overview**, which instructors might use to post the course syllabus and introductory material. You can print and download a course syllabus directly from the Overview page. If your instructor has left the Overview blank you will not see it listed and you will land on the Table of Contents.
2. Topics you bookmark appear in a list on the **Bookmarks** page. The number beside the Bookmarks link indicates how many bookmarks you have.
3. The **Course Schedule** page lists course material due dates, start dates, end dates, overdue course activities, and all events within the course from the Calendar tool for the next seven days. The number of overdue items in the course appears in red. Course events are also listed in the Calendar tool. Only topics with a set due date but no end date or an end date later than the due date appear on this list since you must have time remaining after the due date to access and complete the topic. The **Overdue** tab only appears if you have content topics that are not complete by the set deadline. The number of overdue topics in the **Overdue** tab appears in red beside Course Schedule in the Content menu. When you access an overdue topic, it disappears from the list in the **Overdue** tab. When you complete all overdue topics, the **Overdue** tab disappears from the Course Schedule area.

**Note:** Adding a due date to a content item that is associated to an assignment will override an end date that is also set on the same assignment.

4. The **Table of Contents** panel lists all modules available in your course. If numbers appear beside each module name in the Table of Contents panel it indicates that topics are being tracked for completion, and that you have a number of topics you have not accessed.
5. **Print** your course outline or navigate to a module's landing page to print a module's outline.

## Print PDF files in Content Classic

Users in Classic Content can print a PDF file, such as a topic or course overview, by clicking the **Print** button. This button is found below the PDF viewer.

To print a PDF file:

In Content Classic, navigate to a PDF file such as a topic or course overview.

Click **Print**.

Select the printer or PDF driver you want to use and click Print.

## Access course content using the ReadSpeaker docReader integration

The ReadSpeaker docReader integration provides audio rendering of supported document types in the Content tool. If your organization has enabled this feature, you can hear audio playback of the following document types:

- ePub (.epub)
- Microsoft Excel (.xls, .xlsx)
- Microsoft PowerPoint (.pps, .ppt, .pptx)
- Microsoft Word (.doc, .docx)
- OpenOffice/OpenDocument Presentation (.odp)
- OpenOffice/OpenDocument Spreadsheet (.ods)
- OpenOffice/OpenDocument Text (.odt)
- Portable Document Format (.pdf)
- Rich Text Format (.rtf)

When you select ReadSpeaker docReader, a new content viewer appears with volume and playback controls.

Within a Content topic, on the **Content viewer** page, click **Open with docReader** in the topic context menu or on the page.

## Review completed SCORM objects in a course

When learners have completed a SCORM object in their course, they can go back to review the content. When they open the object for the second or subsequent time, learners are prompted

whether they want to retake the content (which removes their existing score or completion flag), or just review the content (which does not remove the existing score or completion flag).

## Meeting accessibility standards in HTML authored content

Learners can use an accessibility checker in the Brightspace editor to ensure that the content they add to Brightspace Learning Environment meets accessibility standards for their peers and instructors.

The accessibility checker is available on the Brightspace Editor bar. After you add content to the Brightspace Editor, you can click the checker to ensure that the HTML page meets conformance to WCAG and Section 508 accessibility standards.


The accessibility checker reviews content for use of the following items:

- Use of paragraphs as headings
- Sequential headings
- Adjacent links
- Ordered list structure
- Unordered list structure
- Contrast ratio of text to background colors
- Image ALT text
- ALT text filename
- Table caption
- Complex table summary
- Table caption and summary
- Table heading scope, markup, and headers

The checker indicates if there are no identified accessibility issues, or offers suggestions to fix any found issues.

## Use the Accessibility Checker on HTML-authored content

The accessibility checker gives you a way to ensure that the content you author in Brightspace Editor conforms to WCAG and Section 508 accessibility standards. The accessibility checker is available within the Editor for use within Content, Widgets, Quizzes, Assignments, Calendar, Assignments, Discussions and any other tools where a user can access the Editor.

1. Enter HTML content in Brightspace Editor.
2. 
3. If there are any compliance issues, read the report for suggestions on how to fix the issue.

## Create and insert a video note in Brightspace Editor

You can use Video Note in several places throughout Brightspace Learning Environment, including: Content, Discussions, Activity Feed, and even when grading and providing feedback to learners.

**Note:** The ability to add video notes is controlled by a permission set by your administrator. If you do not see the **Add Video Note** option, you do not have the required permission.

1. From Content, click **Upload/Create** and select **Create a File**.
2. Click **Insert Stuff**.
3. Click **Add Video Note**.
4. To record your message, click **New Recording**.
5. To finalize your message, click **Stop Recording**.
6. Click **Next**.
7. Enter a **Title**, **Description**, and select the **Audio Language**.
8. To generate captions automatically, select **Automatically generate captions from audio**.
9. Click **Next**.
10. Click **Insert**.

To upload a Video Note or to select an existing Video Note file:

1. In Brightspace Editor, click **Insert Stuff**.
2. Select **Upload File** or **Choose Existing**.

If you select **Upload File**, do the following:

1. Click **Choose File** and select the locally saved file you want to upload.  
**Note:** You can only upload MP4, FLV, F4V, or MOV files that are less than 5.00 MB in size.
2. Click **Next**, and enter a title and description.
3. Click **Next**, and then **Insert**.

If you select **Choose Existing**, do the following:

1. Select **Video Note Search**.
2. Enter your search terms in the **Search Notes** field, then select **Search**. You can also perform a blank search to see all search results.
3. Select the Video Note you want to insert.
4. Click **Add**.

## Add closed captions to a video note

1. [Create a video note in Brightspace Editor](#) using **Insert Stuff**.
2. Using a text editing program such as Notepad (PC), or TextEdit (Mac) create a .vtt file with the following format:

```
WEBVTT [Required on first line to indicate file type]

00:01.000 --> 00:03.000 [start and end timestamp in minutes:seconds.milliseconds]
Insert caption text here [Type the captions you want displayed during this portion of the video]
00:04.000 --> 00:08.000
Insert caption text here.
00:09:000 --> 00:14.000
Insert caption text here.
```

3. Save the text file as a .vtt file by including .vtt at the end of the file name, and setting the file type to **All files**.
4. Return to Brightspace Learning Environment.
5. From **Admin Tools**, select **Video Note Captions**.
6. Search for the video note created in the previous steps and click it.
7. Click **Choose File**, locate the .vtt file created in the previous steps, and click **Open**.
8. Click **Save Captions**.
9. Click the Video Preview, and select the options menu (...).
10. Click **Captions** to change from **Captions Off** to **Captions Default**.
11. Play the video and confirm the closed captions are visible and display at the appropriate times.

**Note:** For more information on creating .vtt files, visit [How to Create A WebVTT File](#). Ensure you follow the formatting exactly or the captions won't display. You can use any compatible third-party captioning method to complete this process.

## Reuse video notes

If you have created previous video notes, and if you have permission to search and insert video notes, you can reuse video notes.

1. In Brightspace Editor, click the **Insert Stuff** icon.
2. Click **Video Note Search**.
3. Enter your search terms in the **Search Notes** field, then click **Search**. You can also perform a blank search to see all search results.
4. Select the video you want to insert and click **Next**.
5. You can preview the video note before you insert it.
6. Click **Insert**.