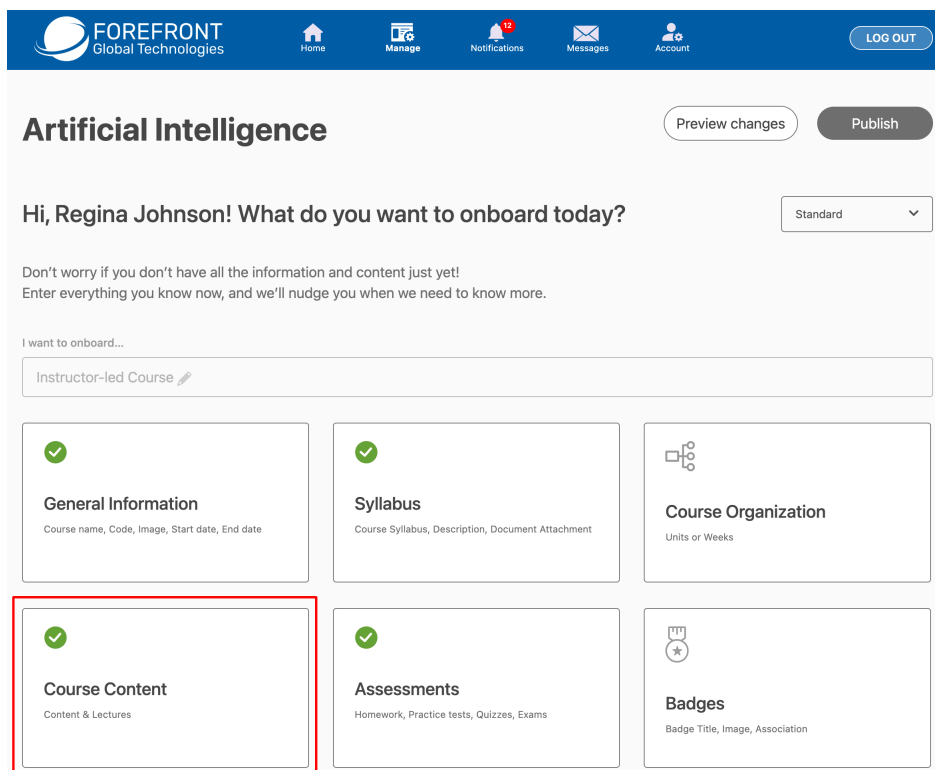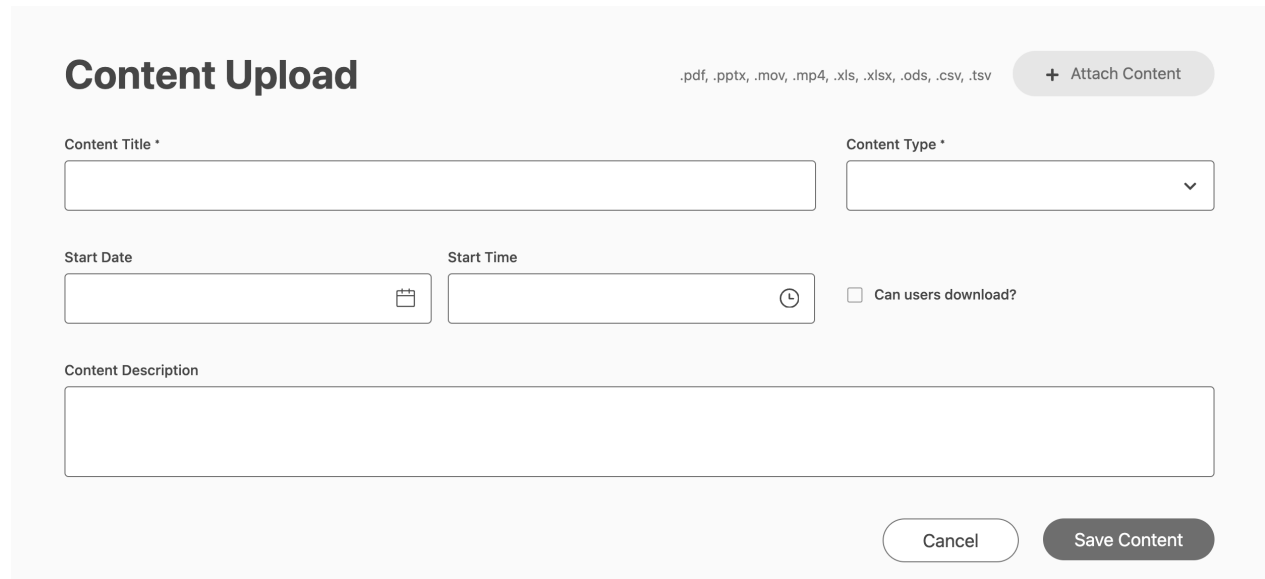# Creating Course Content

The Course Content tab within the Course Manager is where you build out the content and lesson materials for your course! This documentation will give you an overview of how to use the 'Course Content' tool.


Once you have navigated into the 'Course Content' tool, click 'Upload Content.' You will be asked for the content title and type, as well as the start date, time, and description of the content.

For CMU Online learning offerings, it is recommended to only use the Text Lecture content type.

Attach your file by clicking on the 'Attach Content' button. For Text Lectures, the supported file type is .pdf.
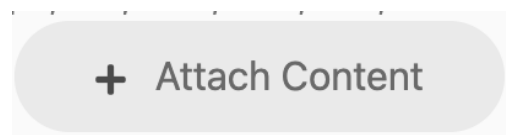
Once files are attached, you can complete the remaining fields:
- **Content Title:** This is the name of the content you are creating. This is the name that will show when a learner goes to access the content
- **Content Type:** Choose Text Lecture to upload a .pdf file with lecture content
- **Start Date**: Date as of when you want the content to be available for learners to access
- **Start Time:** Time as of when the content will be available for learners to access on the Start Date
- **Can Users Download?** Check this box if you'd like learners to be able to download the content file
- **Content Description:** This should be a brief description of this content item. It will appear in the course journey where the learner will access the content from (See screenshot below). Keep this description to 43 characters or less to ensure the description does not get cut off in the Course Journey tile.

Once you have completed all the Content fields and uploaded your file, click 'Save Content'.

Your content will appear in the 'Unassigned Content' column on the left. From there, you can drag and drop the content tile to the corresponding course unit.


Once you have moved the content tile to the corresponding course unit, click 'Preview Changes' to view the new content in the Course Journey before publishing.

When you are ready to publish, click 'Publish Changes' from the preview screen.
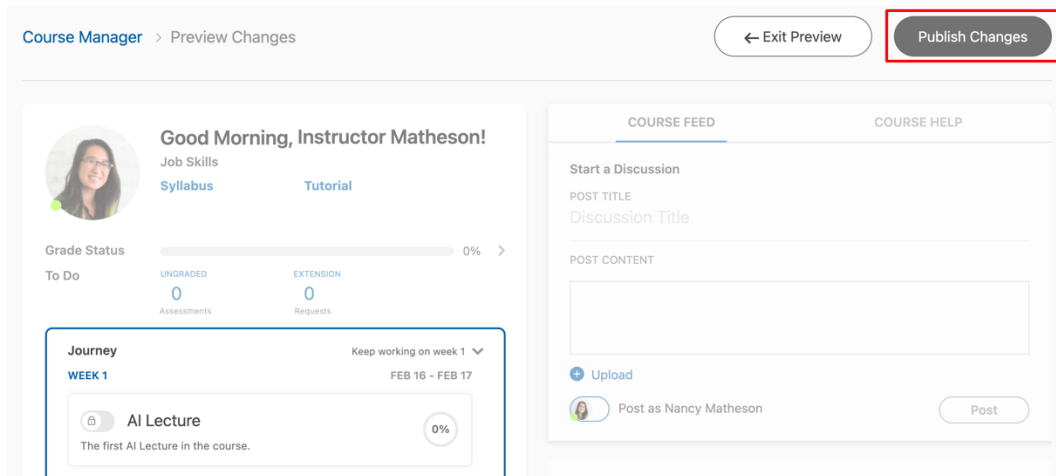
A pop-up window will appear where you must check the box of the content item(s) that you want to publish. Check the box(es), then click 'Publish Changes'.
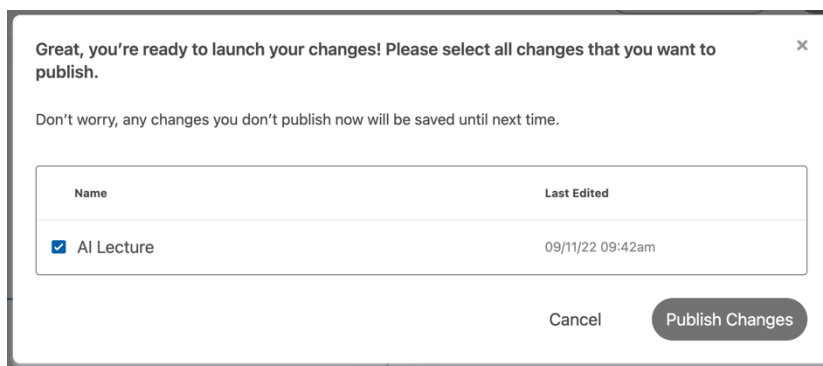
Your content has now been published! When you are ready for this content to be unlocked for learners, go to the Course Journey, and toggle the lock/unlock button to green.