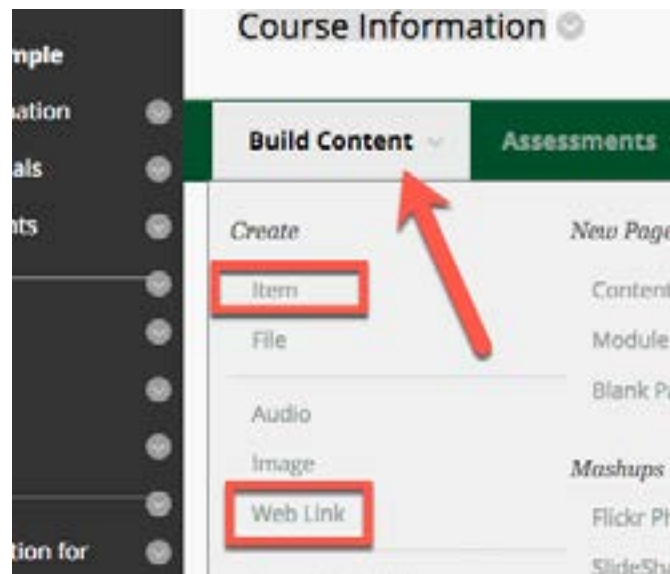# Adding Content

Organize course materials into logical and consistent folders. For many courses, weeks will be the most logical way to organize materials, where everything a student needs is in one folder. Other courses may organize by topics, though providing dates will be very useful for students. You can rename and reorganize these folders as you need, deleting those that are unnecessary.

To upload materials, click on a folder's name to open the folder.

1. On the menu bar, select **Build Content**.
2. Choose **Item** from the drop down box.
3. Add text an instructions for students.
4. Scroll down to the **Attachments** section to upload files.

5. For web links, choose Web Link instead of an Item from the Build Content drop down box. Paste in the URL and submit.

Find more information about building content:

- How to Edit Content Items
- How to Edit Text
- How to Add Files to Items
- How to Create Content Area (e.g., files, folders)
- How to Create a Web Link