Creating Content

Module, Sub-module, a File, and the Accessibility Checker

in myLeo Online

Creating a Module

1. On the myLeo Online Home page, click on the **course icon**.

Petra's Sandbox

Creating a Module

## 2. On the course Home page, click on the **Content** tab
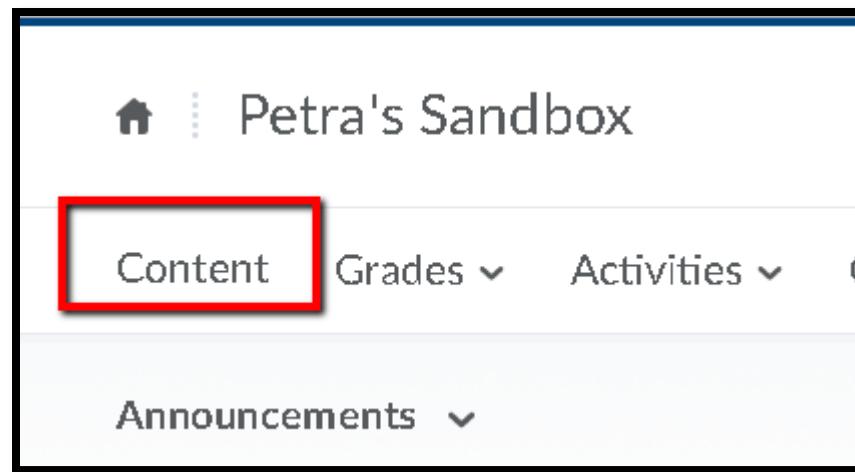
Add a Module

3. **Add a module** is the last item in the left navigation menu.

4. Click on **Add a Module**

5. Enter a **Module name**

6. Press **Enter**
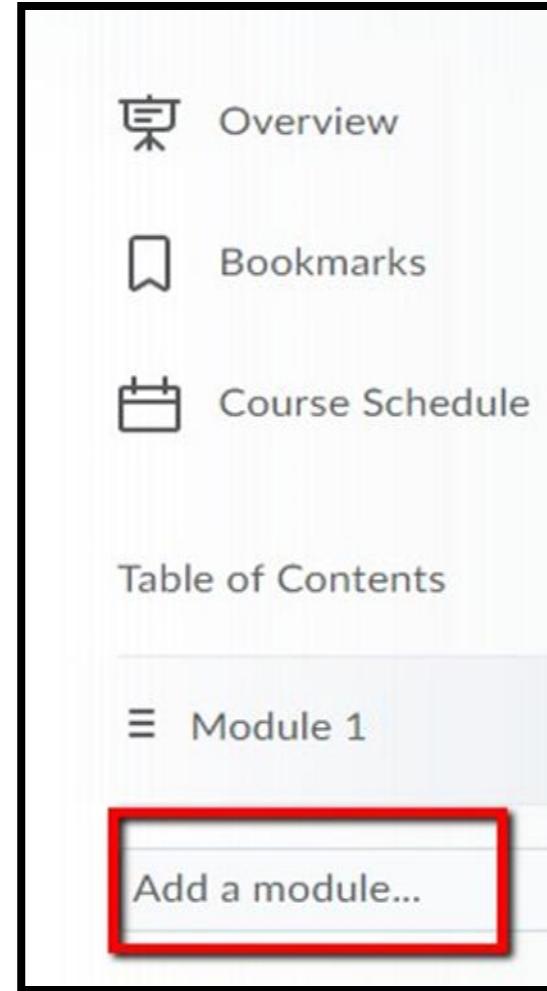
Add a Sub-Module

7. **Add a sub-module** is below the Module.

8. Click on **Add a sub-module**

9. Type in a **name** for the sub-module.

10. Press **Enter**
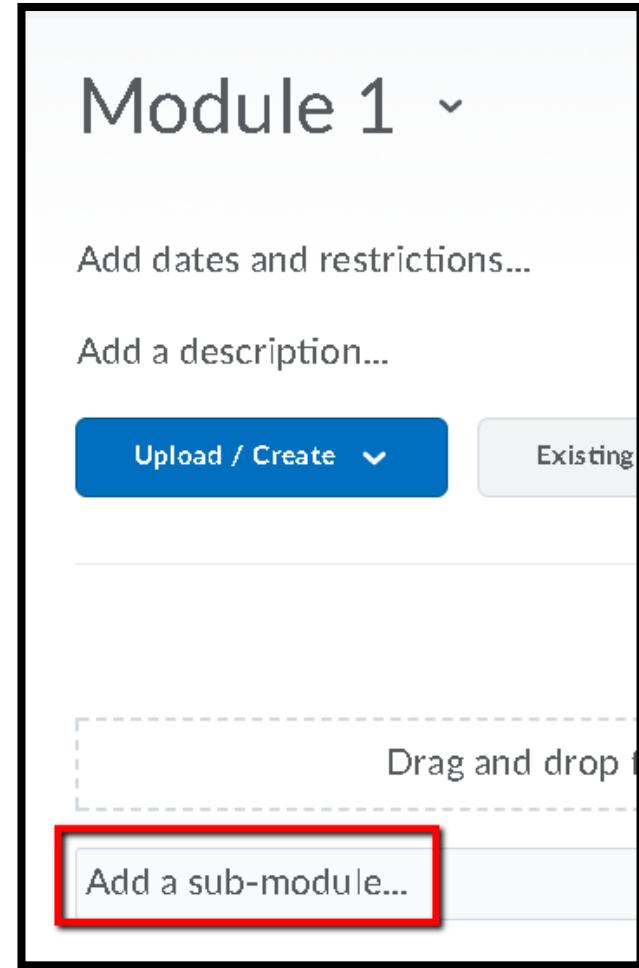
Create a File

14. At the bottom of the module or sub-module click on the **Upload/ Create** down arrow.

15. Click **Create a File**
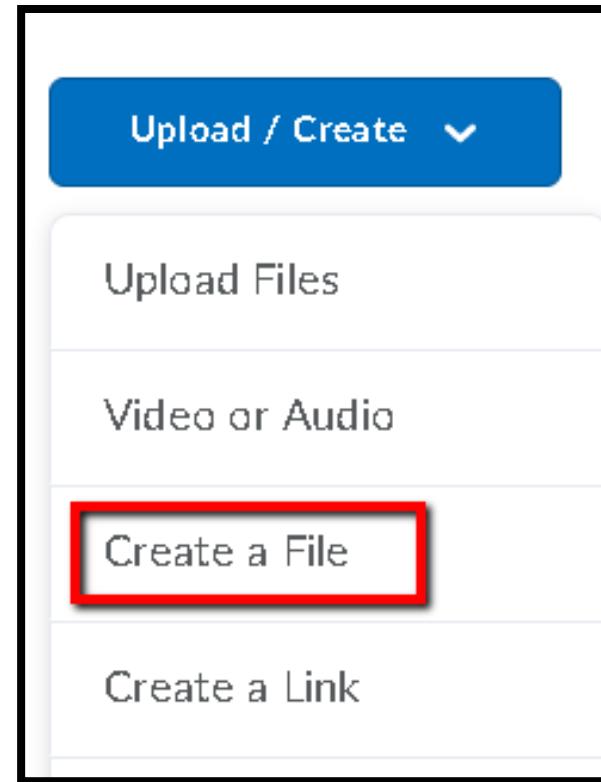
Enter File Information

16. Enter the **File** name

17. Enter a **description** of the file.

18. Select the **path** for the file.

> (The image shows the default path. If you have created a different folder for the file click the **Change Path** button and select the desired folder.)

19. Click the **Publish** button.
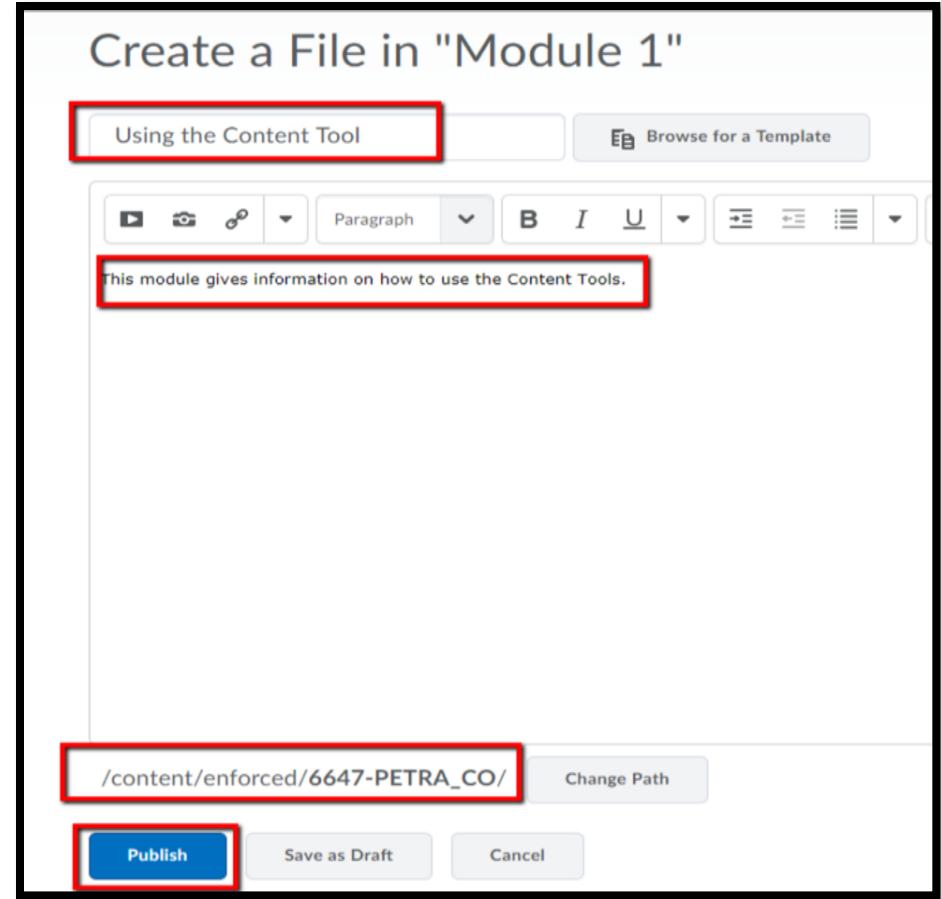
Module and Sub-Module

11. The Sub-module 1 appears in the left navigation menu under Module 1.

12. Click on Module or Sub-module name to access the item.

13. If a module is deleted, the sub-module is deleted also.
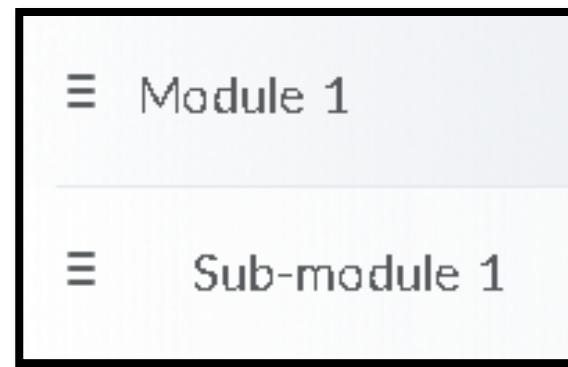
Accessibility Checker

20. To open the module, click on the module name in the left navigation menu.

21. Click in the module to begin editing the content.

22. Click and drag on the 3 lines to expand the editing area.
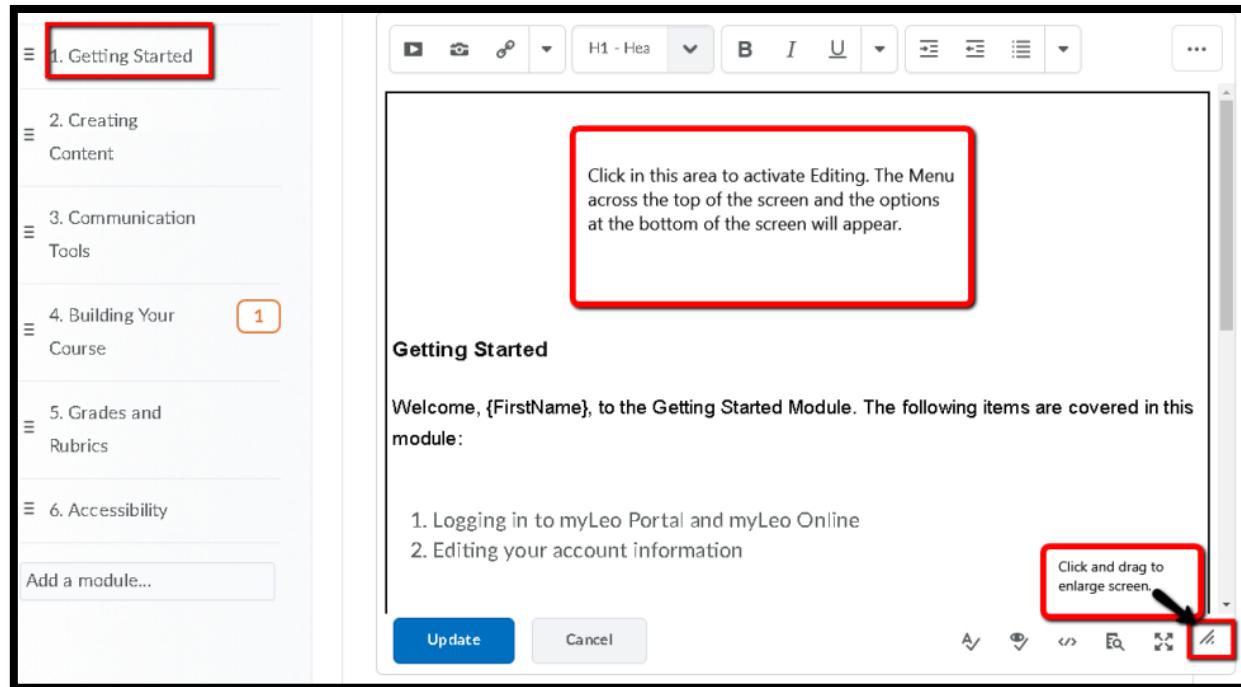
Accessibility Checker

23. Click on the **Accessibility Checker** icon.
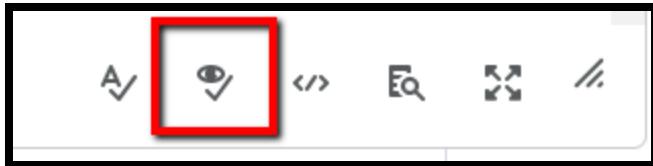
24. The Accessibility Checker appears on the right side of the screen.

25. Make the needed changes. (The items will be removed from the list when the item is corrected.)

26. The number of items needing attention is shown.

27. Move to the next item.