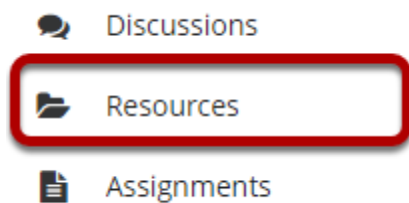


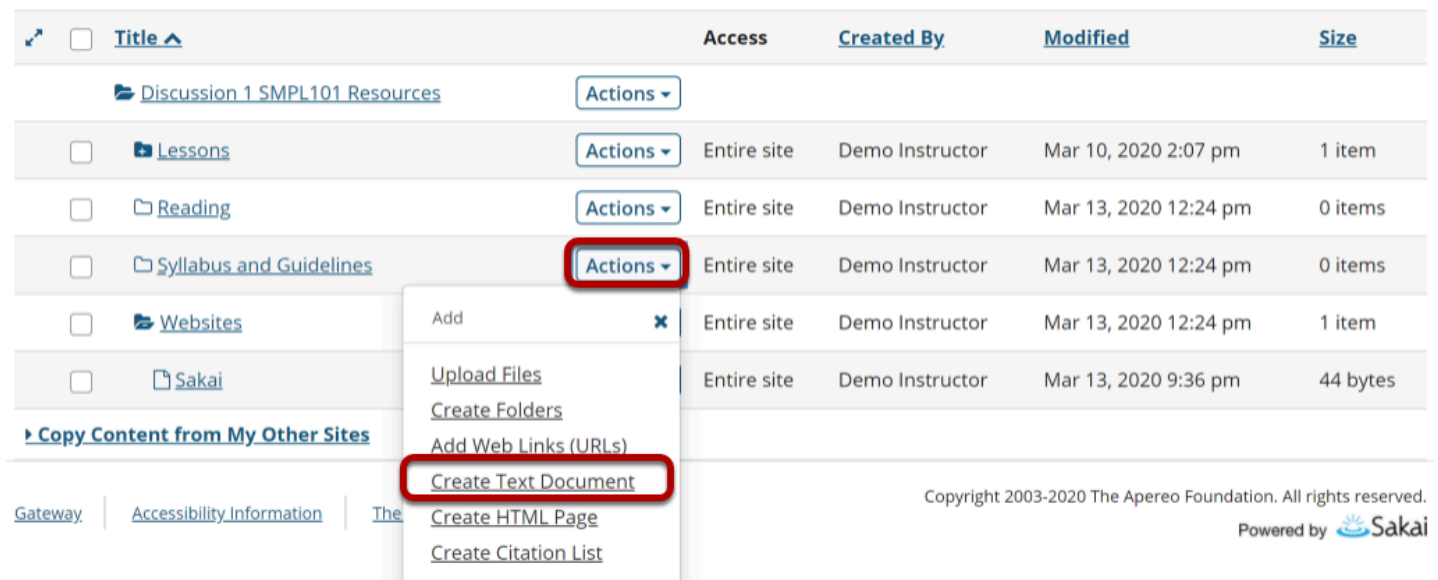
How do I create a text document?

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click Actions, and then select Create Text Document.

A screenshot of a resource list table. The table has columns for 'Title', 'Access', 'Created By', 'Modified', and 'Size'. The 'Syllabus and Guidelines' folder is selected, and its 'Actions' dropdown menu is open. The 'Create Text Document' option is highlighted with a red box. Other options in the menu include 'Add', 'Upload Files', 'Create Folders', 'Add Web Links (URLs)', 'Create HTML Page', and 'Create Citation List'.

<input type="checkbox"/>	Title [▲]	Access	Created By	Modified	Size
<input type="checkbox"/>	Discussion 1 SMPL101 Resources				
<input type="checkbox"/>	Lessons	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	1 item
<input type="checkbox"/>	Reading	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	0 items
<input type="checkbox"/>	Syllabus and Guidelines	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	0 items
<input type="checkbox"/>	Websites	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	1 item
<input type="checkbox"/>	Sakai	Entire site	Demo Instructor	Mar 13, 2020 9:36 pm	44 bytes

To the right of the folder in which you want to create the text document, from the **Actions** drop-down menu, select **Create Text Document**.

This displays the Create Text Document page.

Enter text, then click Continue.

Create Text Document

Type in the text and click 'Continue' at the bottom.

Syllabus
Course Objectives
A. Communications Skills:
Upon completion of this course, the student should be able to do the following:
Communicate in verbal, written, and visual forms various topics relating to the theme of the course.
B. Qualitative Reasoning Skills:
Upon completion of this course, the student should be able to do the following:
Evaluate and solve problems related to various assigned topics relating to more specific weekly course themes.

CONTINUE

Cancel

Enter (or paste) the text into the text box, then click **Continue**.

This displays the details page for the text document.

Enter document information.

Create Text Document

Enter the name of the Simple Text Document (required), set any other properties you wish, and then click "Finish" to create the Simple Text Document. Required items marked with *

* File Name Syllabus

Use letters, numbers, and the '-' & '.' characters (with no spaces).

Description

This is the syllabus for Discussion 1

* Copyright Status

Material is in public domain. [\(more info\)](#)

Copyright Alert

Display copyright alert and require acknowledgement when accessed by others. [\(what's this?\)](#)

Availability and Access

Resources can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

Show this item From 03/13/2020 09:55 pm Until 03/20/2020 09:55 pm

Hide this item
Choose who can see this item.

Only members of this site can see this file.

This file is publicly viewable.

This file is viewable by all logged in users.

Optional Properties

Learning Object Metadata

Email Notification None - No notification

FINISH

Cancel

Enter a display name for the text document and additional details if needed, then click **Finish**.

View text document in Resources.

<input type="checkbox"/>	Title ^	Access	Created By	Modified	Size
	Discussion 1 SMPL101 Resources				
<input type="checkbox"/>	Lessons	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	1 item
<input type="checkbox"/>	Reading	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	0 items
<input type="checkbox"/>	Syllabus and Guidelines	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	1 item
<input type="checkbox"/>	Syllabus ⓘ	Entire site	Demo Instructor	Mar 13, 2020 10:04 pm	465 bytes
<input type="checkbox"/>	Websites	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	1 item
<input type="checkbox"/>	Sakai	Entire site	Demo Instructor	Mar 13, 2020 9:36 pm	44 bytes
Copy Content from My Other Sites					

The text document has been placed in the selected folder.

Note: You may click on the blue Information icon to the right of the file to see the item description. If you did not include a description, this icon will not appear.