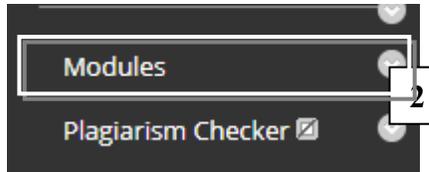
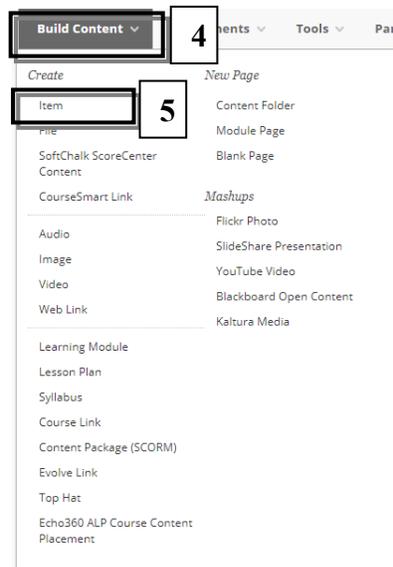


Create Item

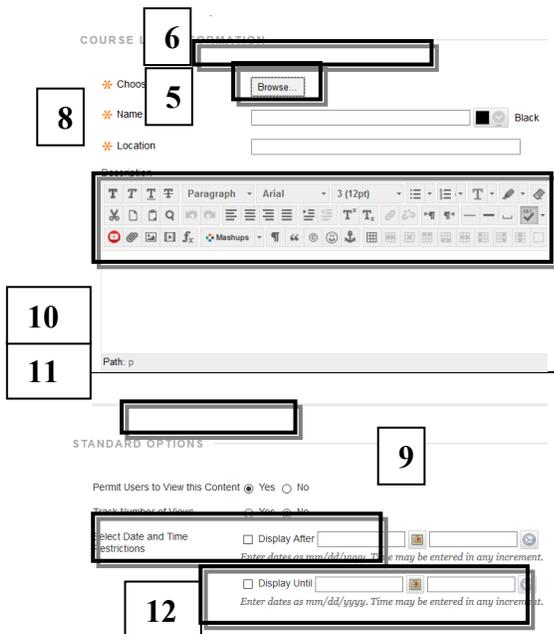
An **Item** is a content area where an instructor can upload content (documents, presentations, images or text) and an accompanying description.



1. With the *Edit Mode ON*
2. Click a **content link** such as *Modules* or *Weekly Lessons*
3. Click the **Module #** or **Week #** folder



4. Click **Build Content**
5. Choose **Item**



6. The **Create Item** page opens. Give the content a title in the **Name Field**. *Note the asterisk (*)*. *All (*) fields must be filled out*
7. Choose a **Color of Name** (optional).
8. Type instructions or other information into the **Text Field**
9. Click **Browse My Computer** or **Browse Course** to locate the file
10. *Permit users to View* Choose **Yes** to show the content item. Choose **No** to make it unavailable
11. *Track Number of Views* Choose **Yes** to track how often a student has viewed or accessed content
12. Select **Date and Time restrictions** to determine content availability
13. Click **Submit**