

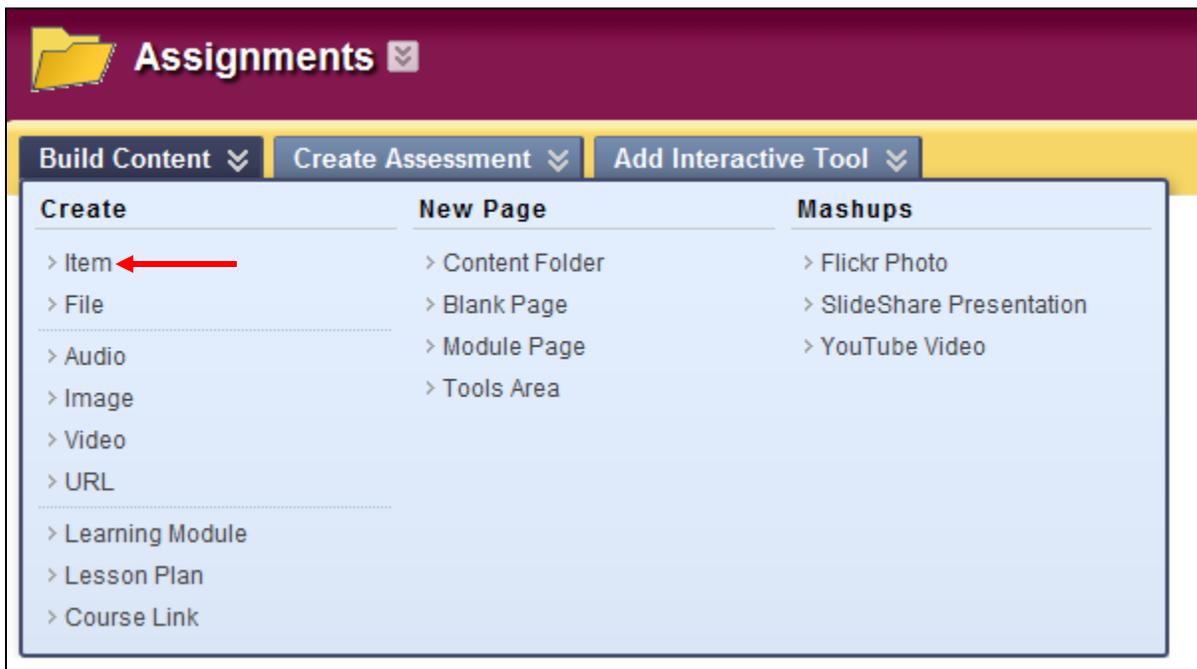
Adding an Item

An Item is any type of file, text, image or link which is displayable to students.

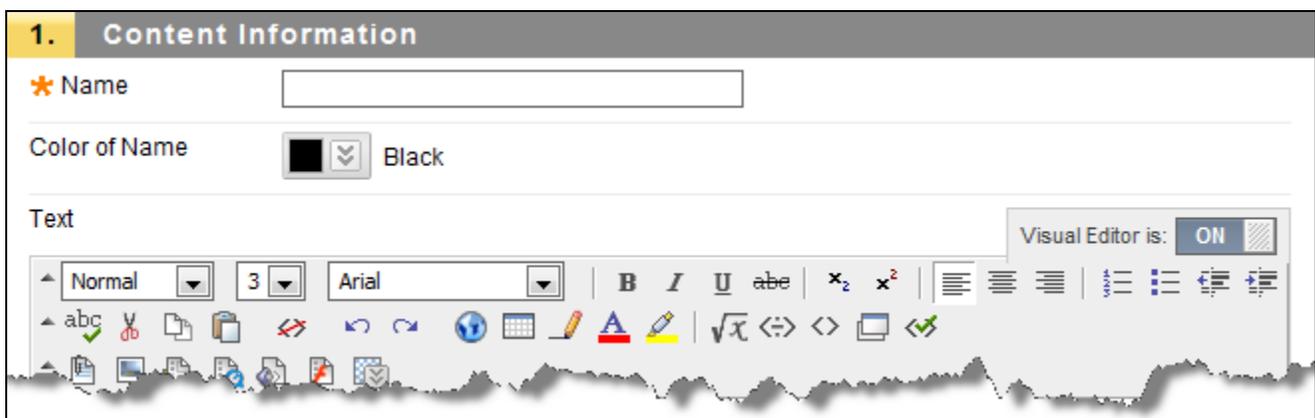
1. Enter the course and ensure **Edit Mode** is **On** (The Edit Mode switch is in the upper right corner of the page).



2. Enter the content area where the item is to be placed by clicking on that area in the course menu.
3. Hover over the **Build Content** menu and select **Item**.



4. Enter a **Name** for the item (required) and a **Description** (optional).



5. Under **Attachment**, use the **Browse My Computer** or **Browse Course Files** button to add a file attachment as desired.

2. Attachments

Attach File
Browse My Computer
Browse Course Files

6. Under **Options**:

6.1. Select **Yes** or **No** for **Permit Users to View Content Item**. In order for students to access the item, **Yes** must be selected.

6.2. Select **Yes** or **No** for **Track Number of Views**.

6.3. **Select Date and Time Restrictions** as desired.

3. Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After

Display Until

7. Click **Submit** when finished.

Frequently Asked Questions

Q1. What is the difference between Creating an Item and Creating a File?

A2. While nearly the same outcome can be accomplished with either content type, “Create File” can only be used for file uploading/file linking; a description and alternate name cannot be included. When “Create Item” is used, the Visual Text Box editor is displayed (where raw text and/or HTML can be included) and if a file is attached, a different name for it may be included as well. Below is an example of both types of content.



New Name Example: Create Item

Attached Files  [javascript.txt](#) (1.255 KB)



javascript.txt

Example: Create File