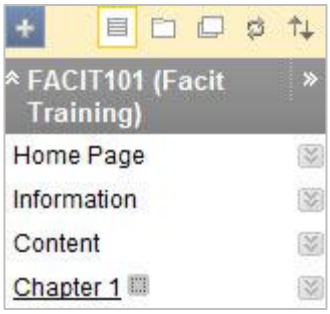
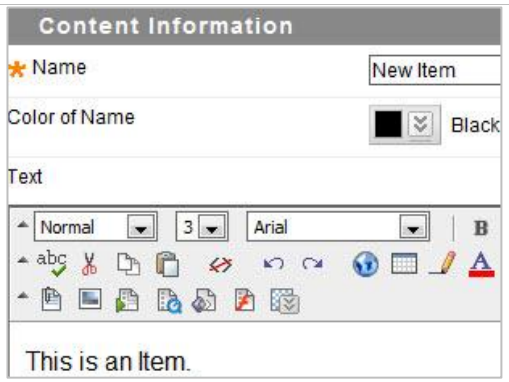
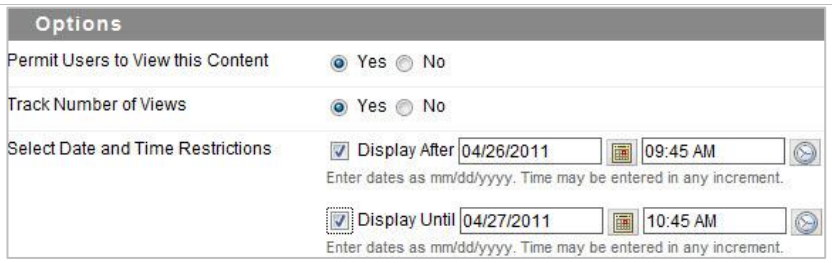
CREATING AN ITEM

Create an Item

Content Items are general pieces of content added to a Course to which items may be attached. A Content Item can contain text, audio, movies, files, images, and Mashups. If text is added, it can be formatted using the Text Editor functions.

Step 1	Make sure **Edit Mode** is **ON.**	
Step 2	Select a **Content Area** in the Course Control Panel.	
Step 3	From the **Build Content** menu, select **Item.**	
Step 4	On the **Create Item** page, type the **Name** of the item, and optionally, select a color for the name**.** Type instructions or a description in the **Text** box. Format the text using the Text Editor functions, if needed.	
Step 5	Click **Browse My Computer** to select and attach a file.	

Step 6	Determine the **Options**. Select **Yes** to **Permit Users to View this Content**. Select **Yes** or **No** for **Track Number of Views**. Use the **Display After** and **Display Until** date and time fields to limit availability of the content. Select the **Display After** and **Display Until** check boxes in order to enable the date and time selections.	
Step 7	Click **Submit.**	