## CREATING AN ITEM



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## **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.	Edit Mode is: ON 🕅 ?		
Step 2	Select a <b>Content Area</b> in the Course Control Panel.	★       ■       □       □       □       ↓         * FACIT101 (Facit       >         Training)       >         Home Page       ⊠         Information       ⊠         Content       ⊠         Chapter 1       ■		
Step 3	From the <b>Build Content</b> menu, select <b>Item.</b>	Build Content ≫ Create > Item		
Step 4	On the <b>Create Item</b> page, type the <b>Name</b> of the item, and optionally, select a color for the name. Type instructions or a description in the <b>Text</b> box. Format the text using the Text Editor functions, if needed.	Content Information ★ Name Color of Name Text ▲ Normal 3 Arial ▲ abg & D @ & O O ▲ @ @ @ @ @ @ This is an Item.	New Item Black	
Step 5	Click <b>Browse My Computer</b> to select and attach a file.	Attachments Attach a file from a local drive, Course F Attach File	Files, or the Content Collecti Browse My Computer	on. All attached files are saved Browse Content Collection



Step 6	Determine the <b>Options</b> .	Options				
		Permit Users to View this Content	💿 Yes 🔘 No			
	Select Yes to Permit Users to View this Content.	Track Number of Views      Yes   No				
	view and content.	Select Date and Time Restrictions	📝 Display After 04/26/2011	09:45 AM	$\odot$	
	Select Yes or No for Track		Enter dates as mm/dd/yyyy. Time may be entered in any increment.			
	Number of Views		Display Until 04/27/2011	10:45 AM	$\odot$	
			Enter dates as mm/dd/yyyy. Time may	y be entered in any increm	nent.	
	Use the <b>Display After</b> and <b>Display Until</b> date and time fields to limit availability of the content. Select the <b>Display</b> <b>After</b> and <b>Display Until</b> check boxes in order to enable the date and time selections.					
Step 7	Click Submit.	Submit				