

Adding an Item



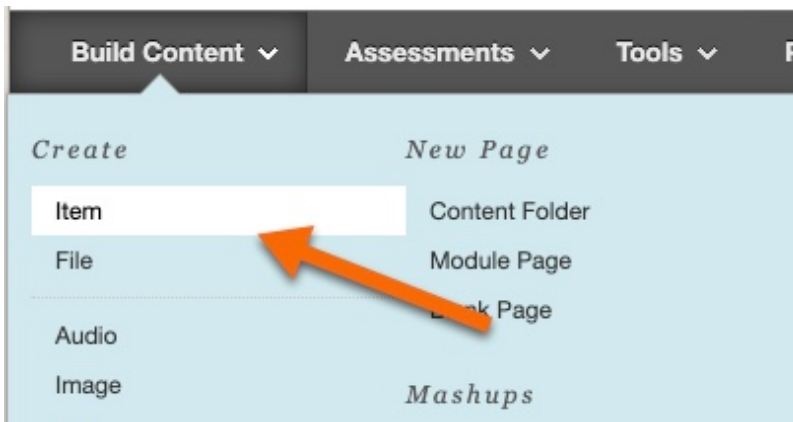
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Topic Overview

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

Steps

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).

Create Item

* Indicates a required field.

CONTENT INFORMATION

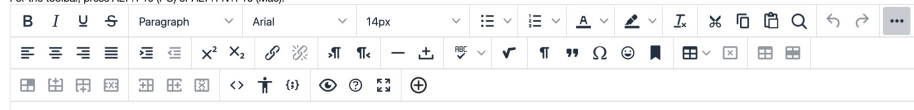
* Name

Color of Name

Black

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



5. Under **Attachments**, use the **Browse Local Files**, **Browse Content Collection**, or **Browse Cloud Services (includes Google Drive, Dropbox, and OneDrive)** button to add a file attachment as desired. Another option is to drag the file from your desktop to the dotted square area labeled Attach Files.

ATTACHMENTS



6. Under **Options**
 - a. Select **Yes** or **No** for **Permit Users to View Content Item**. In order for students to access the item, **Yes** must be selected.
 - b. Select **Yes** or **No** for **Track Number of Views**.
 - c. **Select Date and Time Restrictions** as desired.
7. Click **Submit** when finished.

Frequently Asked Questions

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

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 new 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.

