

Create an Item

Overview

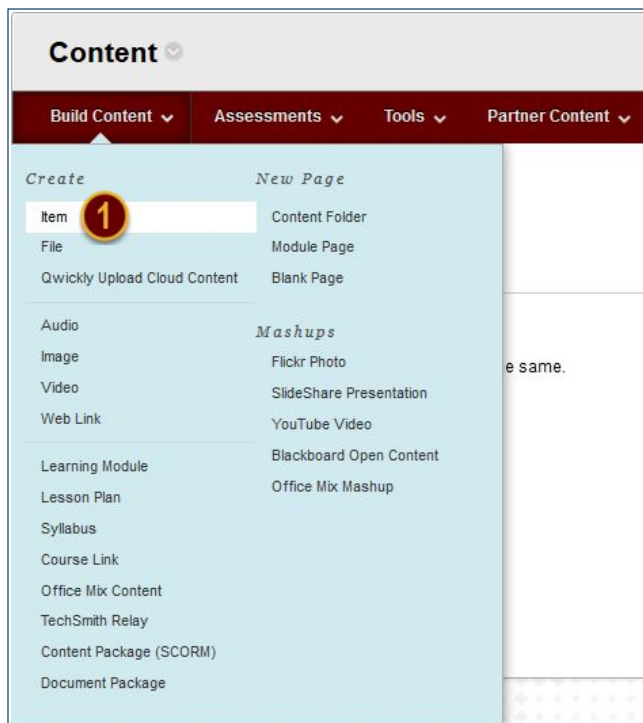
This tutorial will show you how to create an **Item** in a Content Area or a Content Folder. Items are versatile and allow you to create course content that includes text, uploaded files, embedded items (such as YouTube videos), and images.

Quick Steps

Content Area/Content Folder > Build Content > Item > Set Options > Submit

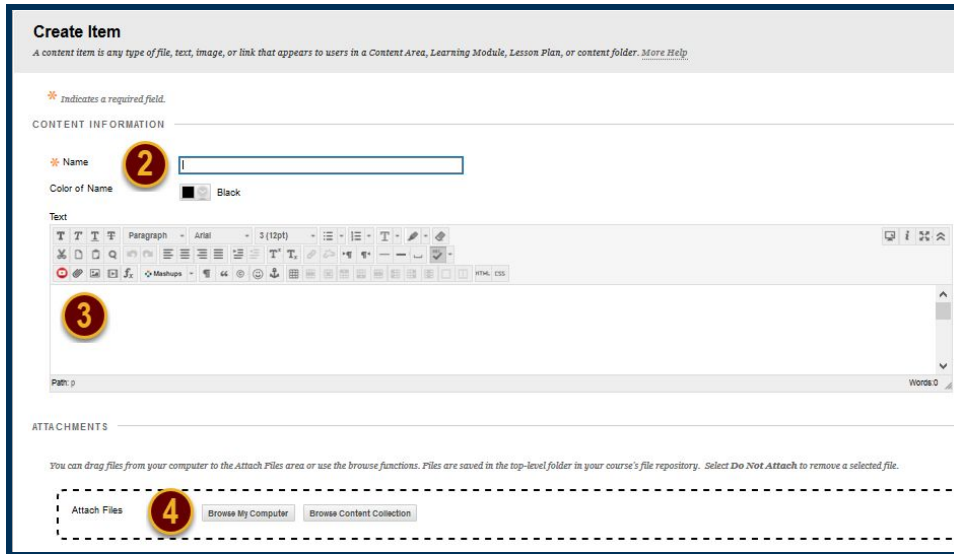
Step 1

Navigate to a Content Area or Content Folder, hover over *Build Content* on the Action Bar, and select “Item” [1].



Step 2

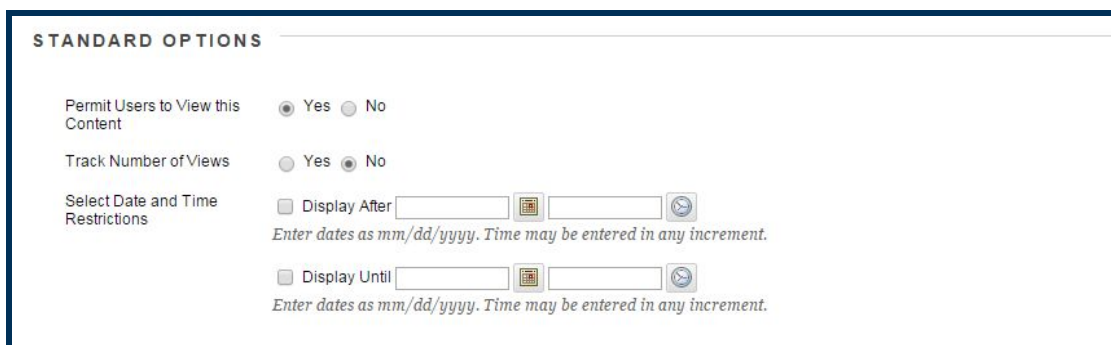
Name your Item [2] and create or insert the Item’s content in the Text editor (i.e. text, images, videos) [3]. Optionally, attach a file to your Item using the *Browse My Computer* button or the *Browse Content Collection* button in the Attachments section [4].



Step 3

Scroll to the Standard Options section.

- ✓ If you are ready for your students to view the content, select “Yes” to Permit Users to View this Content.
- ✓ If you would like the option to see how many times students view this piece of content, select “Yes” to Track Number of Views.
- ✓ If you only want a window of time where the students can view the content, select the Display After and Display Until checkboxes to enable the date and time selections. Display restrictions do not affect item availability, only when it appears.



Step 4

Click the *Submit* button to add this Item to your Content Area or Content Folder.

