



Adding an Item

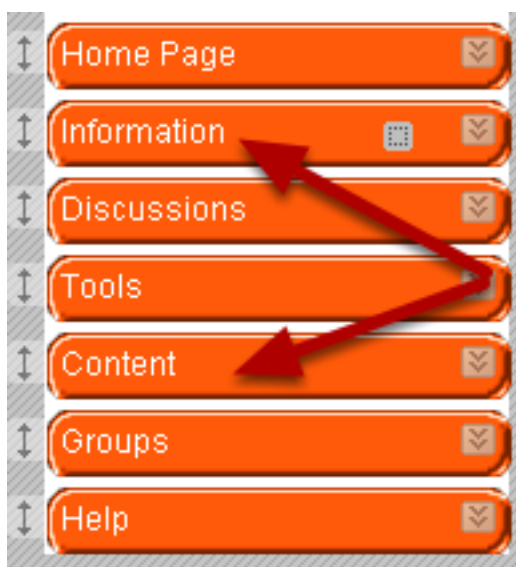
A Content Item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or folder.

Enable Edit Mode



First make sure that **Edit Mode** is **ON**.

Select Content Folder Where Data Will Be Added (Your Folder Names May Vary)



From the **Course Menu**, select folder where **Item** will be added.



Select Create Item Option

Build Content ▾ Create Assessment ▾ Add Interactive Tool ▾

Create	New Page	Mashups
> Item	> Content Folder	> Flickr Photo
> File	> Blank Page	> SlideShare Presentation
> Image	> Module Page	> YouTube Video
> URL	> Tools Area	> Scholar Stream
> Learning Module		> Scholar Bookmark
> Lesson Plan		
> Syllabus		
> Course Link		

Hover your cursor over the **Build Content** drop down menu. From the **Create** menu, select **Item**.

Adding Content Information

* Indicates a required field.

Cancel Submit

1. Content Information

* Name

Color of Name Black

Text

Add the **Name** of the file (*Required) and any additional **Text** (optional).

Attach File

2. Attachments

Attach a file from a local drive, Course Files, or t

Attach File

Browse My Computer

Under **Attachments**, select the **Browse My Computer** button to add a file attachment.





Options

Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Select **Yes** or **No** for **Permit Users to View Content Item** if you want your students to have access to this item. Select **Yes** or **No** for **Track Number of Views** (for statistical purposes). **Select Date and Time Restrictions**. **NOTE:** The above options are the default should you wish not to change anything.

Submit

Cancel

Submit

Click **Submit** to add the Item. Choose **Cancel** if you do not wish to keep the information.

Frequently Asked Question: What is the difference between adding an Item and adding a File?

While nearly the same thing can be accomplished with either, adding a File can only be used for file uploading/file linking. Adding an Item will open the Visual Text Box editor, where you can enter text and/or HTML.