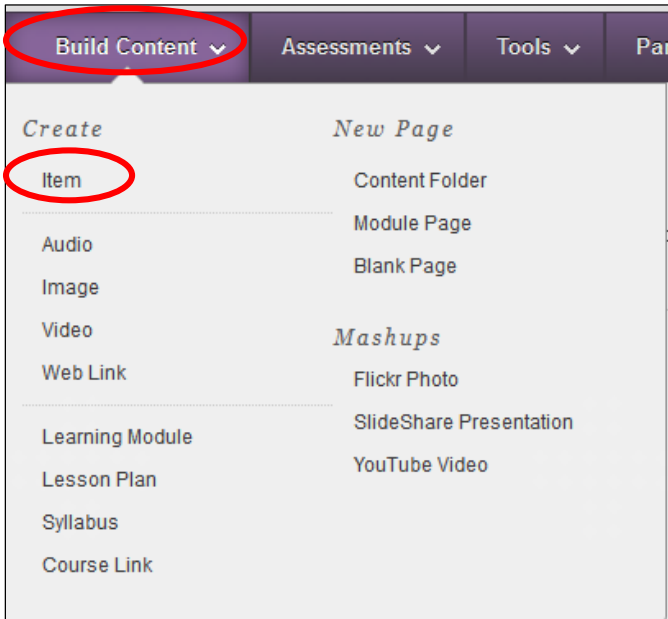## Add Item

An Item can be used to add text information such as Learning Objectives and also to add your Syllabus or other files and links. To Add an Item:

Step 1: Go to Course Materials or any Content Area

Step 2: Click on **BUILD CONTENT.** Then click **ITEM**.

Step 3: Give the **ITEM** a **NAME** and a **DESCRIPTION**:

Step 4: Click **BROWSE MY COMPUTER** or **BROWSE COURSE** if you'd like to attach a single file. For multiple files, it is

better to add them within the Text Editor itself.

ATTACHMENTS

*If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*

Attach File   Browse My Computer   Browse Course

Step 5: Choose **YES** for **PERMIT USERS TO VIEW CONTENT**, otherwise the Item will be Unavailable. Chose **YES** to **TRACK NUMBER OF VIEWS** if you would like to see how often the Item is viewed.

STANDARD 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.

Step 6: Click the **SUBMIT** button on the lower-right of the screen.

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel   Submit