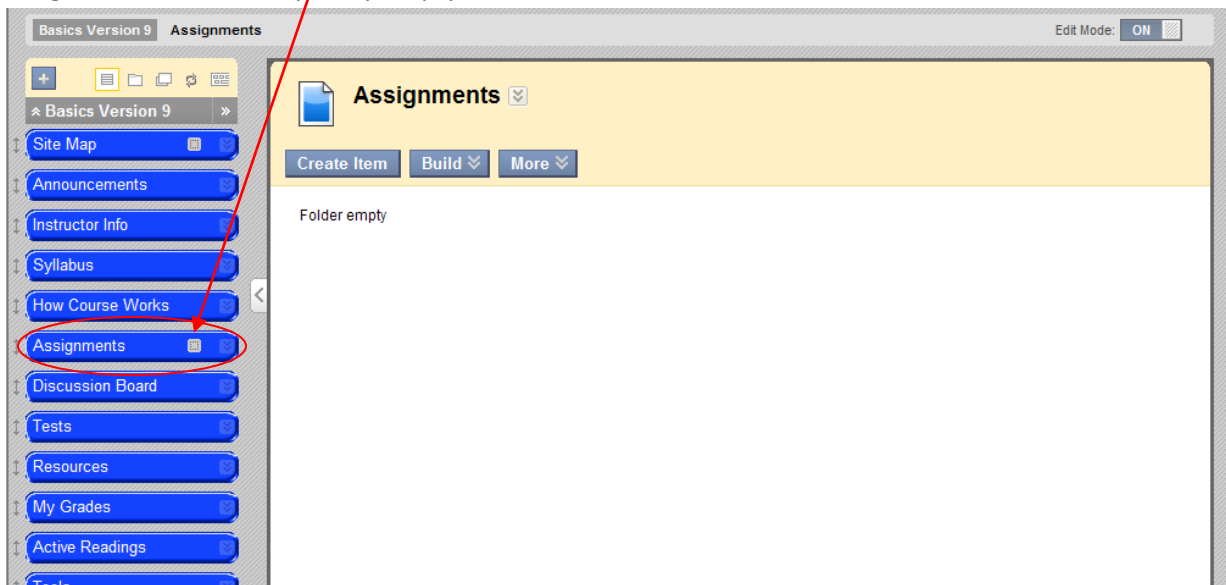
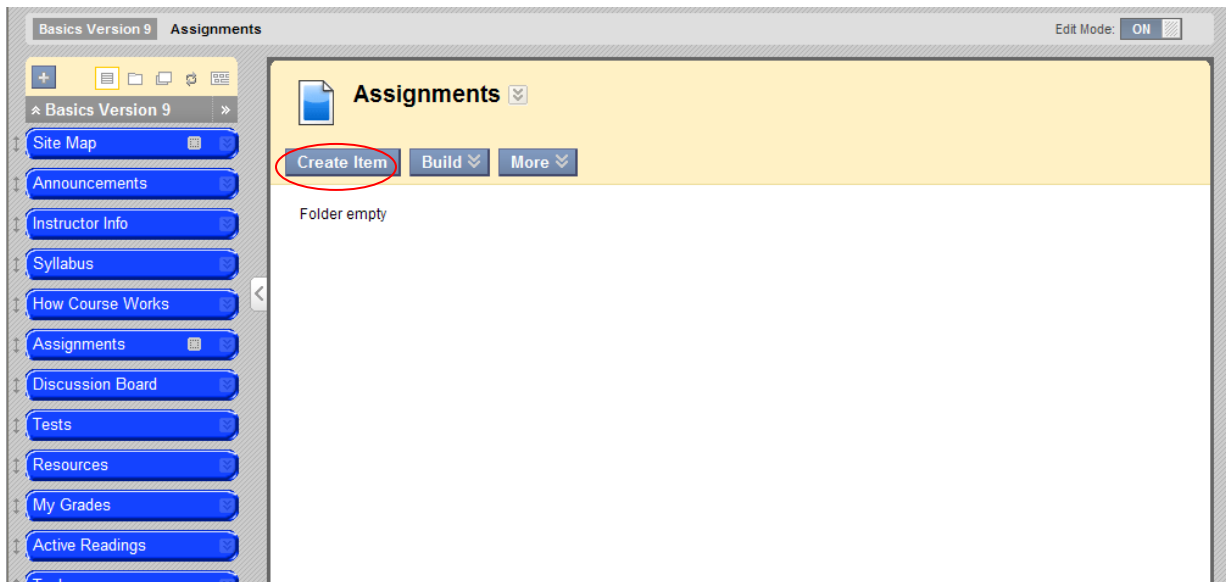


Add an Item

In this instance we will add an item into the Assignment area. Notice we have already clicked onto the Assignments Button. See the icon on the right of the Assignments Button? This signifies the Assignments area is completely empty.



Click the Create Item button.



Add an Item

Complete Area 1: Type the Name and the Text of the item.

* Indicates a required field.

Cancel Submit

1. Content information

* Name

Color of Name Black

Text

Visual Editor: ON

Normal 3 Times New Roman B I U ebe x₂ x²

Please review the assignment calendar available in the Resources of this course.

Complete Area 2: Attach a document if necessary. This will be covered in another tutorial.

Complete Area 3: Options are defaulted to allow users to view content. You may also select specific dates for users to view material.

2. Attach or Link Content

Files can be attached here. Click Browse to select the file to attach and specify a name for the link to this file.

Attach Local File Browse...

Name of Link to File

Special Action

3. Options

Permit Users to View the Content Item Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After Time

Display Until Time

Complete Area 4: Submit

4. Submit

Cancel Submit