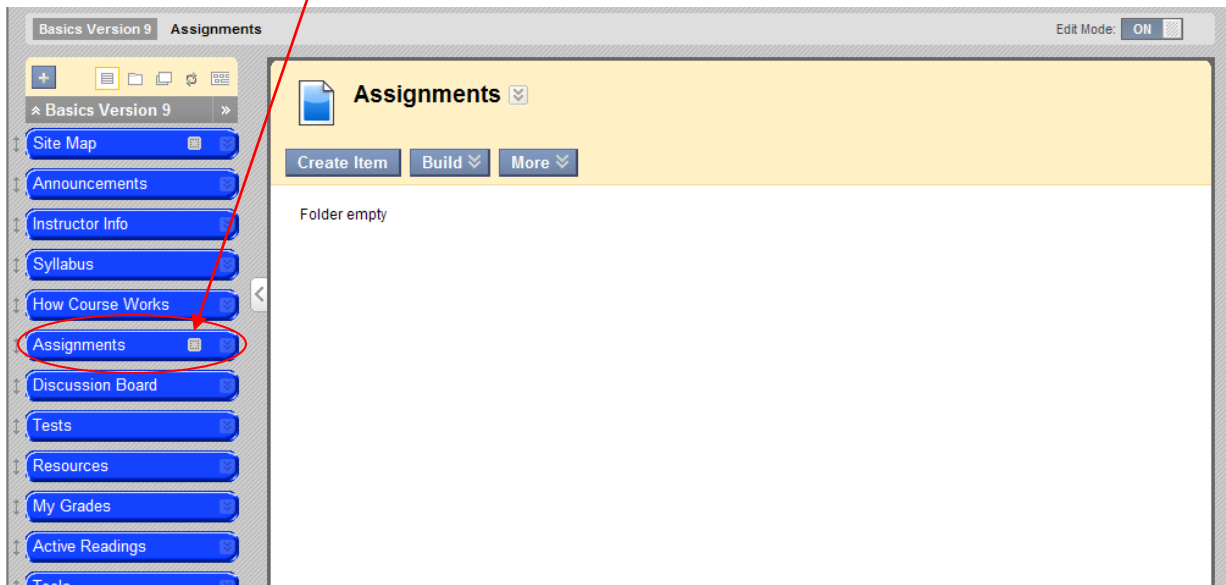
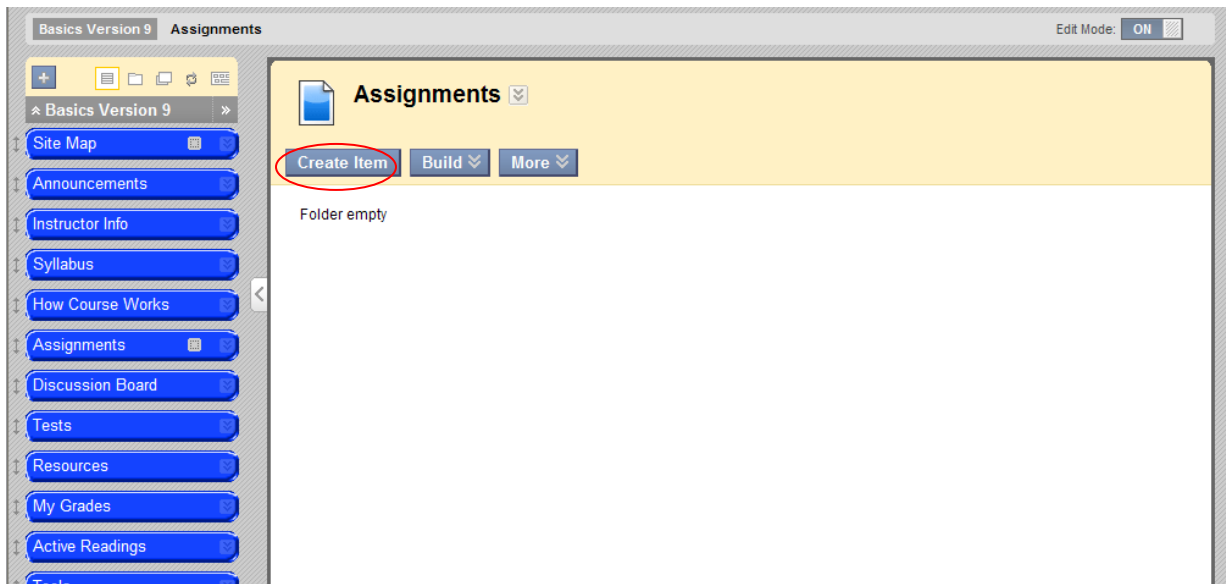


Attach Document to Item

In this instance we will attach a document to 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.



Attach Document to 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

Text

Visual Editor: ON

Normal 3 Times New Roman B I U abc x₂ x²

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

YOU NOW HAVE 2 OPTIONS TO ATTACH DOCUMENTS. SELECT ONE OPTION TO COMPLETE STEPS. After selecting an option pick up with **“Complete Area 3”**.

OPTION 1: On the menu select the **Attach File** button.

Text

Visual Editor: ON

Normal 3 Times New Roman B I U abc x₂ x²

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

Attach Document to Item

A new window will open. Complete all 3 steps.

The screenshot shows the 'Insert Content Link' dialog box with three steps highlighted by red callouts:

- Step 1: Browse to find your document** - Points to the 'Browse...' button in the 'Select Content Link' section.
- Step 2: Name your file link** - Points to the 'Name of Link to File' text box containing the word 'Calendar'.
- Step 3: Submit** - Points to the 'Submit' button in the 'Submit' section.

Select Submit

The screenshot shows the 'Content Link Added' confirmation message:

Spring 2010 Assignments 2nd 8 weeks.docx (23179 bytes) added.
[Calendar](#)

Note: This content type (Content Link) will display within the Text Editor, but cannot be selected or resized. Click **Preview** to preview the page.

Monday, March 22, 2010 10:30:54 AM EDT

Buttons: Cancel, Submit

The link to your document is now added to the content area.

The screenshot shows a text editor window with the following content:

Text Visual Editor: ON

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

[Calendar](#)

A red arrow points from the 'Calendar' link in the text area to the 'Calendar' link in the 'Content Link Added' message above.

Attach Document to Item

OPTION 2: Add the document through the Attach or Link

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 content.

Attach Local File: C:\Documents and Settings\FTCCU\ [Browse...]

Name of Link to File: Calendar

Special Action: Create a link to this file

Attach a document by clicking the Browse button

Name your file link

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

3. Options

Permit Users to View the Content Item: 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.

Complete Area 4: Submit

4. Submit

Cancel Submit

If you selected **OPTION 2** you will see your document **HERE**.

Assignments

Create Item Build More

Assignment Calendar

Attached Files: Calendar (22.636 KB)

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

Calendar

If you selected **Option 1** you will see your document **HERE**.