

## HOW TO CREATE AN ITEM

You can use content items to present a variety of course material.

1. Change **Edit Mode** to **ON**.
2. Access a content area, learning module, lesson plan, or folder.
3. On the action bar, point to **Build Content** to access the drop-down list.
4. Select **Item**.
5. On the **Create Item** page, type a **Name** for the item.
6. Optionally, in the **Text** box, type instructions or a description.
7. In the **Attachments** section, attach a file using one of the following options. These files appear in the item before any content editor content.
  - To upload a file from your computer, click **Browse My Computer**.
  - To upload a file from the course's storage repository, click **Browse Content Collection**.
  - **Drag files** from your computer to the "hot spot" in the Attach Files area.
8. Select **Options** for the item.
  - a. Select **Yes** to **Permit Users to View this Content**.
  - b. Select **Yes** to **Track Number of Views**.
  - c. For **Enter Date and Time Restrictions**, you can set items to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times. Display restrictions do not affect item availability, only when it appears.
9. Click **Submit**.

Create Item

\* Indicates a required field.

**CONTENT INFORMATION**

\* Name

Color of Name

Text

Paragraph Arial 3 (12pt)

This course will deal with historical and modern concepts of oceanography. It will center upon the research of both early and modern ocean exploration and ocean science. Throughout the course we will investigate how technological advances have aided scientists and marine biologists in their quest to learn more about

Path: p

**ATTACHMENTS**

Attach Files

Attached files

File Name	Link Title	File Action	Item's Alignments
Oceanography.ppt	Oceans Slide Presentation	Create a link to this file	<input type="checkbox"/> Add alignment to content <input type="checkbox"/> Do not attach

**STANDARD OPTIONS**

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions

Display After  Display Until