

1. Enter a Course and navigate to a Content Area.
2. Click **Build Content**, then **Item**.
3. Input **Content Information** which includes **Name** and **Text**.
4. Input additional options: Attachments and Standard Options.
5. Click **Submit**.

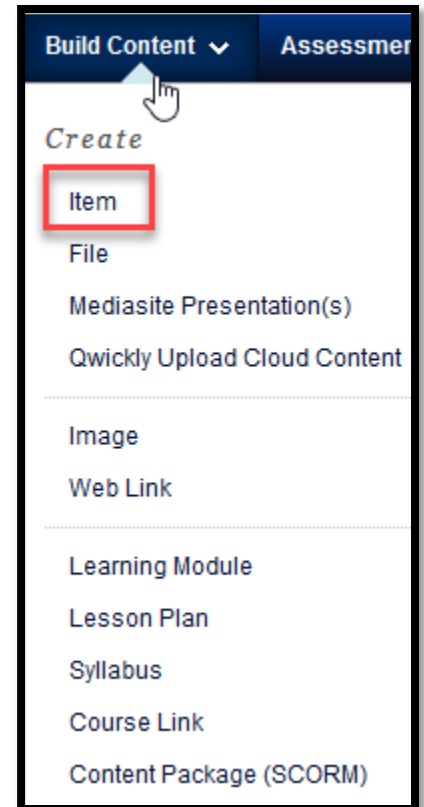
### Additional Options

**Attachments:** Upload any type of file from My Computer or Content Collection with a 20mb maximum file size.

**Standards Options:** Select when the item is available for students to see.

### Tips

1. Can contain text, audio, files, images and mashups.
2. Anything placed in the content editor displays on the screen with no additional clicks.



### Create 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 content folder. [More Help](#)

\* Indicates a required field.

#### CONTENT INFORMATION

\* Name

Color of Name  Black

Text

Path: p Words: 0

#### ATTACHMENTS

You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. If you select a file you do not want, click Do Nothing from the content item. The file itself is not deleted.

Attach Files

#### 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.*

Click Submit to proceed. Click Cancel to go back.