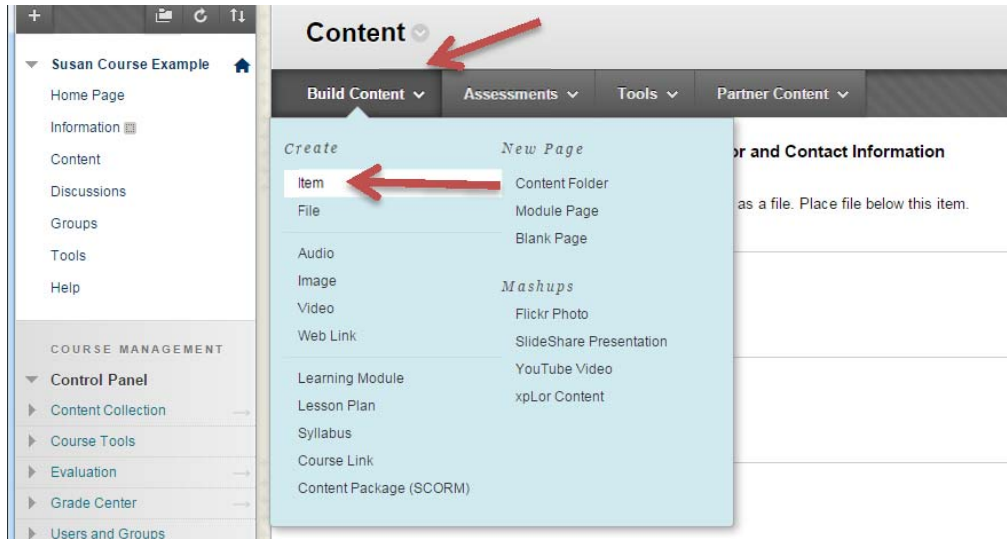


Creating an Item

1. Creating an Item

- a. Under the content pane, hover mouse over Build Content; click on Item.



- b. Enter a name and message.



* Indicates a required field.

1. Content Information

* Name

Color of Name

Text



Welcome to the course! I'm looking foward to having you in my class.

Susan

Path: p

c. Complete the other standard options as desired. Click Submit when finished.

2. **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

3. **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.

4. **Submit**

Click Submit to proceed. Click Cancel to quit.

d. You have now created an Item.



Welcome to the course

Welcome to the course! I'm looking forward to having you in my class.

Susan