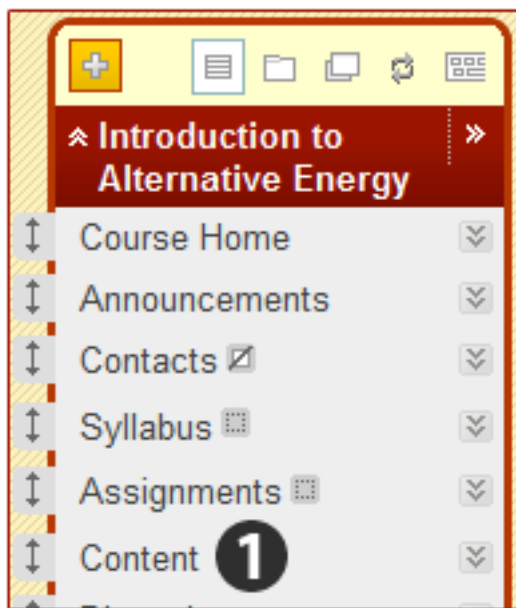



## Topic: Adding [or “Uploading”] Items

- 1 In Edit Mode, access the Content Area from the Course Menu.
- 2 On the Action Bar, click **Create Item**.
- 3 On the **Add Item** page, enter the item's **Name** and **Text**.
- 4 To add a file, click **Browse** to locate the file. Add multiple files using the Text Editor's **Attach File** function.
- 5 Under Options, select Yes for **Permit Users to View the Content Item** to make the item available to students,
- 6 Click **Submit**.



1.

**3**

 Visual Editor: ☒ ON 

Path: [body](#)

2.

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

Browse...



--



Create a link to this file

3.

5

☐ Yes ☒ No

☐ 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

6