



# Create an Item

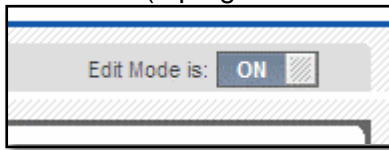
## Step sheet

### What is Content Items?

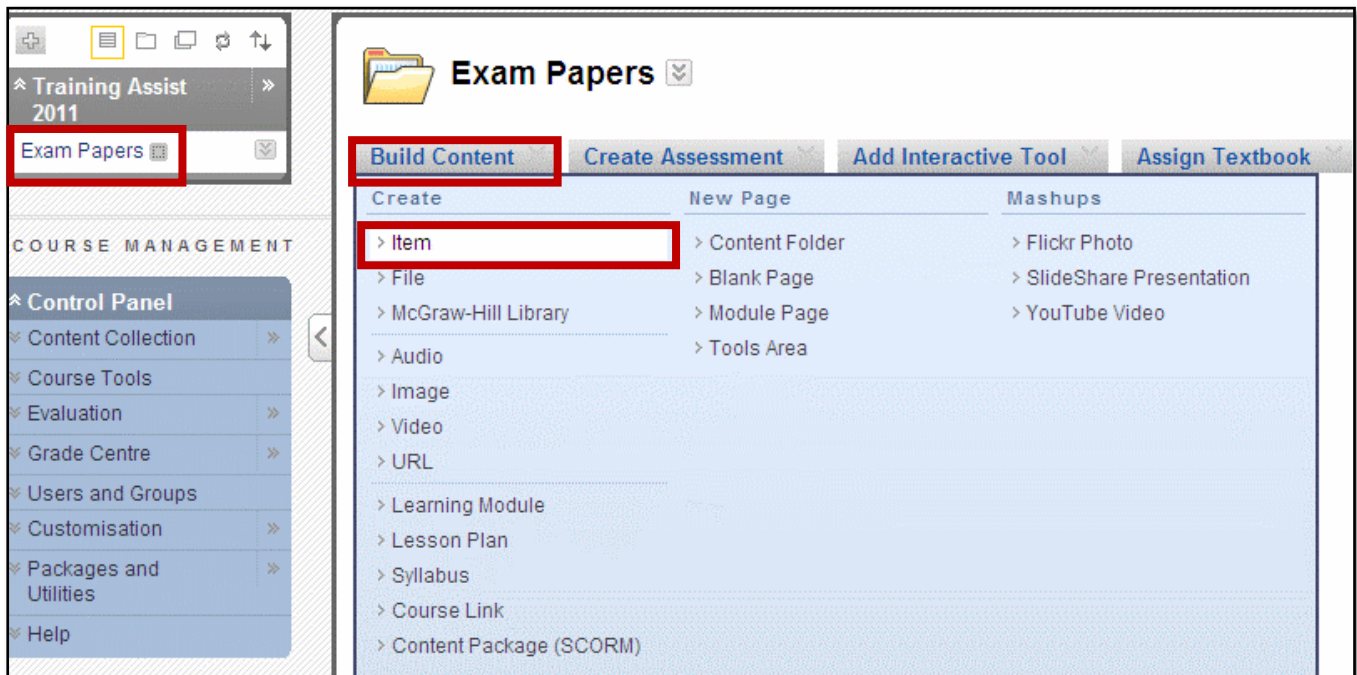
**Content Items** are used to present a variety of course material. The Text Editor enables you to format the item's content, as well as incorporate images, multimedia and links to files.

### How do I create a Content Item?

1. **Edit Mode** (top right hand corner), must be set to **ON**.



2. Access the **Content Area** that you have created.
3. Click on **Build Content**
4. Click on **Item**



5. On the **Create Item** page, type a **Name** for the item.
6. Type instructions, a description, or a question in the Text box. You can use the **Text Editor** functions to format the text and include other files, images, web links, multimedia, and Mashups. Any files uploaded from your computer are saved in the Content Collection.
7. Alternatively, under Attachments, attach a file using the **Browse Content Collection** option to access the file from your **Content Collection**.
8. Select Options for the item.
  - a. Select Yes to Permit Users to View this Content.
  - b. Select Yes to Track Number of Views.
9. 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.
  - a. Select the **Display After** and **Display Until** check boxes to enable the date and time selections.
10. Click **Submit**.

**1. Content Information**

★ Name

Colour of Name  Black

Text

Normal 3 Arial | **B** *I* U abc |  $x_2$   $x^2$  | [List Icons] | [Link Icon] [Image Icon] [Mashup Icon] [More Icon]

[Rich Text Editor Icons]

**Attachments**

Attach a file from a local drive, Course Files or the Content Collection. All attached files are saved in Course Files. Click

Attach File

**Options**

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions

Display After  [Calendar Icon]  [Clock Icon]  
Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Display Until  [Calendar Icon]  [Clock Icon]  
Enter dates as dd/mm/yyyy. Time may be entered in any increment.



# Summary of Content Tools

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<b>Types of resources</b>	<b>Organisation of resources</b>
Item	Learning Module
File	Lesson plan
Audio	Syllabus
Image	Content package
Video	Content Folder
URL	Module page
Mashups	Course link
	Blank page
	Tools area