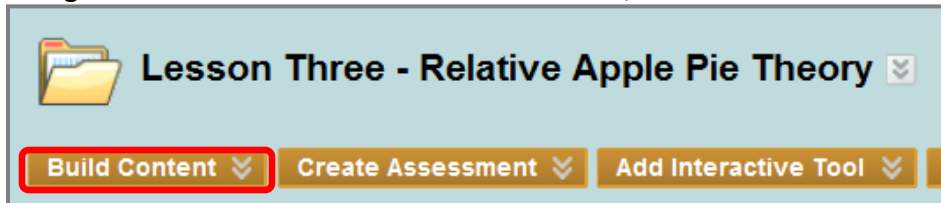


## Adding an Item

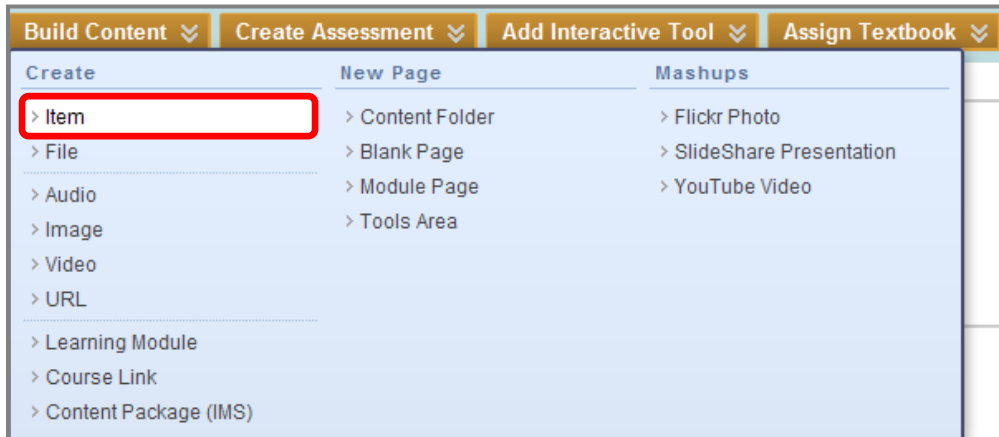
**Items** are used to add materials and information to a content area. An **Item** is any type of file, text, image, or link that displays to users on a Content Area page. **Items** are often used to share documents or files with students, and provide short text information with the content frame, such as a “To-Do” list or learning objective.

Follow these step by step instructions to add an **Item**:

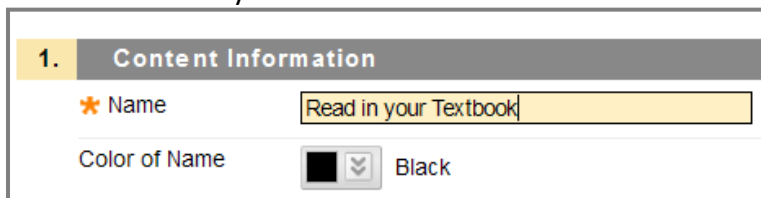
1. Navigate to the desired content area and folder, such as *Lessons*. Hover over *Build Content*.



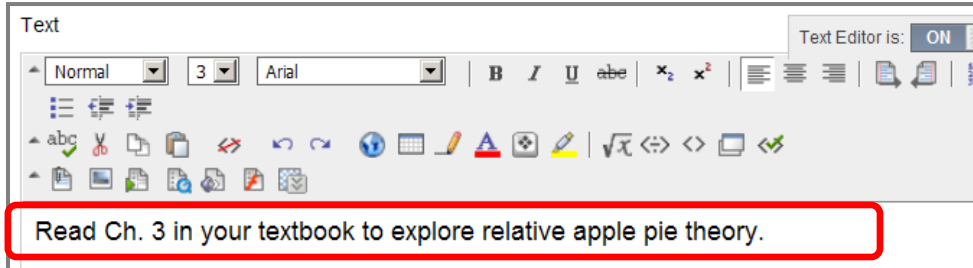
2. Click on *Item*.



3. Enter a name for your **Item**.



- Type instructions, information, or explanations about any attachments.

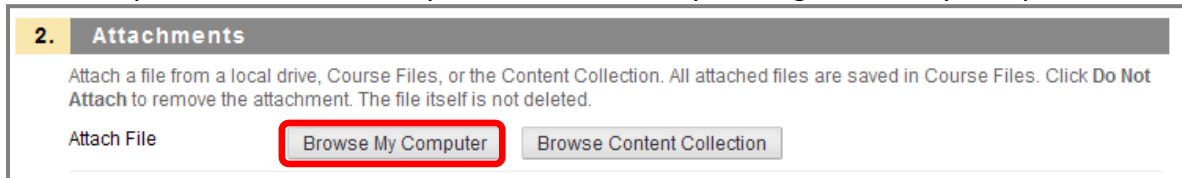


Text Editor is: ON

Normal 3 Arial B I U abc x<sub>2</sub> x<sup>2</sup>

Read Ch. 3 in your textbook to explore relative apple pie theory.

- Attach any files the students may need to the **Item** by clicking *Browse My Computer*.

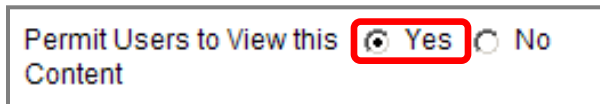


**2. Attachments**

Attach a file from a local drive, Course Files, or the Content Collection. All attached files are saved in Course Files. Click **Do Not Attach** to remove the attachment. The file itself is not deleted.

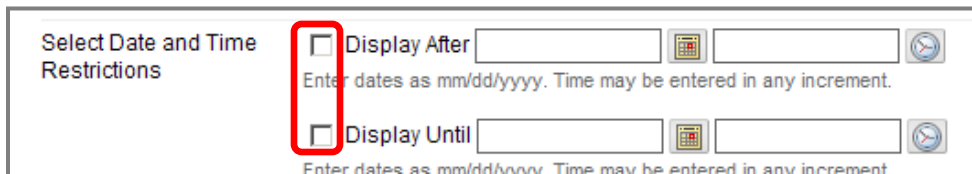
Attach File **Browse My Computer** Browse Content Collection

- Select **Yes** to make the **Item** visible to students.



Permit Users to View this  **Yes**  No Content

- You may choose to select *Date and Time Restrictions* by using the Display After and Display until checkboxes and calendar.



Select Date and Time Restrictions

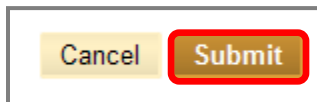
Display After

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 the *Submit* button.

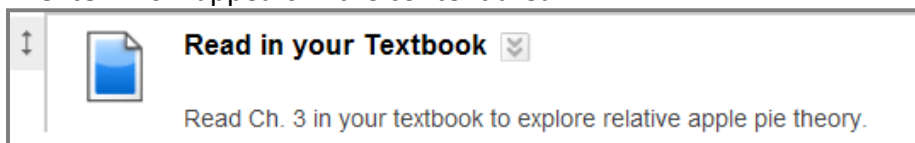


Cancel **Submit**


- Blackboard gives a *Success* message at the top of the screen.

**Success: Read in your Textbook**

- The **Item** now appears in the content area



↑

 **Read in your Textbook** ▾

Read Ch. 3 in your textbook to explore relative apple pie theory.