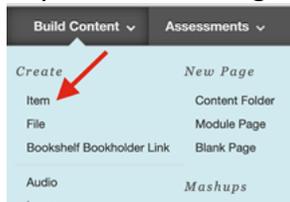


## Create a Content Item

The content item is a versatile tool. It can be used to introduce a topic, as an advance organizer tool, or to provide easy access to course file(s).

1. In your course navigate to the Content area, click on Build Content then select Item.



2. Type in a name. In the text box, type in optional description or instructions. Remember, all text displays under the Item's name. Best practice: limit the text to 1-2 paragraph(s).
3. In the Attachments section, select Browse My Computer to upload a file. OR drag files from your computer into the attachment's Attach Files area, which is designated by the dashed line.



Note: Multiple files can be attached.

4. Click the Submit button.