



Adding an Item

Introduction


An **Item** is any type of file, text, image, or link that appears to students in a Content Area, Learning Module, Lesson Plan, or Content Folder.

Items can be used as headers or sites of explanation. For example, in the Item below the instructor houses the week's Objectives and Assignment details at the top of their weekly folder. See the example below:

The screenshot shows a course interface for 'Week 1'. At the top, there is a header 'Week 1' with a dropdown arrow. Below this is a navigation bar with four tabs: 'Build Content', 'Assessments', 'Tools', and 'Publisher Content', each with a dropdown arrow. The main content area features a document icon next to the title 'Week One Objectives'. Underneath, there are two sections: 'Objectives (example)' with a bulleted list of five items, and 'Assignments and Tasks' with a bulleted list of four items.

Week 1 ▾

Build Content ▾ | Assessments ▾ | Tools ▾ | Publisher Content ▾

 **Week One Objectives**

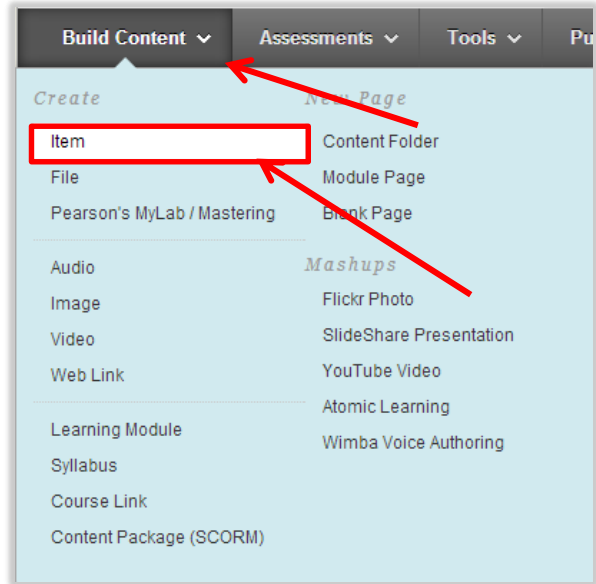
Objectives (example)

- Introduce Instructor and Classmates
- Introduce Course Requirements and Policies
- Introduce The Importance Of Management Skills
- Identify Essential Management Skills
- Explain A Learning Model For Developing Management Skills
- Reivew The Contents Of the Book

Assignments and Tasks

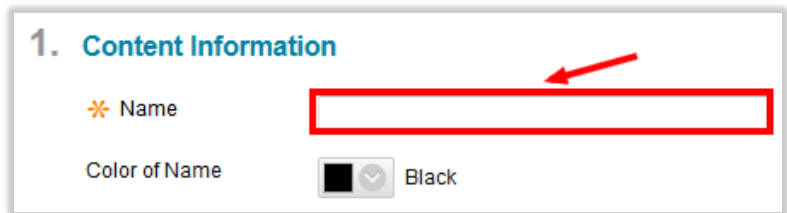
- Read sections 1-2, 10-12 in CARLSON (As posted in the syllabus).
- Set up your [Optimal Resume Account](#).
- Just familiarize yourself with the Referral Researching Email Correspondance Form this w weekly after this week.
- Referral Research Forms will always be due: SUNDAYS by 11:59pm.
- Watch video.

Step 1: To add an **Item** to your Content Area, click **Build Content** in the left-hand corner of your course space.

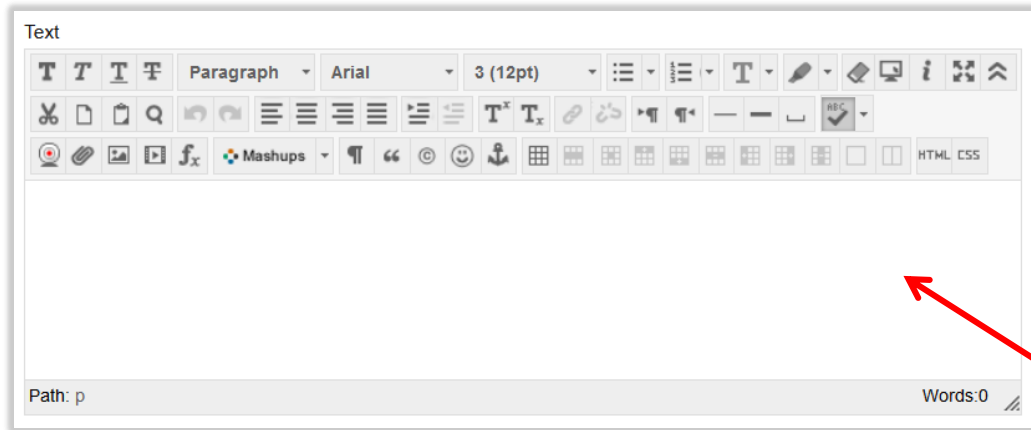


Step 2: Click, **Item**.

Step 3: Name the Item. For example: *“Weekly Objectives”* or *“Overview”*. This will be the overall title or heading for the **Item**.



Step 4: Compose your instruction in the Item’s text editor.



Step 5: Click **Submit**.

Conclusion

We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at 508-999-8501 or by email at myCoursesHelp@umasd.edu.