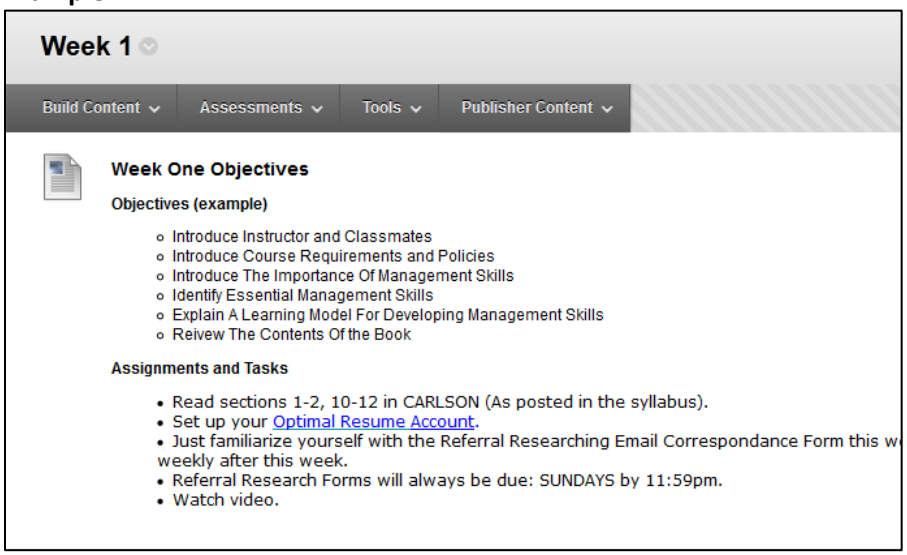
CITS | Instructional Development

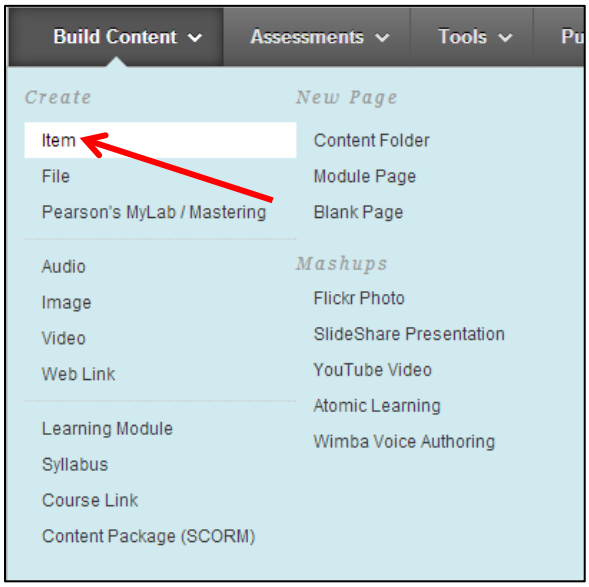
Creating an Item

Instructors can use Items to display chunks of information in a content area. For example, in the Item below the instructor provides the objectives and assigned activities for the week.

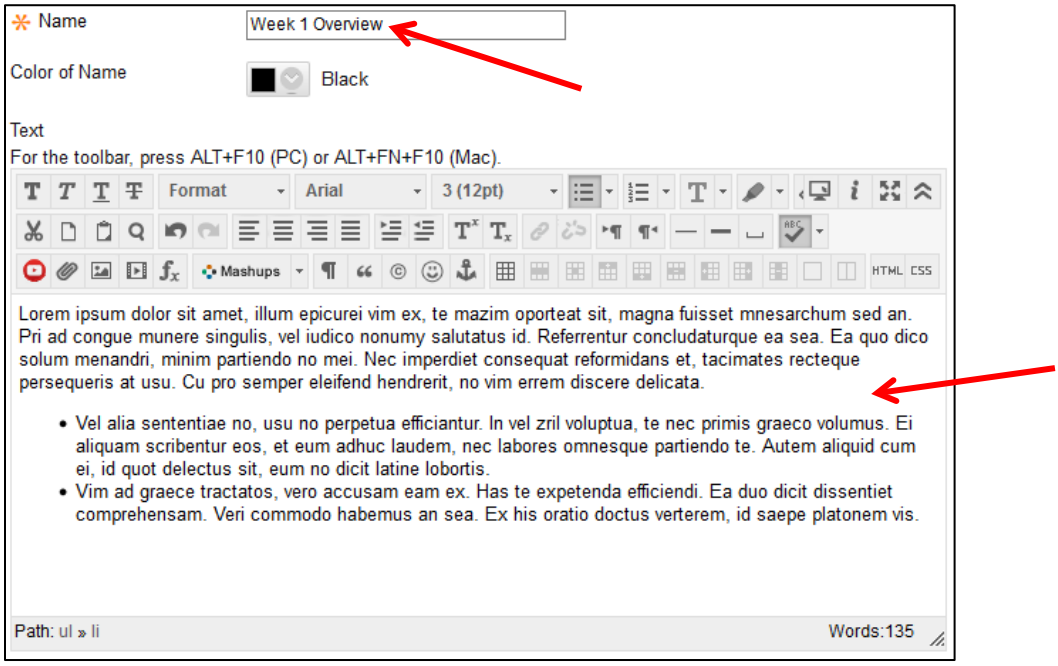
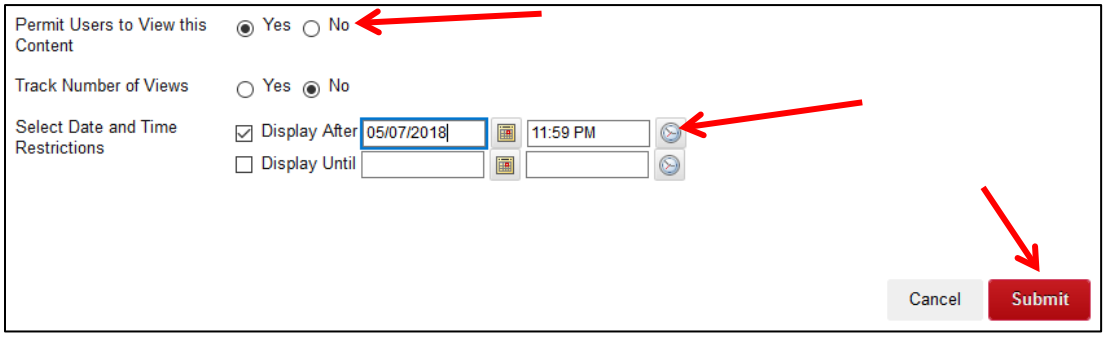
Example:



Step 1: To add an Item to your Content Area, place your mouse arrow over the Build Content button at the top of the page and choose "**Item**."



Step 2:
Name the Item and then type the information you want to share with students in the “Text” area.



Step 3:
Choose if you would like to make this visible to students after is uploaded (by default it will be) OR set an availability date to have the item automatically appear and/or disappear at a certain date/time. Click “Submit” to save your new Item.