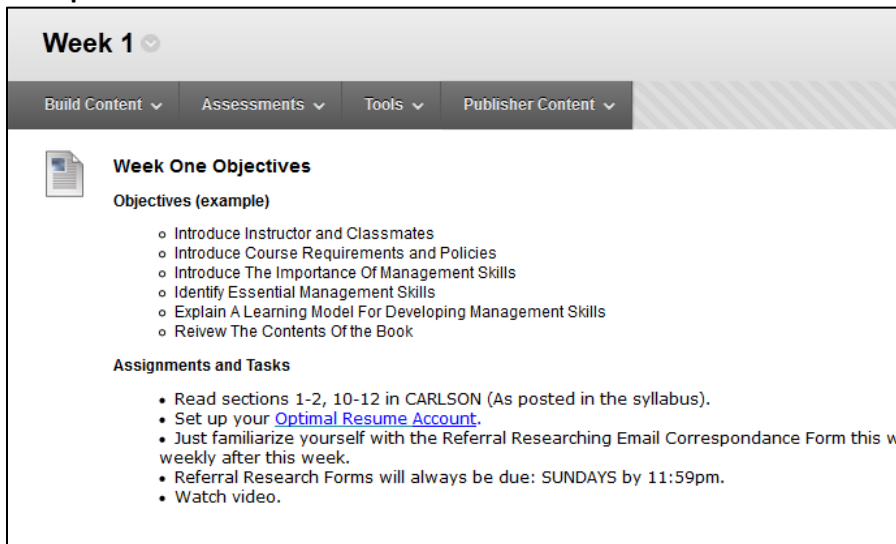


## Creating an Item


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:



**Week 1** ▾

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

 **Week One Objectives**

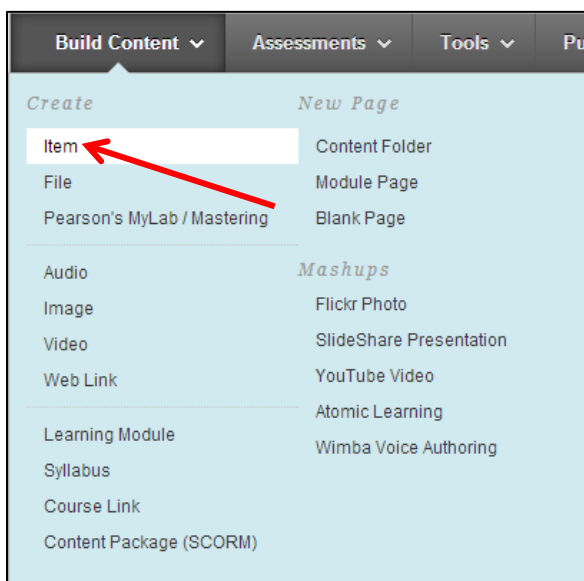
Objectives (example)

- 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, place your mouse arrow over the Build Content button at the top of the page and choose “**Item**.”



Build Content ▾ | Assessments ▾ | Tools ▾ | Pu

*Create* | *New Page*

- Item  | Content Folder
- File | Module Page
- Pearson's MyLab / Mastering | Blank Page

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*Mashups*

- Audio | Flickr Photo
- Image | SlideShare Presentation
- Video | YouTube Video
- Web Link | Atomic Learning
- Learning Module | Wimba Voice Authoring
- Syllabus
- Course Link
- Content Package (SCORM)

**Step 2:**

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

Name: Week 1 Overview

Color of Name: Black

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Format: Arial, 3 (12pt)

Text content:  
Lorem ipsum dolor sit amet, illum epicurei vim ex, te mazim oporteat sit, magna fuisset mnesarchum sed an. Pri ad congue munere singulis, vel iudico nonumy salutatus id. Referentur concludaturque ea sea. Ea quo dico solum menandri, minim partiendo no mei. Nec imperdiet consequat reformidans et, tacimates recteque persequeris at usu. Cu pro semper eleifend hendrerit, no vim errem discere delicata.

- Vel alia sententiae no, usu no perpetua efficiantur. In vel zril voluptua, te nec primis graeco volumus. Ei aliquam scribentur eos, et eum adhuc laudem, nec labores omnesque partiendo te. Autem aliquid cum ei, id quot delectus sit, eum no dicit latine lobortis.
- Vim ad graece tractatos, vero accusam eam ex. Has te expetenda efficiendi. Ea duo dicit dissentiet comprehensam. Veri commodo habemus an sea. Ex his oratio doctus verterem, id saepe platonem vis.

Path: ul » li      Words:135

**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.

Permit Users to View this Content:  Yes  No

Track Number of Views:  Yes  No

Select Date and Time Restrictions:

Display After: 05/07/2018 11:59 PM

Display Until: [empty] [empty]

Buttons: Cancel, Submit