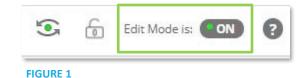


## **Upload Items to Content Area**

- 1. Make sure **Edit Mode** is on (Figure 1).
- 2. Select your **content area** from the **Course Menu** on the left side of the screen (Figure 2).



3. Click on **Build Content**, then click on **Item** (Figure 3).

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Course Content	Build Content 🗸	Assessments V
Media Gallery 💿	Create	New Page
Blackboard Collaborate 🛛 🌚	Creute	Ivew I uge
EXS 301 Quizzes	ltem	Content Folde
Announcements 💿	File	Module Page
	Audio	Blank Page
FIGURE 2	FIGURE 3	

- 4. The **Create Item** page opens (Figure 4). Enter a **name** for the item, then enter a **text description** if you'd like. You may also click on **Browse Local Files** to select a file from the File Explorer.
- 5. Scroll down to change whatever settings you would like, such as the item's availability to students.
- 6. Click the **Submit** button once you're finished. The item will be visible in your content area.

