

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).

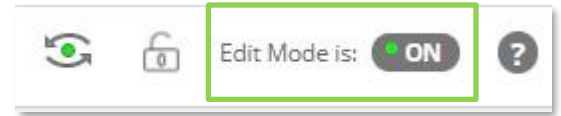


FIGURE 1

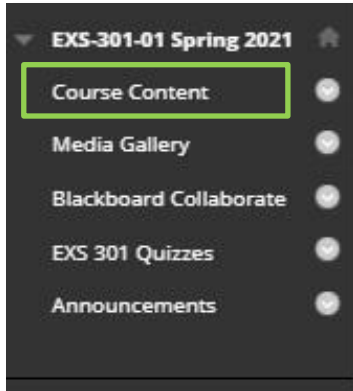


FIGURE 2

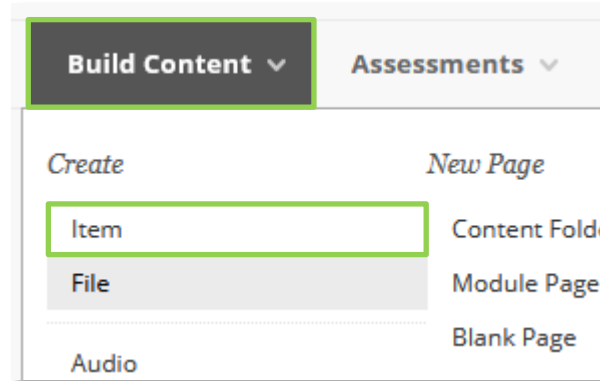


FIGURE 3

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.

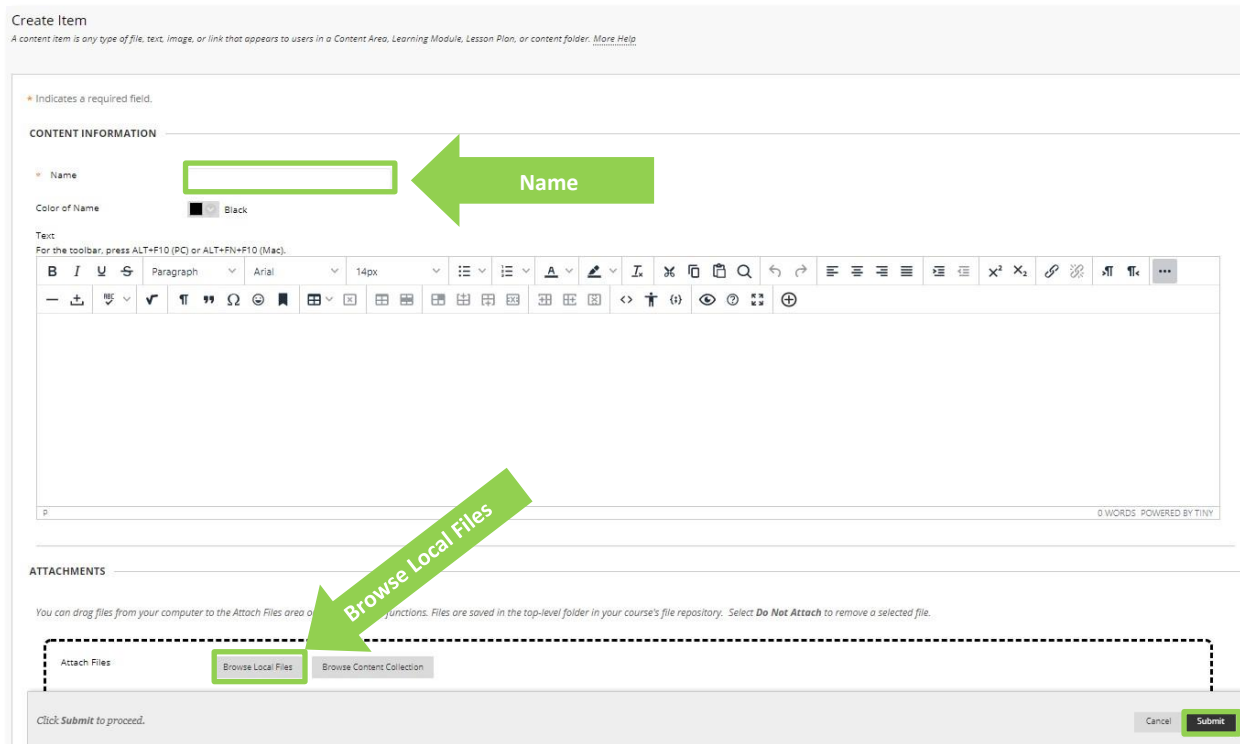


FIGURE 4