

One may add a file to a content area (for example, Course Materials or Assignments) or inside a folder in a content area.

1. To add a file, click on **+item**

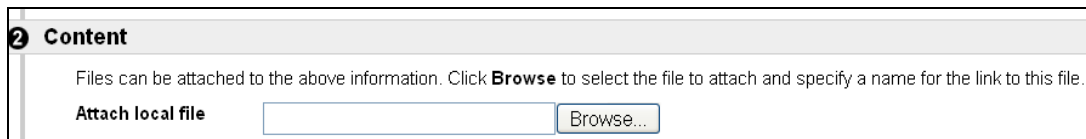


2. In the Content Information area,
 - a. Type a name for the item (required).
 - b. In the **Text** box add any needed description, instructions or content related to the item (Optional). You may also customize your Name by choosing a color.



The 'Add Item' form has a header with a book icon and the text 'Add Item'. Below it is a section titled '1 Content Information' with a red arrow pointing to it. Inside this section, there is a 'Name' field with a red asterisk, a yellow text input field, and a 'Choose Color of Name' section with a black color swatch and a 'Pick' button.

- c. Another method of adding content is to add a file. Type in the URL or browse to find the file on your computer.



The 'Content' section is titled '2 Content' and contains the text: 'Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.' Below this text is an 'Attach local file' label, a text input field, and a 'Browse...' button. A red arrow points to the 'Attach local file' label.

3. Under **Options**.
 - a. Check **Yes** to make the folder available.
4. **Display After** and **Display Until** boxes
 - a. To restrict the dates when the item is visible, check the relevant box and choose **start** and/or end **dates**. Leaving the boxes unchecked allows the folder to be seen whenever the course shell is entered by students.
5. Click **Submit** (at the bottom of the page) and **OK** (on the next screen).



3 Options	
Make the content available	<input checked="" type="radio"/> Yes <input type="radio"/> No
Track number of views	<input type="radio"/> Yes <input checked="" type="radio"/> No
Choose date and time restrictions	<input type="checkbox"/> Display After
	<input type="checkbox"/> Display Until
	Jun 06 2007
	05 25 PM
4 Submit	
Click Submit to finish. Click Cancel to quit.	
* Required Field	