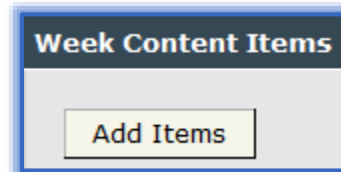
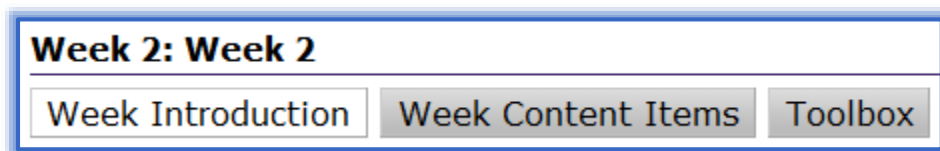


Add Content Items

Once the Week has been created, content needs to be added. A Content Item is a subsection of a Week. The instructor for the course has to add the Content Items. When a Content Item is added to a course, it does not contain actual content. The actual content has to be added after the Content Item has been created.

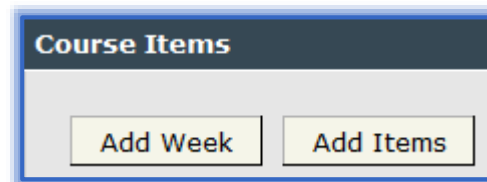
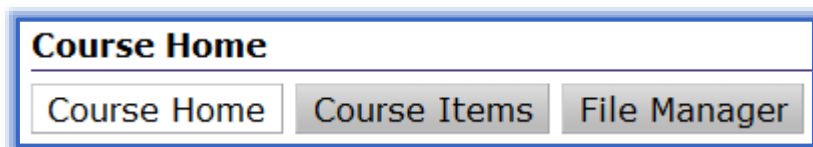
To add an item, do one of the following:

- Click the **Author** tab at the top of the **Navigation Tree**.
- Click the **Week** to which the content is to be added.
- Click the **Week Content Items** button (see illustration below).
- Click **Add Items** (see illustration below).



or

- Click the **Author** tab.
- Click **Course Home** in the **Navigation Tree**, if necessary.
- Click the **Content Items** button (see illustration below left).
- The **Course Items** window will display (see illustration below right).
- Click **Add Items**.



- The **Add Items** window will display (see illustration on next page).
- In the **Name** box, input a name for the **Content Item**.
- If an item is to be added that is already in a different Week, click the **Select existing item name** list, and select the item that is to be added.
- Click the **Item Type** list arrow to select the type of item for the **Content**.
 - Text/Multimedia** - This option should be chosen when documents are to be loaded as an attachment or when text is to be entered directly into the text box. Different types of items may be added such as text, images, and links to websites or other documents.
 - Microsoft Office Document** - Choose this option when Microsoft Office files are to be loaded for the introduction to the unit. These files will be converted to HTML format when they are loaded. This is the best option for loading PowerPoint presentations. When PowerPoint presentations are loaded this way students will be able to see the presentation even if they don't have PowerPoint installed on their computer. However, students will not be able to print the PowerPoint presentation. You might want to consider using Doc Sharing to upload the presentation in addition to loading it using this method if the students need to print copies.

- 🖱️ **Exam** – This item is used to evaluate student performance. When an exam item is created it is possible to add pages, add and edit questions, add and edit pools of questions, use existing exam test banks, and add and edit quiz and exam information.
- 🖱️ **Threaded Discussion** – This option is used to simulate traditional classroom discussions. A threaded discussion allows students to post comments to a discussion topic, react to the comments of their peers, and respond to ideas shared by the instructor or by others in the course. When discussions are used, students can respond to a thread at any time, other students do not have to be logged into the course in order for a response to be posted.
- 🖱️ **Web Content Upload** - Use this option when uploading HTML text, PDF files, or other content created outside the Visual Editor or to upload any other files that were not created with Microsoft Office programs. When the students view the file, it will be in the format of the program it was created in.

- 🖱️ Select the **Week** to which the item is to be added from the **Add to** list.
- 🖱️ Click the **Hide Items from Students** check box if this item is not to be viewed by the students in the course.
- 🖱️ Click the **Create Dropbox Basket** check box if the item is to have an area where the students can submit the assignment to the instructor.
- 🖱️ Click the **Add to Gradebook** check box if this is to be a gradable item.
- 🖱️ Input the **Points** for the item.
- 🖱️ Select either of the other two options if they are applicable to the item.
- 🖱️ Click **Add Items** to add a single item to the **Week**.
- 🖱️ Click **Save & Add More Items** if additional items are to be added to the **Week**.
- 🖱️ The item will appear in the **Navigation Tree** under the specified week.