

## Create Content Items and Files

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There are a number of options for adding content to your course. This guide will describe two methods: adding an item and adding a file.

### Option 1: Add a content item

**Items** can be used to present a combination of content such as text, files, multimedia, links, and tables. One benefit is that you have creative control over the appearance of the course materials. For example, you can add text, media links, images, etc. to your **content item**.

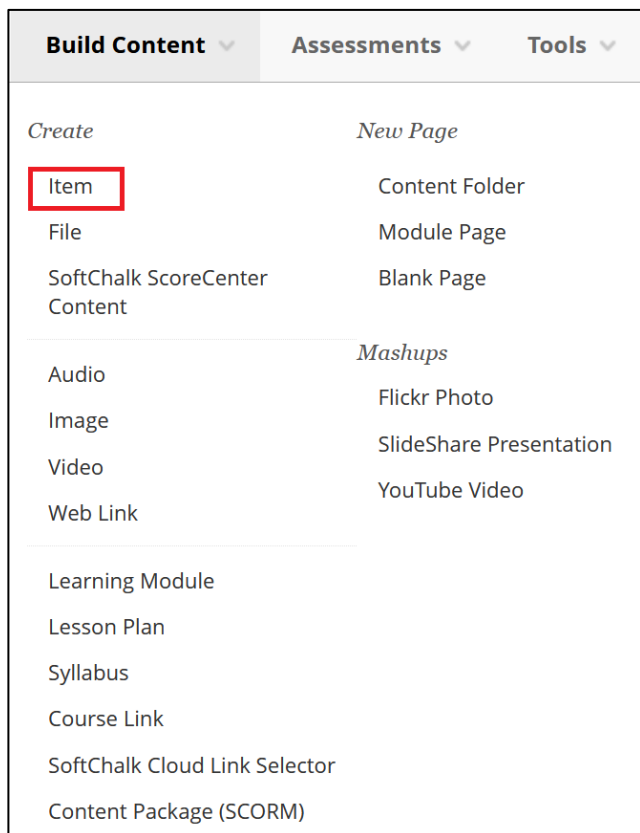
1. Make sure the **Edit Mode** is **ON**.



2. Within a content area, select **Build Content**.



3. Select **Item**.





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### Option 2: Add a content file

You can create a link to a singular file in the content list. Since you cannot add a description with the link, you must use a meaningful title. Uploading **files** saves space and reducing the amount of scrolling and clicking to access materials but you **cannot** add additional text, images, etc.

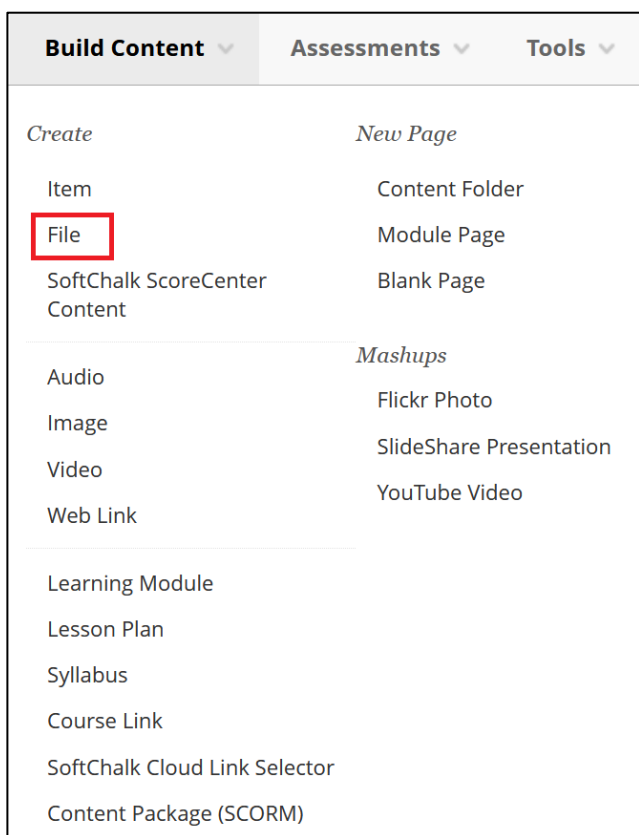
1. Make sure the **Edit Mode** is **ON**.



2. Within a content area, select **Build Content**.



3. Select **File**.



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4. Enter a name and select **Browse Local Files** or **Browse Course Files** to select a file.

### Create File

Use the **File** content type to add a file that can be selected and viewed as a page within a lesson, or an entire lesson, including cascading style sheets (CSS), can be developed offline and imported into a course.

\* Indicates a required field.

#### SELECT FILE

Select a local file by clicking **Browse Local Files** or one from within Course Content by clicking **Browse Course Files**. The text to appear in the list of content. Click **No** to display the file within the page heading.

\* Name

Color of Name

Black

\* Find File

5. Check the file options and click **Submit**.