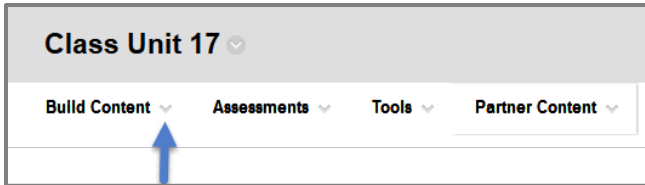


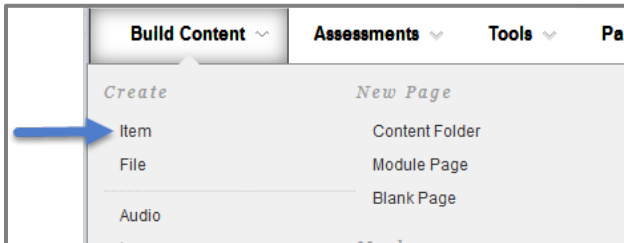
Creating Pages/Items

1. Creating a Page

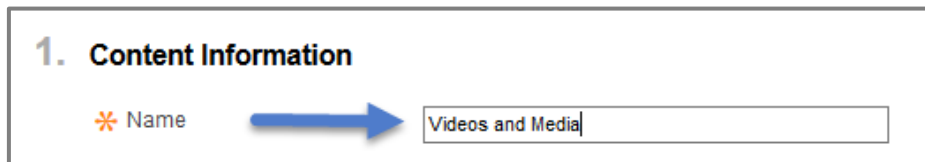
1. Once you enter the **Unit**, click on the **Action Link** next to **Build Content**.



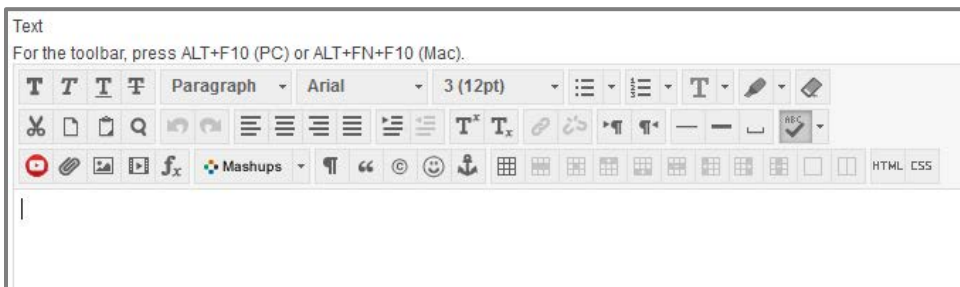
2. Select **Item** on the menu that pops up.



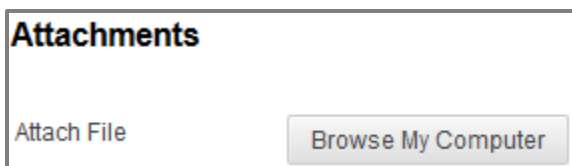
3. Enter the **Name** of the **Item** in the **Name Field**.



4. In the **Text Box**, you are able to add information/text, websites, images, videos, and articles that you would like to show your students.

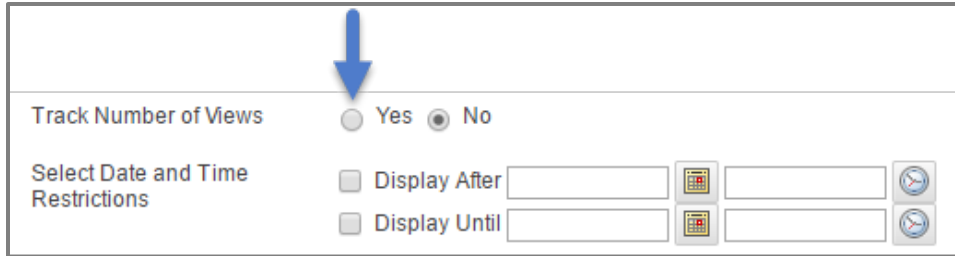


5. Click **Browse My Computer** below the **Text Box** and attach your file.



6. Change **Track Number of Views** to **Yes**. If this is not switched to yes, then you will not will be able to get data/reports later on.

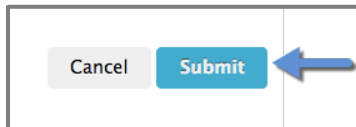
You also have the option to limit the availability to students by entering date and time restrictions.



The screenshot shows a form with the following elements:

- Track Number of Views**: Two radio buttons, **Yes** and **No**. A blue arrow points to the **Yes** radio button.
- Select Date and Time Restrictions**: Two checkboxes, **Display After** and **Display Until**. Each checkbox is followed by a date selection field (calendar icon) and a time selection field (clock icon).

7. Click **Submit**.



The screenshot shows a form with two buttons: **Cancel** and **Submit**. A blue arrow points to the **Submit** button.