

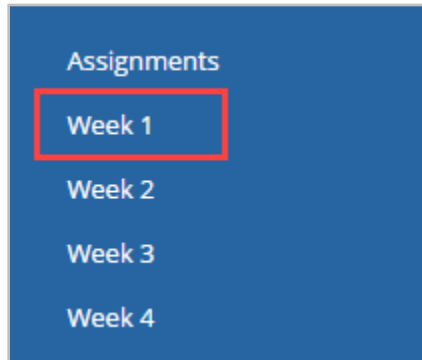
# CREATE A CONTENT ITEM

You can add a content item to a ulearn course. A content item can be text that you type directly into the text editor box (such as a weekly overview for that week). A content item can also just include a Microsoft Word document, PowerPoint slideshow, or PDF, etc.,)

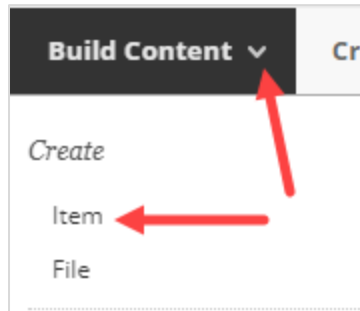
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## Instructions

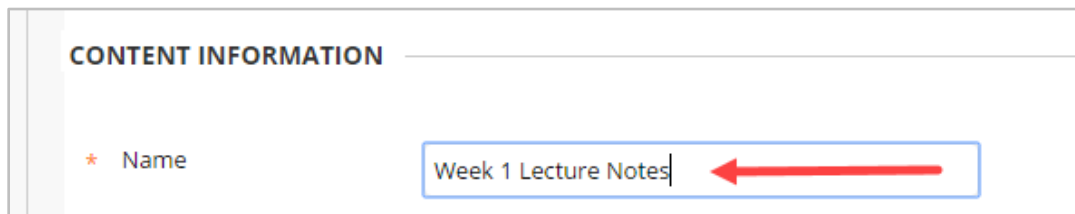
1. Select a [content area](#) on the left course menu (ie., Week 1).



2. Hover over **Build Content** and select **Item**.

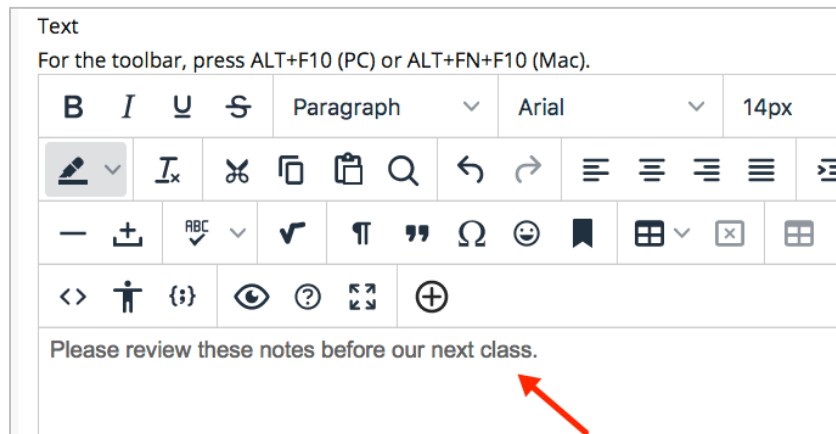


3. Enter the item **Name**.

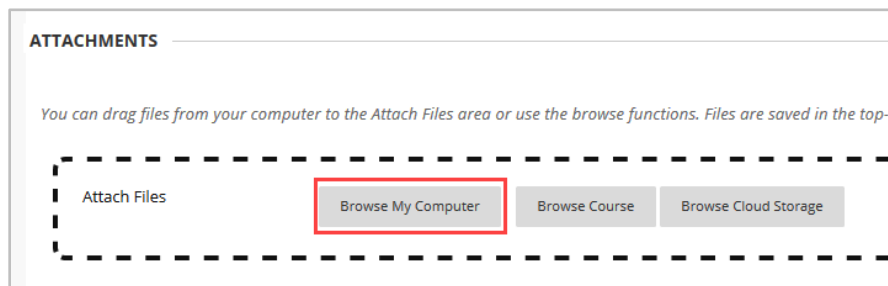
A screenshot of a form titled 'CONTENT INFORMATION'. There is a field labeled '\* Name' with a red asterisk. The text 'Week 1 Lecture Notes' is entered in this field. A red arrow points to the text in the field.

4. In the text box, include a description or instructions if desired (optional).

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5. If including an attachment, click **Browse My Computer**, under the Attachments section. Navigate to the file on your local computer and select it for attachment. Alternatively, you can click **Browse Cloud Storage** if your file is located on a cloud storage service such as One Drive for Business or Google Drive – follow the prompts to connect your account and click to step 6 below.



6. Click **Submit**.

