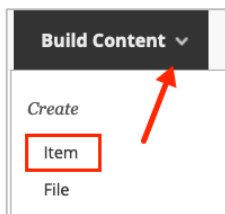


LINK MULTIPLE DOCUMENTS

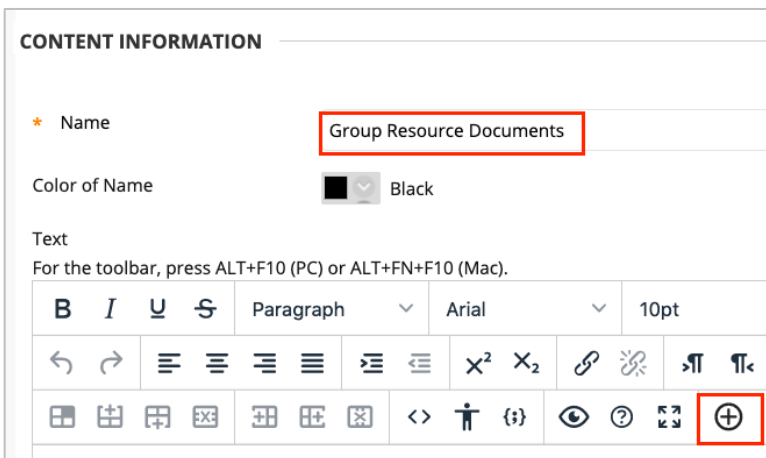
Creating an item allows you to link to several documents in one area. You may need to add more than one file when providing students with information about a project or instructions for completing a task.

Instructions

1. Navigate to the [content area](#) where you want to add files. Select **Build Content** and then **Item**.

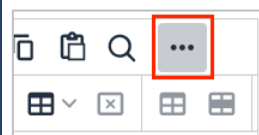


2. Give the item a **Name** that is representative of all documents (e.g. Group Resources). Add a description, if appropriate, to explain what the files are for. Click on the **Add Content (+)** icon on the last row of icons.

A screenshot of a "CONTENT INFORMATION" form. The "Name" field is filled with "Group Resource Documents" and is highlighted with a red box. Below the name field, there is a "Color of Name" dropdown set to "Black". Below that is a "Text" section with a toolbar. The toolbar includes icons for bold (B), italic (I), underline (U), strikethrough (ABC), paragraph alignment, font face (Arial), and font size (10pt). The bottom row of the toolbar contains a plus sign icon (+) in a red box, which is the "Add Content" icon.

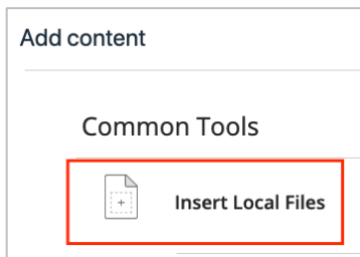
Note:

If you do not see the Add Content icon, click the **three dots (...)** on the right side of the tool bar. The entire tool bar will expand and show more options.

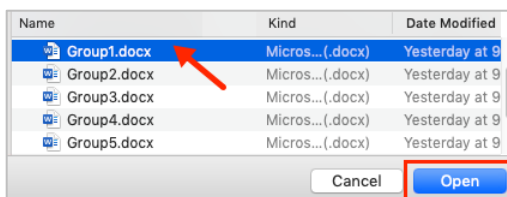


LINK MULTIPLE DOCUMENTS

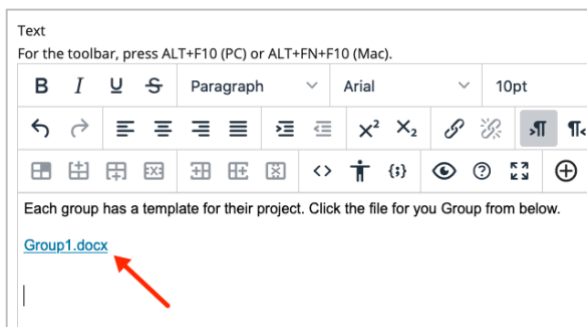
3. Click **Insert Local Files**.



4. Locate and **select** the files you want to attach. Click **Open**.



5. The file displays in the content text editor box. Hit Enter on your keyboard to go to the next line. Click on the **Add Content (+)** icon and repeat steps 3-5 to add additional files.



6. If required, set the availability options for the items. If they need to always be available, there is no need to enter any dates. Otherwise, click **Submit**.

STANDARD OPTIONS

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.


Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Click **Submit** to proceed.

LINK MULTIPLE DOCUMENTS

7. The links display in the content area.



Group Resource Documents ▼

Each group has a template for their project. Click the file for you Group from below.

- [Group1.docx](#) ▼
- [Group2.docx](#) ▼
- [Group3.docx](#) ▼
- [Group4.docx](#) ▼
- [Group5.docx](#) ▼