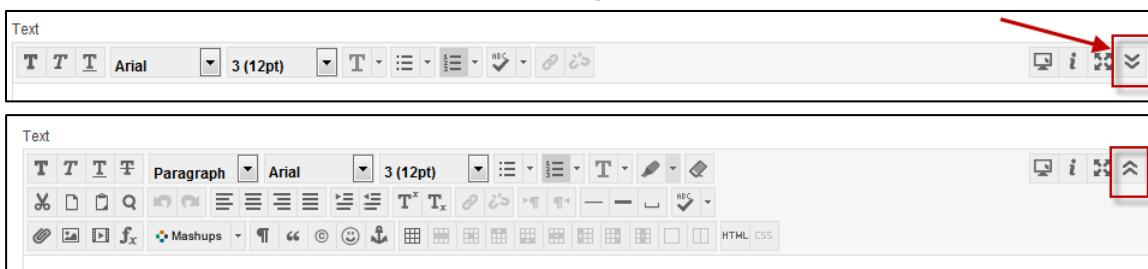
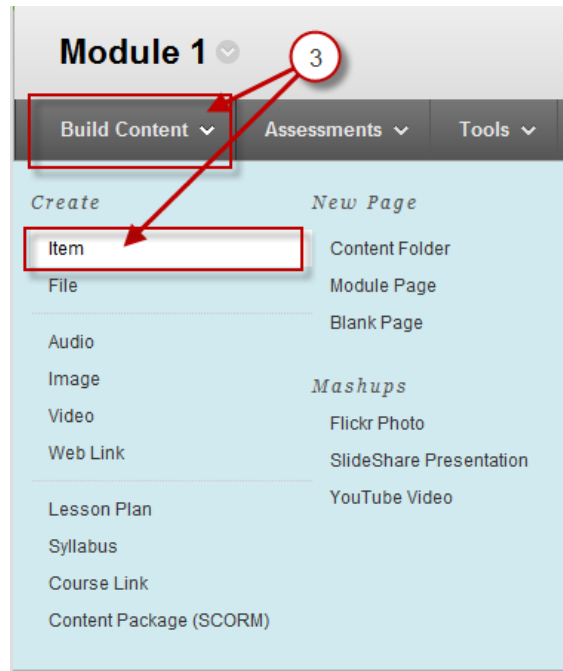


Add a Item

To Add an Item to a Module or Content Area

1. Make sure the Edit Mode is turned **ON**
2. Go to the Module page or Content Area where you want to add the item.
3. From the Menu Bar, Select **Build Content** and choose **Item**.
4. Provide a name for the Item.
5. Type or copy and paste the content into the editor. Click the arrow to expand or compress the editing options



6. Add any attachments and edit any of the Standard Options if necessary or applicable.
7. Click **Submit**.

For more help on using Blackboard 9.1 go to <http://tinyurl.com/csng4wk> or visit the Blackboard On Demand site at <http://ondemand.blackboard.com/>