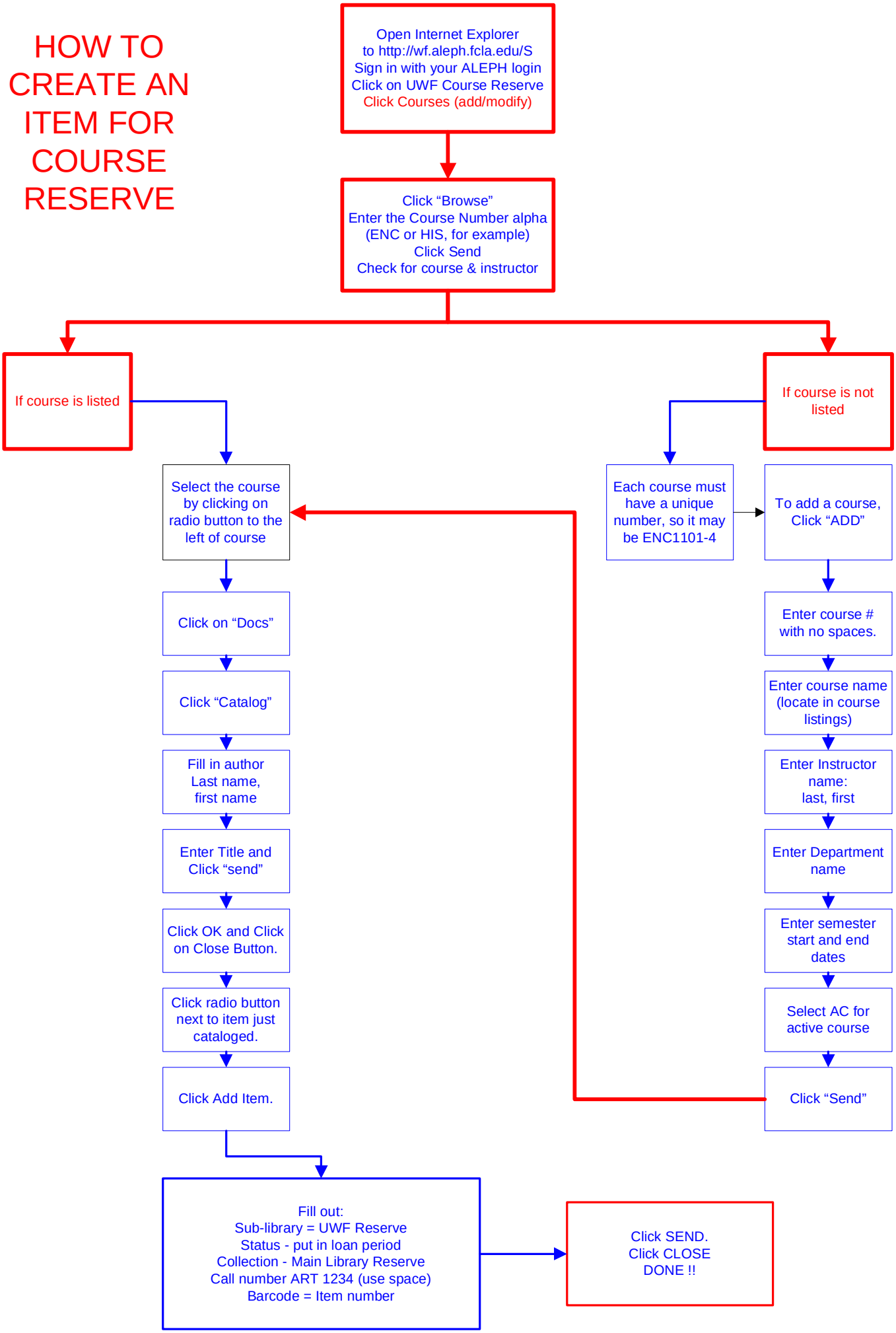HOW TO CREATE AN ITEM FOR COURSE RESERVE