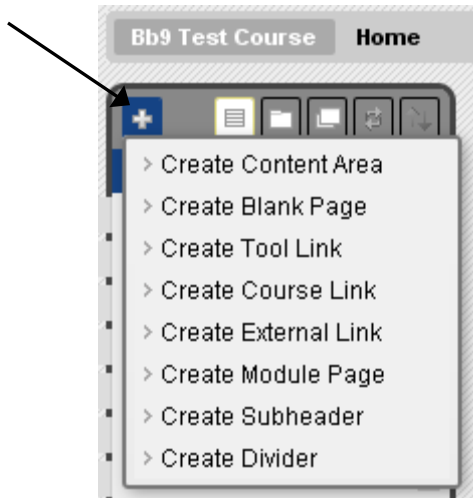


Adding Items to the Course Menu

The course menu, located in the upper left of the screen, contains links to materials and tools within the course. To add more items to the menu, click the 'plus sign' at the top to expand the various options:



Create Content Area – adds an area for any type of content (files, folders, links, etc.)

Create Blank Page – adds a page for creating and displaying html content

Create Tool Link – adds a link to a course specific tool, such as a blog or discussion board

Create Course Link – adds a link to an item within the course environment

Create External Link – adds a link to an external website outside of Blackboard

Create Module Page – adds a customizable page with modules such as a calendar or announcements

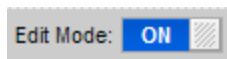
Create Subheader – adds a dividing line with text to the menu

Create Divider – adds a dividing line to the menu

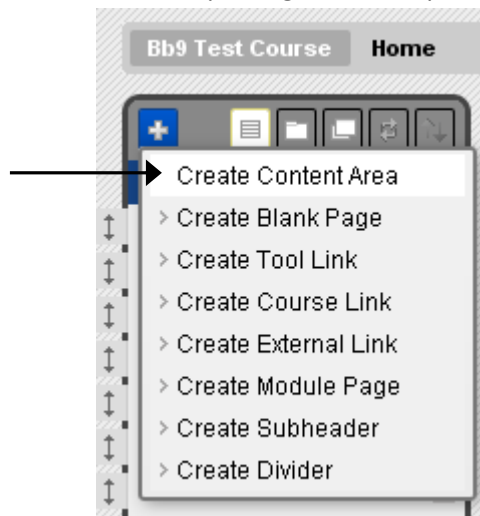
(Note: For more details about course menu settings, please see 'Course Environment: Course Menu at a Glance')

Adding a Content Area to the menu:

1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'



2. Click the 'plus sign' at the top of the course menu and select 'Create Content Area.'



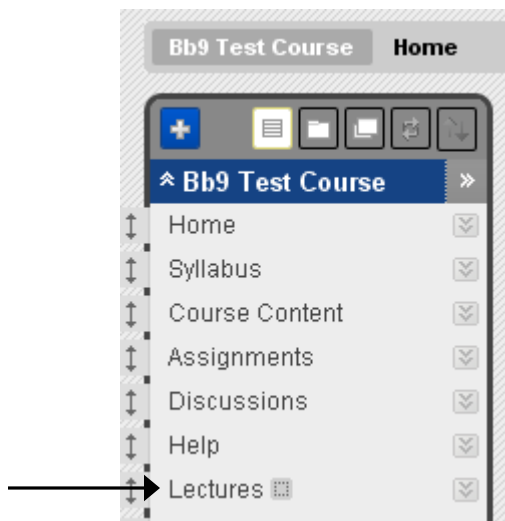
3. Give a name to your content area and check the box to make it available to users. Click Submit.

Add Content Area

* Name:

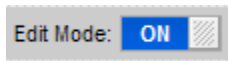
Available to Users

4. Your content area will now be added to the course menu. The gray square just to the right of the name is an indication that no content has been added to this area yet. This link will not become visible to students until content has been added.

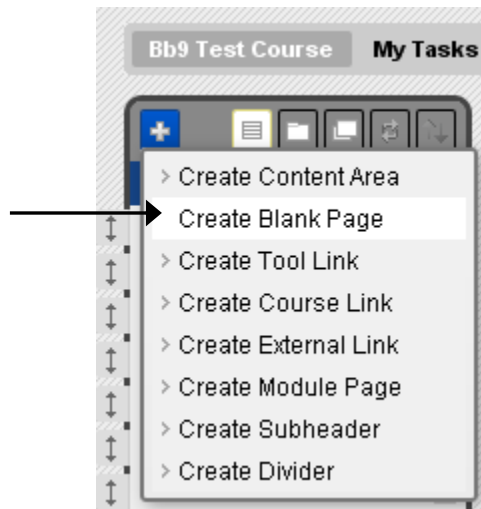


Adding a Blank Page to the menu:

1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'



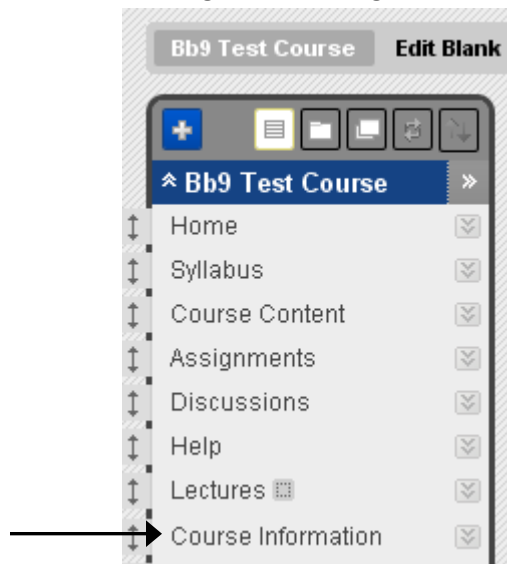
2. Click the 'plus sign' at the top of the course menu and select 'Create Blank Page.'



3. Give a name to your page and check the box to make it available to users. Click Submit.

 A screenshot of the 'Add Blank Page' dialog box. It contains a 'Name:' field with the text 'Course Information' entered. Below it is a checkbox labeled 'Available to Users' which is checked. At the bottom, there are two buttons: 'Cancel' and 'Submit'.

4. Your page will now be added to the course menu. Click on the link to access the page and begin creating content using the html editor.

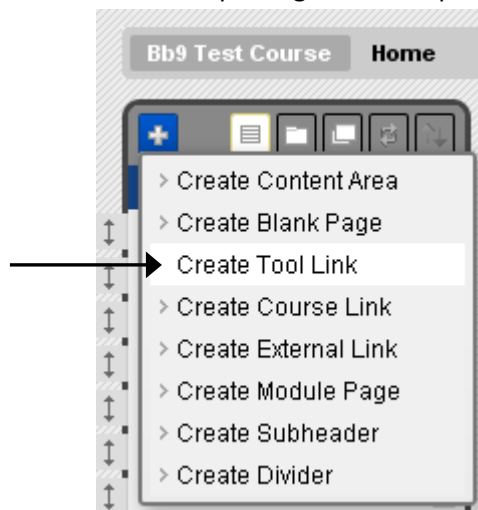


Adding a Tool Link to the menu:

1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'

Edit Mode: **ON**

2. Click the 'plus sign' at the top of the course menu and select 'Create Tool Link.'



3. Give the tool link a name and select which type of tool you'd like to add from the dropdown. Check the box to make it available to users and click Submit.

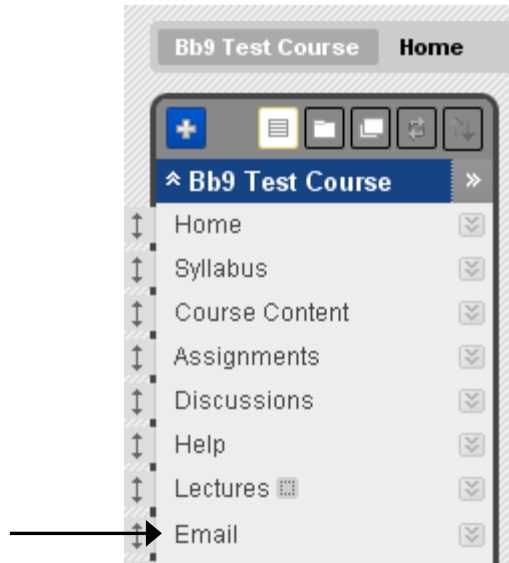
Add Tool Link

* Name:

Type: ▼
(u) - Tool is off

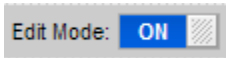
Available to Users

4. The tool link will now be added to the course menu. Click the link to begin configuring the tool.

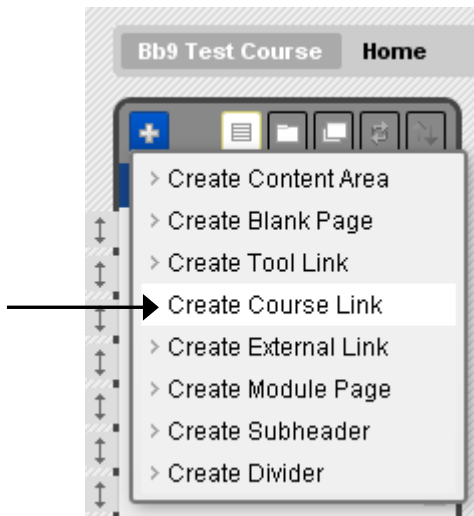


Adding a Course Link to the menu:

1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'



2. Click the 'plus sign' at the top of the course menu and select 'Create Course Link.'



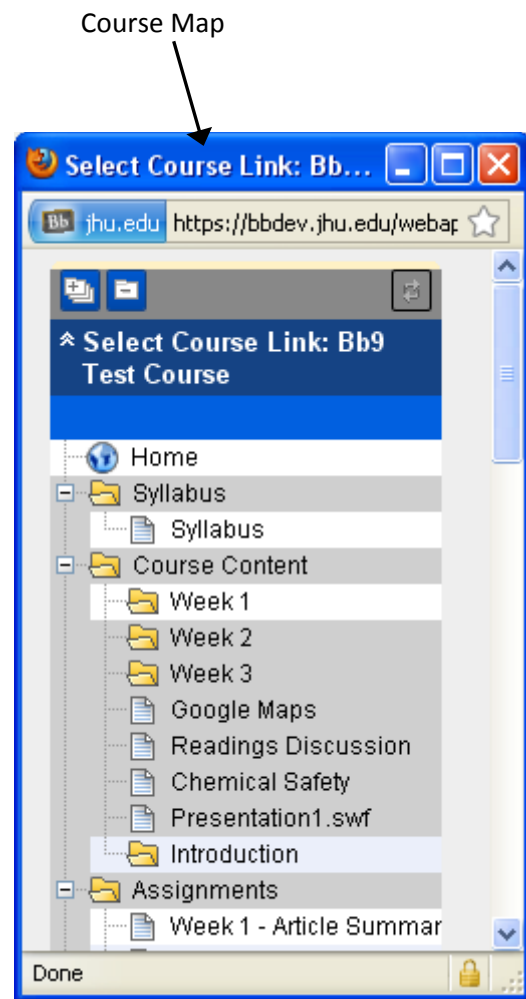
3. Give a name to your course link, and then click the 'Browse' button to bring up the course map.

Add Course Link

* Name:

* Location:

Available to Users



4. Navigate within the course map and select the item to be linked. Once selected, the path will appear in the 'Location' text box. Check the box to make it available to users and click Submit. In this example, a document was selected from the 'Weekly Readings' folder.

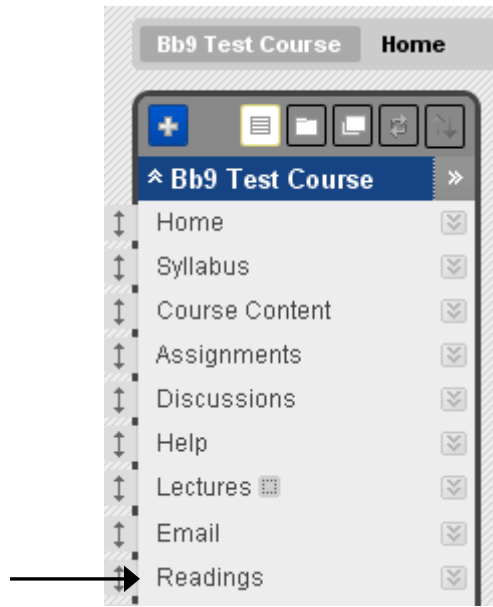
Add Course Link

* Name:

* Location:

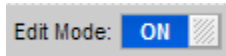
Available to Users

5. The course link will now be added to the course menu.

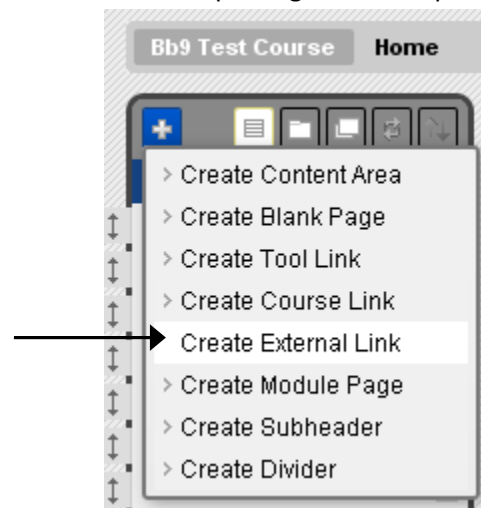


Adding an External Link to the menu:

1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'



2. Click the 'plus sign' at the top of the course menu and select 'Create External Link.'



3. Give a name to your external link and fill in the URL address. (This can be typed in or cut and pasted from a website.) Check the box to make it available to users and click Submit.

Add External Link

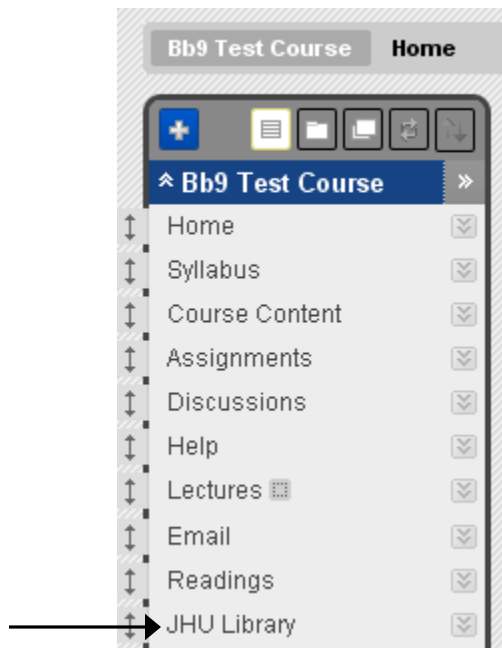
* Name:

* URL:

For example,
http://www.myschool.edu/

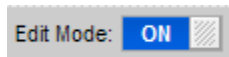
Available to Users

- The external link will now be added to the course menu.

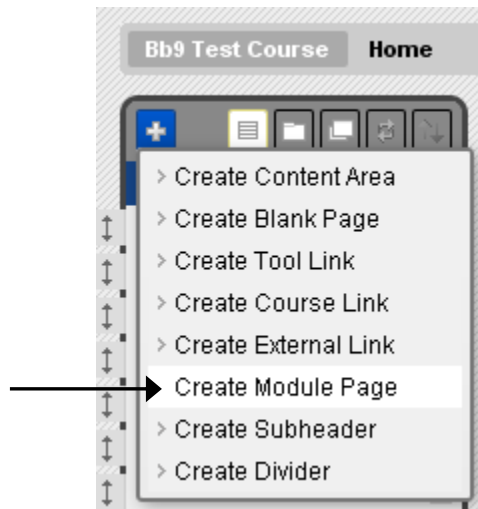


Adding a Module Page to the menu:

- Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'



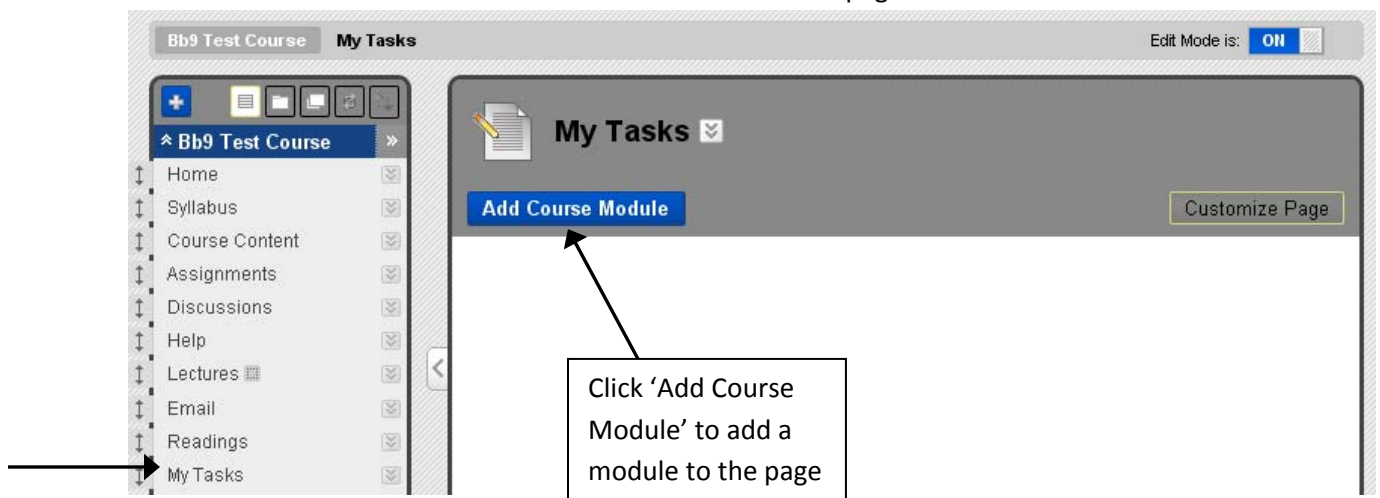
- Click the 'plus sign' at the top of the course menu and select 'Create Module Page.'



3. Give a name to the module page, check the box to make it available to users, and click Submit.

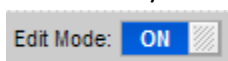
 A screenshot of the 'Add Module Page' form. The title is 'Add Module Page'. There is a field for 'Name:' with the text 'My Tasks' entered. Below it is a checkbox labeled 'Available to Users' which is checked. At the bottom right are two buttons: 'Cancel' and 'Submit'.

4. The module page will now be added to the course menu. Click the link to display the page, then click the 'Add Course Module' button to add modules to the page.

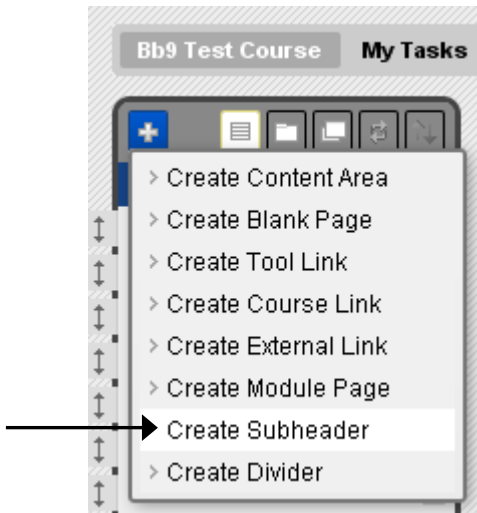


Adding a Subheader to the menu:

1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'



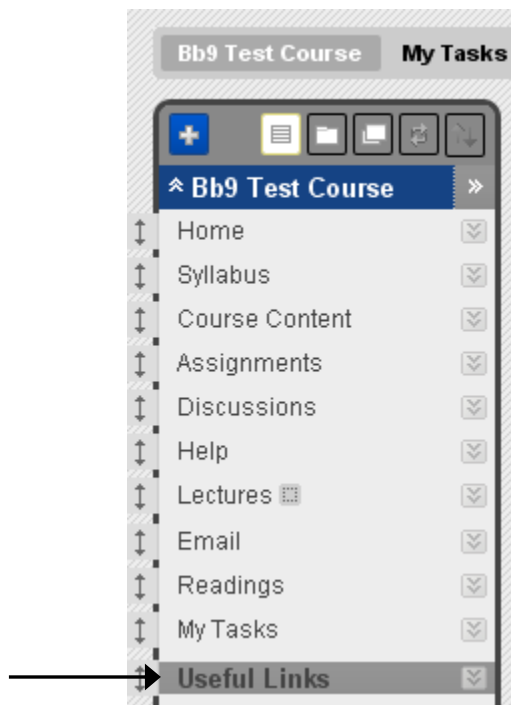
2. Click the 'plus sign' at the top of the course menu and select 'Create Subheader.'



3. Give a name to the subheader and click Submit.

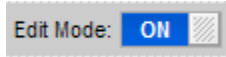
A screenshot of the 'Add Subheader' form. The form has a title bar that says 'Add Subheader'. Below the title bar, there is a label '* Name:' followed by a text input field containing the text 'Useful Links'. At the bottom of the form, there are two buttons: 'Cancel' and 'Submit'.

4. The subheader is now added to the course menu. It can be dragged and dropped to any location in the menu.

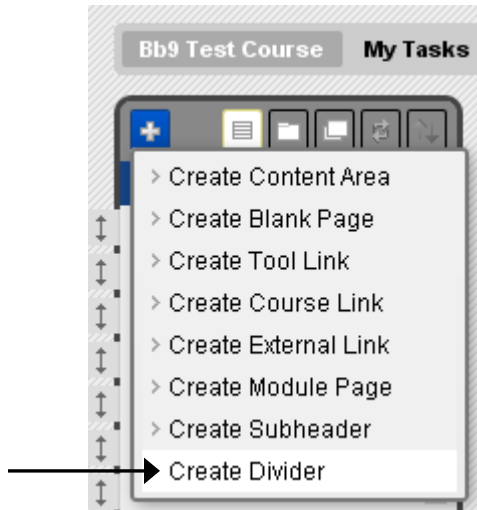


Adding a Divider to the menu:

1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'



2. Click the 'plus sign' at the top of the course menu and select 'Create Divider.'



3. The divider is added to the bottom of the menu. It can be dragged and dropped to any location in the menu.

