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:

- **Content Area** – adds an area for any type of content (files, folders, links, etc.)
- **Module Page** – adds a customizable page with modules such as a calendar or announcements
- **Blank Page** – adds a page for creating and displaying HTML content
- **Tool Link** – adds a link to a course specific tool, such as a blog or discussion board
- **Web Link** – adds a link to an external website outside of Blackboard
- **Course Link** – adds a link to an item within the course environment
- **Subheader** – adds a dividing line consisting of text to the menu
- **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 ‘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](image)

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.

![Course Menu](image)

**Adding a Module Page to the menu:**

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

![Edit Mode](image)

2. Click the ‘plus sign’ at the top of the course menu and select ‘Module Page.’
3. Give a name to the module page, check the box to make it available to users, and click 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 a module(s) to the page.
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 ‘Blank Page.’

3. Give a name to your page and check the box to make it available to users. Click 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 is: ON](image)

2. Click the ‘plus sign’ at the top of the course menu and select ‘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.
4. The tool link will now be added to the course menu. Click the link to begin configuring the tool.

Adding a Web 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 ‘Web Link.’
3. Give a name to your web 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.

4. The web link will now be added to the course menu.
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 ‘Course Link.’
3. Click the ‘Browse’ button to bring up the course map. Navigate within the course map and select the item to be linked. Once selected, the path will appear in the ‘Location’ text box.

4. Give a name to the course link. Check the box to make it available to users and click Submit. In this example, a document was selected from the ‘Course Content’ folder.
5. The course link will now be added to the course menu.

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 ‘Subheader.’
3. Give a name to the subheader and click Submit.

Add Subheader

[*] Name:
Useful Links

[Cancel] [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.’

   Edit Mode is: [ON]

2. Click the ‘plus sign’ at the top of the course menu and select ‘Divider.’
3. The divider is added to the bottom of the menu. It can be dragged and dropped to any location in the menu.