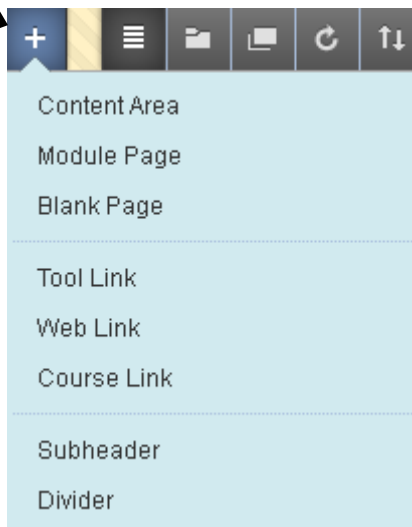


Adding Items to the Course Menu

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

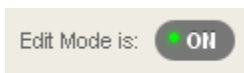
Subheader – adds a dividing line consisting of text to the menu

Divider – adds a dividing line to the menu

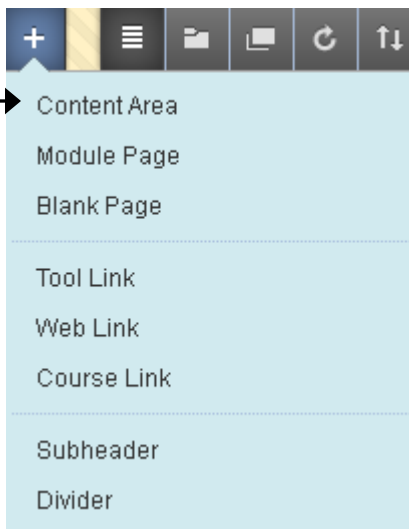
(Note: For more details about course menu settings, please see 'Course Environment: Course Menu at a Glance')

Adding a Content Area to the menu:

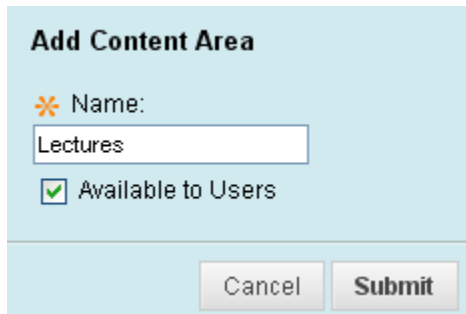
1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'



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.



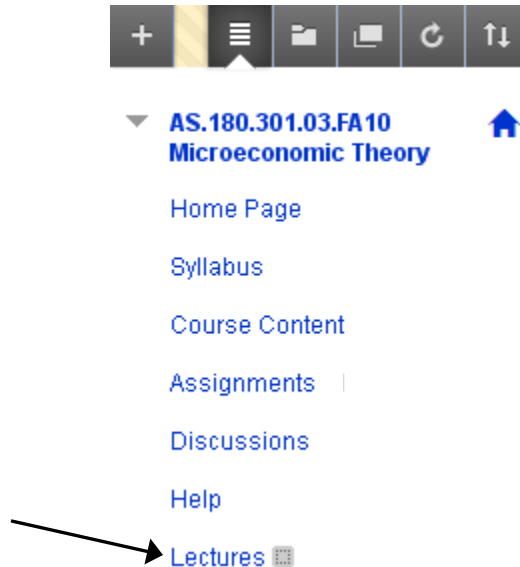
Add Content Area

* Name:
Lectures

Available to Users

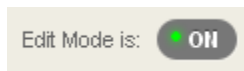
Cancel Submit

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.

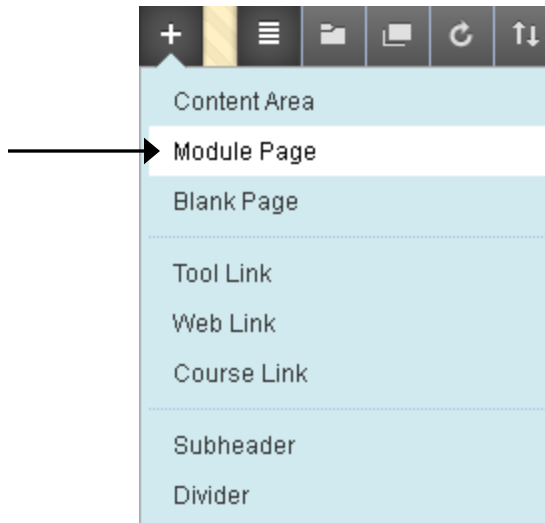


Adding a Module Page to the menu:

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



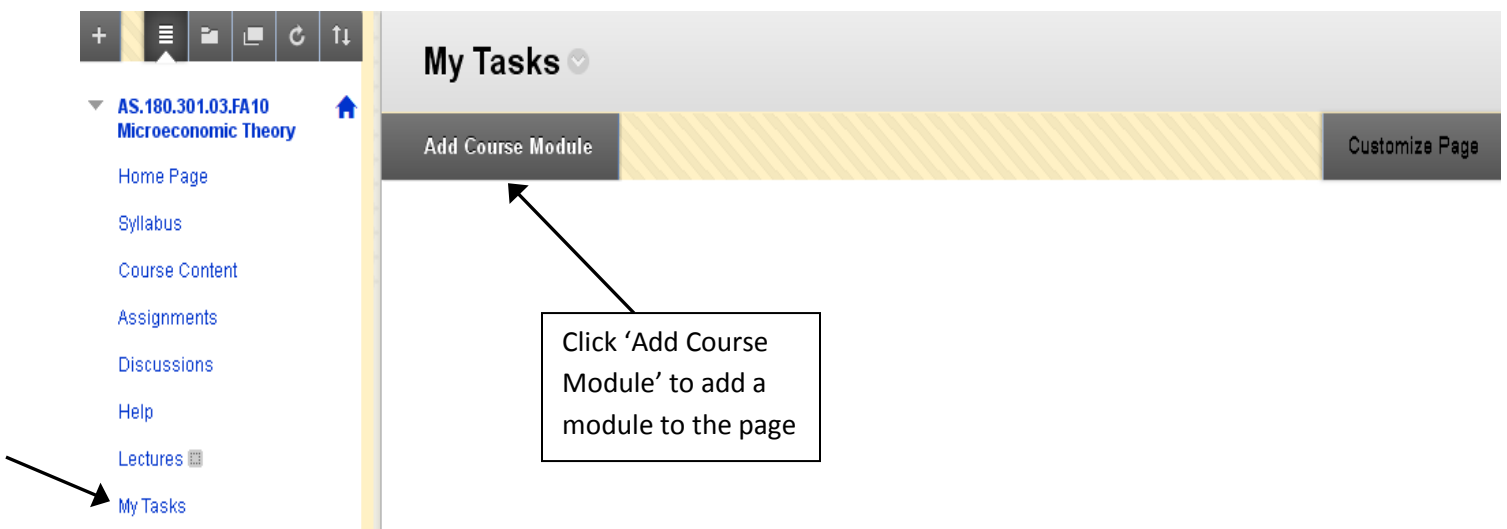
2. Click the 'plus sign' at the top of the course menu and select 'Module Page.'



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

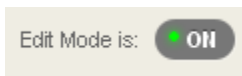
A screenshot of a form titled 'Add Module Page'. It has a light blue background. The form contains a label 'Name:' with a red asterisk icon, followed by a text input field containing the text 'My Tasks'. Below the input field is a checkbox labeled 'Available to Users' which is checked. At the bottom of the form 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 a module(s) to the page.

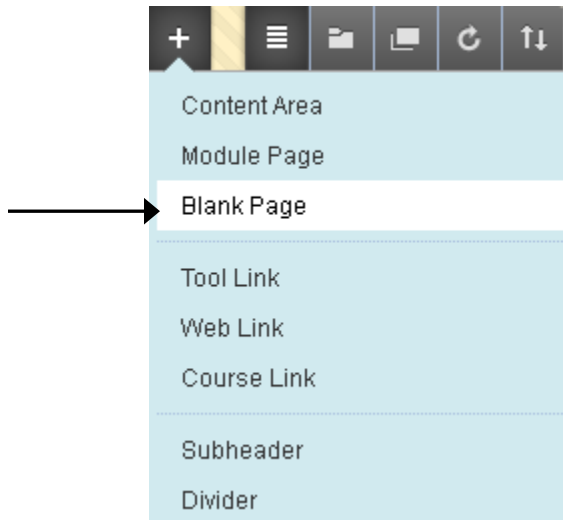


Adding a Blank Page to the menu:

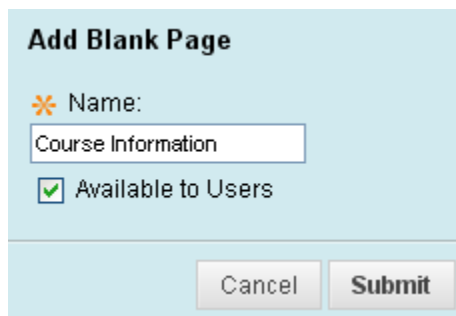
1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'



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.

A screenshot of the 'Add Blank Page' form. The title 'Add Blank Page' is at the top. Below it is a field labeled 'Name:' with a red asterisk icon, containing the text 'Course Information'. Below that is a checkbox labeled 'Available to Users' which is checked. At the bottom right, 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.



AS.180.301.03.FA10 
Microeconomic Theory

Home Page

Syllabus

Course Content

Assignments

Discussions

Help

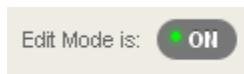
Lectures 

My Tasks

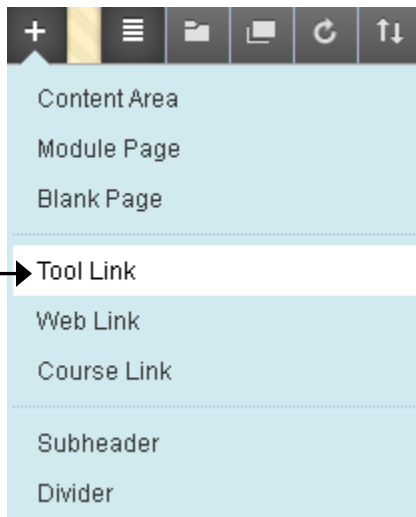
→ Course Information

Adding a Tool 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 '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.



▼ **AS.180.301.03.FA10** 
Microeconomic Theory

[Home Page](#)

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[Lectures !\[\]\(f94f473f740247fc62afc0e0e5025277_img.jpg\)](#)

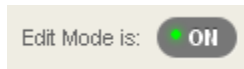
[My Tasks](#)

[Course Information](#)

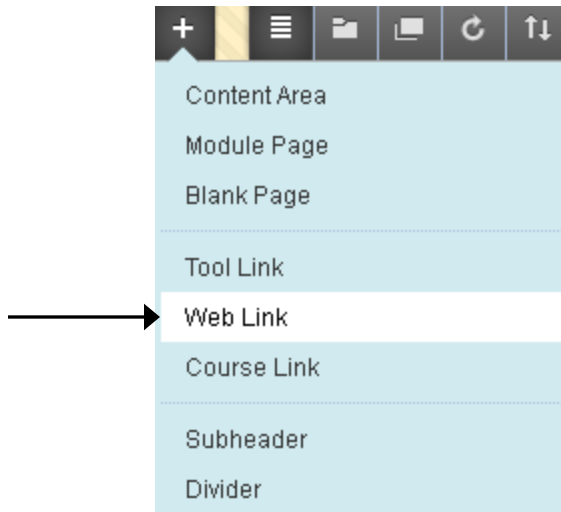
→ [Email](#)

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.

A screenshot of the 'Add Web Link' form. The form has a title 'Add Web Link' and two input fields: 'Name:' with the value 'JHU Library' and 'URL:' with the value 'http://Mibrary.jhu.edu'. Below the URL field, there is a note: 'For example, http://www.myschool.edu/'. There is a checked checkbox labeled 'Available to Users'. At the bottom right, there are two buttons: 'Cancel' and 'Submit'.

4. The web link will now be added to the course menu.




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Microeconomic Theory

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- Email

→ JHU Library

Adding a Course Link to the menu:

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

Edit Mode is: 

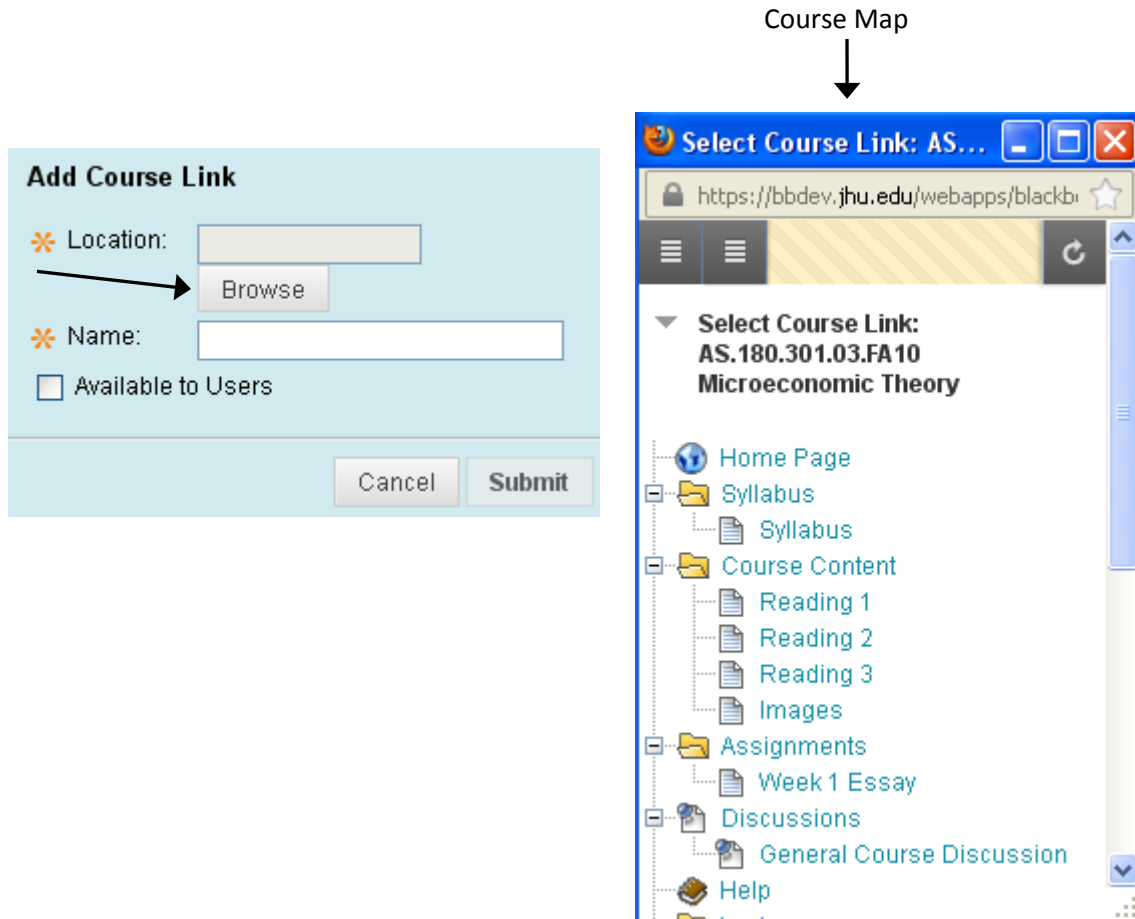
2. Click the 'plus sign' at the top of the course menu and select 'Course Link.'



- Content Area
- Module Page
- Blank Page
- Tool Link
- Web Link
- Course Link
- Subheader
- Divider

→

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.

The 'Add Course Link' form is shown with the following values: 'Location' is '/Course Content/Readi', 'Name' is 'Reading 1', and the 'Available to Users' checkbox is checked. The 'Browse' button is still visible below the 'Location' field. 'Cancel' and 'Submit' buttons are at the bottom.

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



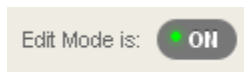
AS.180.301.03.FA10 Microeconomic Theory

- Home Page
- Syllabus
- Course Content
- Assignments
- Discussions
- Help
- Lectures
- My Tasks
- Course Information
- Email
- JHU Library

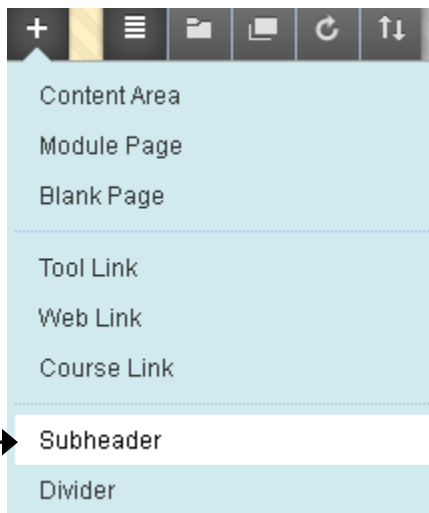
→ Reading 1

Adding a Subheader to the menu:

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

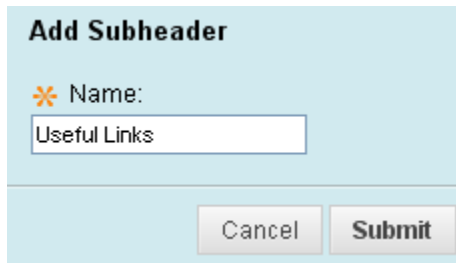


2. Click the 'plus sign' at the top of the course menu and select 'Subheader.'



→

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



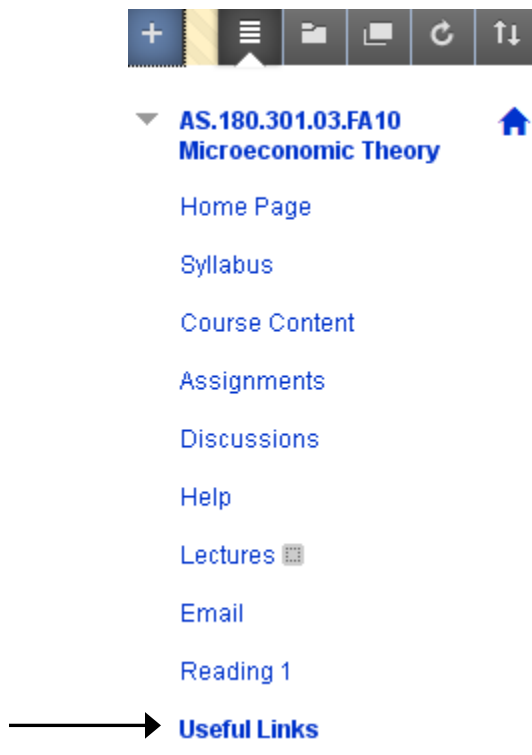
Add Subheader

✖ Name:

Useful Links

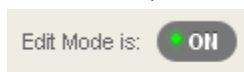
Cancel Submit

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

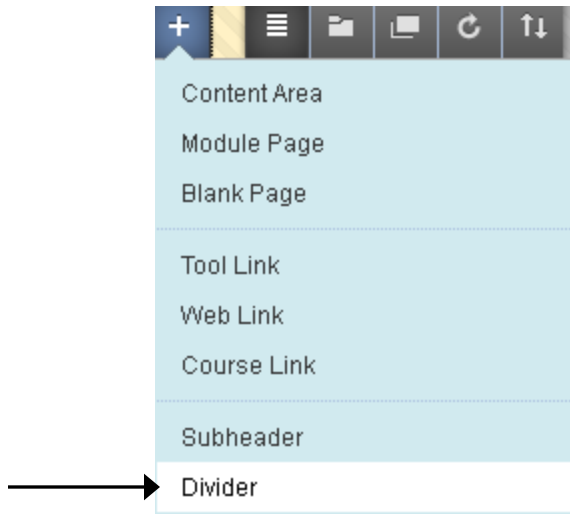


Adding a Divider to the menu:

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



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.

