

Adding Course Menu Items

You can add Course Menu Items by clicking the + sign at the top of the course menu. Choose from the menu categories listed.

Create Content Area – place to put documents and other files.

Create Tool Link – Access other areas of Blackboard content such as Email, Blogs, Wikis, or Announcements.

Create Course Link – Point students to specific content areas of the course.

Create External Link – Point students to web sites external to Blackboard.

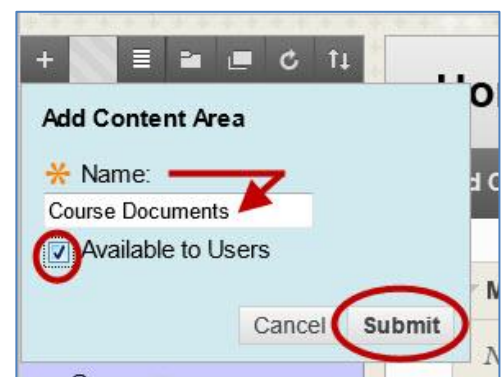
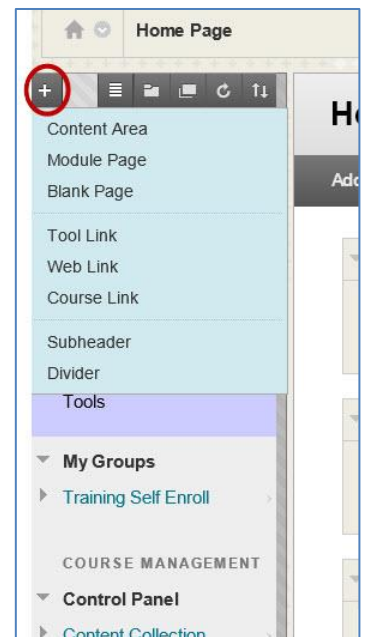
Create Module Page – Add a page in Blackboard where you can insert modules such as Alerts, Calculator, Dictionary, and so forth.

Create Subheader – You can organize course menu items into groups and use subheaders to identify the groups.

Create Divider – Like subheaders, dividers can be used to organize course menu items into groups.

Create Content Area

1. Type in a Name for the new content area.
2. Select Available to Users so your students will be able to see it.
3. Click Submit.



Create Tool Link

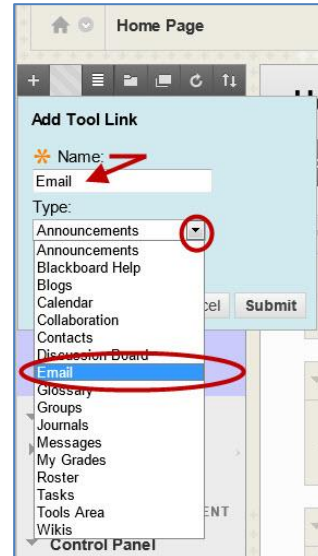
1. Type in a Name for the tool you are linking.

2. Select Type from the dropdown list.

NOTE: Some tools may not be available due to system-wide policies set by the campus Blackboard Administrators.

3. Select Available to Users so your students will be able to see it.

4. Click Submit.



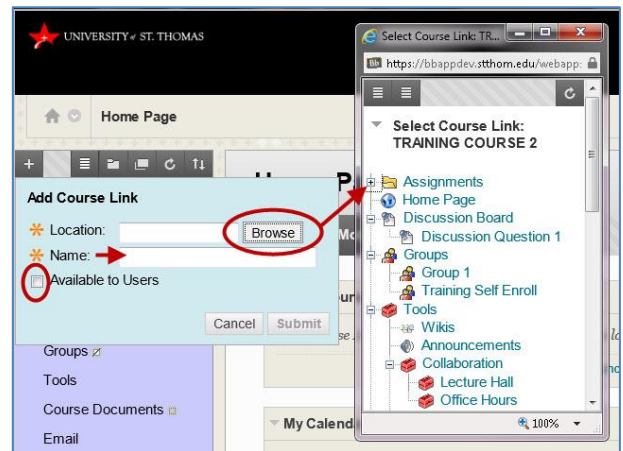
Create Course Link

1. Type in a Name for the course link.

2. Click Browse to navigate to a location within your course. This is where the button will point to when it is created.

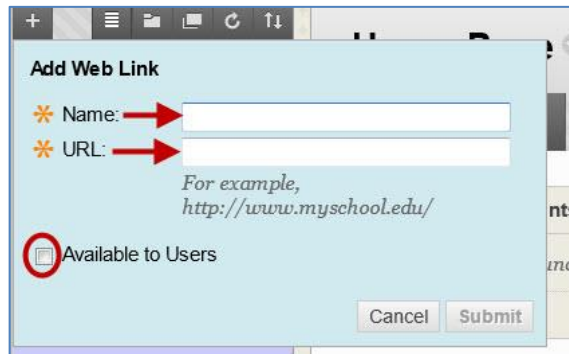
3. Select Available to Users so your students will be able to see it.

4. Click Submit



Create External Link

1. Type in a Name for the external link.
2. Type in the URL (or copy and paste from your browsers address bar). You will need the full URL including http:// or https://.
3. Select Available to Users so your students will be able to see it.
4. Click Submit.



Add Web Link

* Name:

* URL:

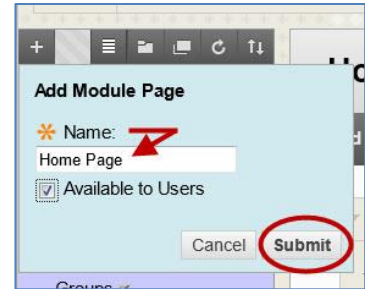
*For example,
http://www.myschool.edu/*

Available to Users

Cancel Submit

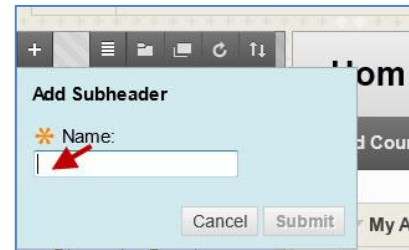
Create Module Page

1. Type in a Name for the module page.
2. Select Available to Users so your students will be able to see it.
3. Click Submit.
4. Click the newly created button to go to the Module page.
5. Click Add Course Module to add modules to the Module page. Modules include items such as a Calculator, Dictionary, and Thesaurus.



Create Subheader

1. Type in a Name for the subheader.
2. Click Submit.
3. The subheader will show up at the bottom of the course menu. You will need to rearrange the course menu in order to put the subheader in the right place in your course menu.



Create Divider

- a. Simply select Create Divider from the Create Item menu.
- b. The divider will appear at the bottom of the course menu. You will need to rearrange the course menu in order to move the divider to the right place in your course menu.

