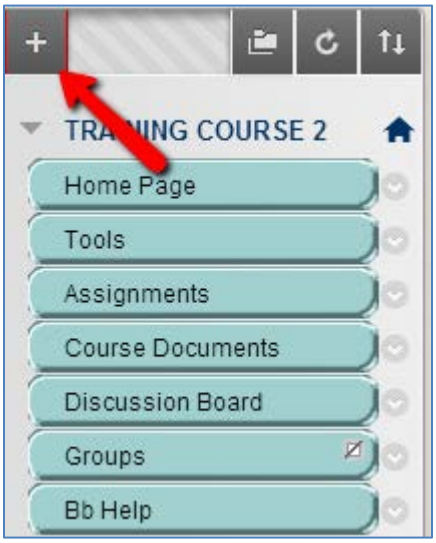
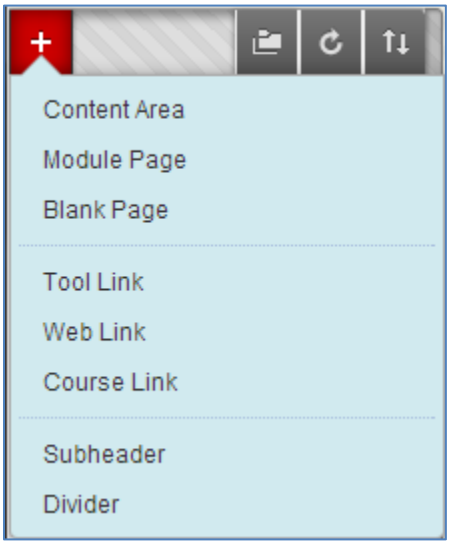
Adding Course Menu Items

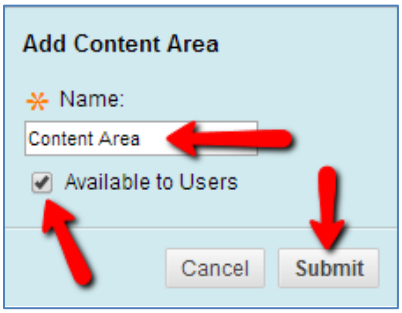
You can add Course Menu Items by pointing to the + sign at the top of the Course Menu. Choose from the menu categories listed.





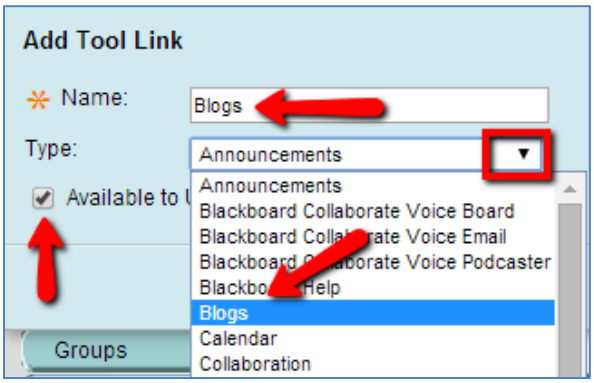
- **Content Area:** A place to put Items, Files, Folders, Learning Modules, and other types of content items.
- **Module Page:** Add a page in Blackboard where you can insert modules such as Alerts, Calculator, Dictionary, and so forth.
- **Blank Page:** A page strictly for text content and file attachments. You cannot place content items on a blank page.
- **Tool Link:** Access other areas of Blackboard content such as Email, Blogs, Wikis, or Announcements.
- **Web Link:** Point students directly from the course menu to websites external to Blackboard.
- **Course Link:** Point students to specific content areas of the course.
- **Subheader: O**rganize Course Menu items into groups and use subheaders to identify the groups.
- **Divider:** Like subheaders, dividers can be used to organize course menu items into groups; unlike subheaders, they have no text labels.

Content Area



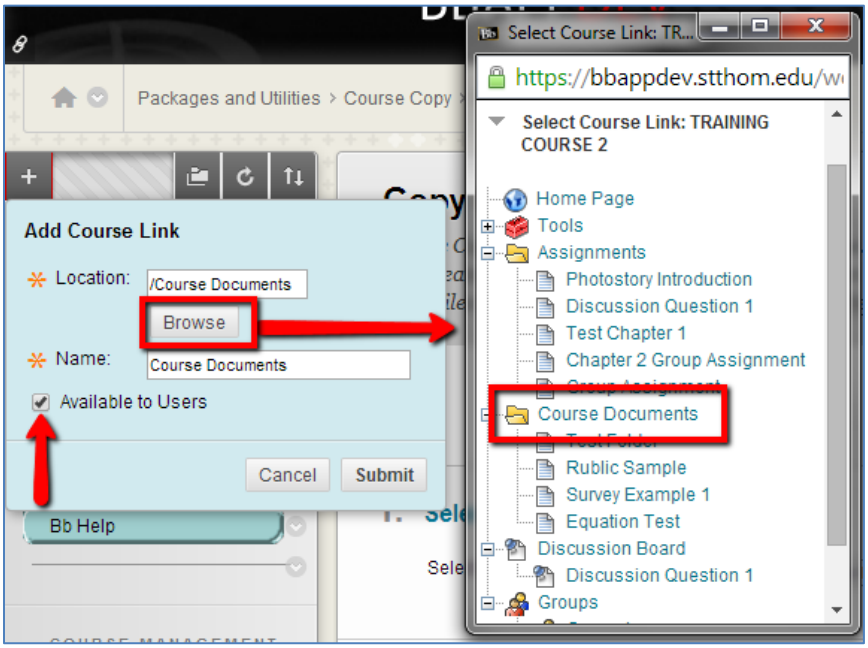
1. Type in a Name for the new content area.
2. Select **Available to Users** so your students will be able to see it.
3. Click **Submit**.

Tool Link



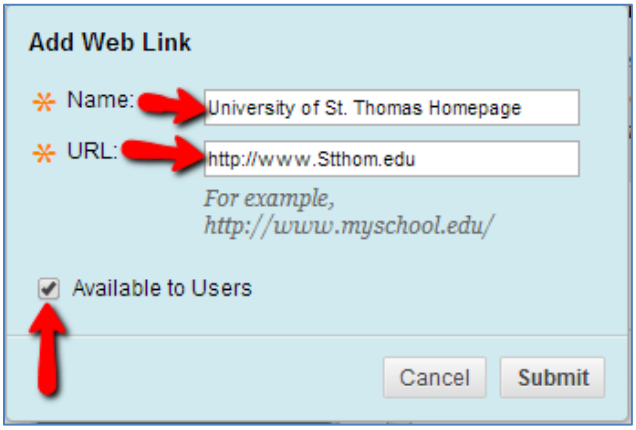
1. Type in a Name for the tool you are linking.
2. Select a Type from the dropdown list.
   NOTE: Some types of tools may not be available due to system-wide policies set by the campus Blackboard Administrators.
3. Select Available to Users so your students will be able to see it.
4. Click **Submit**.

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**.

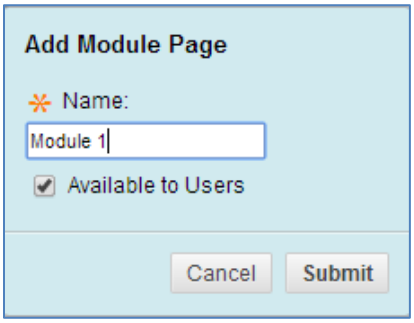
Web Link



1. Type in a Name for the external link.
2. Type in the URL (or copy and paste from your browser's 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**.

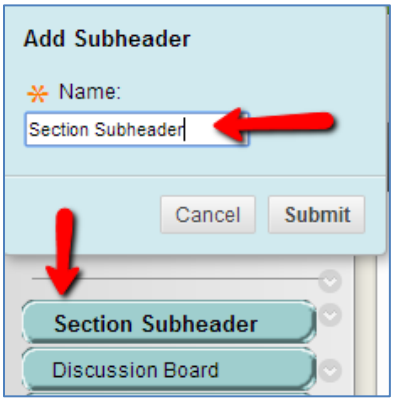
Module Page



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.

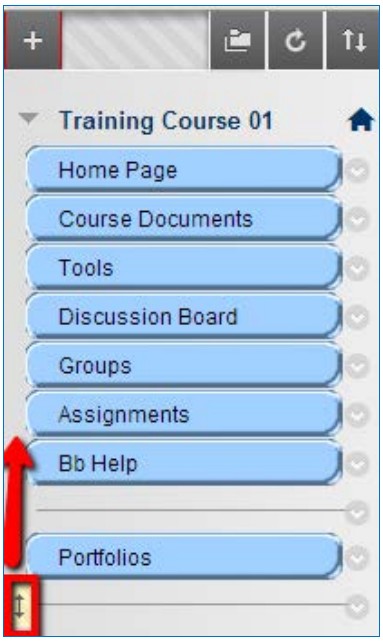
Subheader

A subheader does not link to anything, but allows you to label the subsections of the Course Menu. It appears in **bold** over a set of Course Menu links.



1. Type in a Name for the sub-header.
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.

Divider

A divider provides unlabeled subsections within the Course Menu. It is simply a horizontal bar with no text caption of its own.

1. Simply select **Divider** from the Create Item menu.
2. The divider will appear at the bottom of the course menu. You will need to rearrange the course menu, using drag & drop or the Reorder Items button, in order to move the divider to the right place in your course menu.