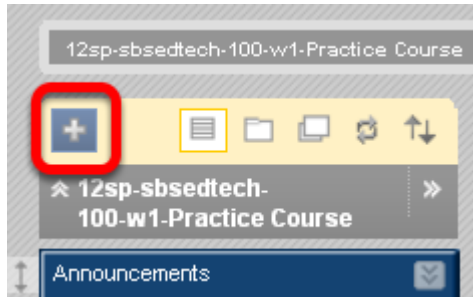


Adding New Items to the Course Menu

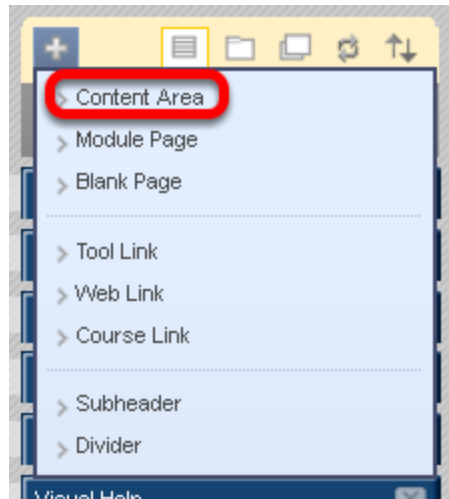
The course Menu includes the links to content, Blackboard tool, and external resources.

1. Click the blue plus button on the top left corner of the menu



NOTE: Make sure your Edit Mode button is On.

2. To create a Content Area where you will add more content, choose Content Area from the drop down menu

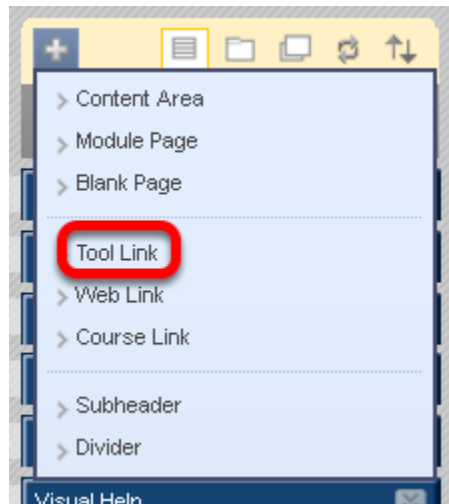


3. Type in a Name for the Content Area, select Availability to students, and click Submit.

A screenshot of the 'Add Content Area' dialog box. It has a title bar that says 'Add Content Area'. Inside, there is a label 'Name:' with a star icon, followed by a text input field containing 'Getting Started'. Below this is a checkbox labeled 'Available to Users' which is checked. At the bottom right, there are two buttons: 'Cancel' and 'Submit'.

NOTE: Selecting the Available to Users check box allows students to access this Content Area immediately. If you do not select it, students will not be able to access this menu item. To change availability later, open the contextual menu to the right to the item and choose the "Show Link".

4. To add a new Tool Link, choose Tool Link from the drop down menu



NOTE: If you are unsure whether to add a Content Area or a Tool Link, click on the Tools link in the Course Menu. If what you want to add is listed in Tools, then you would add a Tool Link rather than a Content Area.

5a. Name the Tool Link

A screenshot of the 'Add Tool Link' dialog box. The dialog has a title bar that says 'Add Tool Link'. Inside, there are three main sections. The first section is labeled 'Name:' with an orange star icon to its left; the text 'Send Email' is entered in the adjacent text box, which is circled in red. The second section is labeled 'Type:' and features a dropdown menu currently showing 'Announcements' with a green downward arrow to its right. Below the dropdown, the text '(u) - Tool is off' is displayed. The third section contains an unchecked checkbox labeled 'Available to Users'. At the bottom right of the dialog are two buttons: 'Cancel' and 'Submit'.

NOTE: You must select the specific tool from the *Type* field to which you want the menu item linked. You can rename the tool, but the tool to which you have linked will always be the selected tool.

5b. Choose the Tool Type from the dropdown menu, select Availability to Users and click Submit.

Add Tool Link

Name:

Type:

- Announcements
- Blackboard Collaborate Scheduling Manager
- Blackboard Help
- Blogs
- Calendar
- Collaboration
- Contacts
- Discussion Board
- Email**
- Glossary
- Groups
- Journals
- Maple T.A. Assignment Plugin
- McGraw-Hill Campus (u)
- McGraw-Hill Higher Education
- Messages
- My Grades
- Panopto Course Tool Application
- Registration Block
- Roster

☒ Available to Users

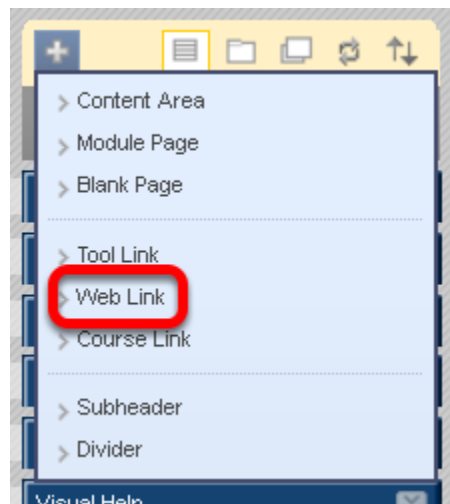
Winiba Classroom

Visual Help

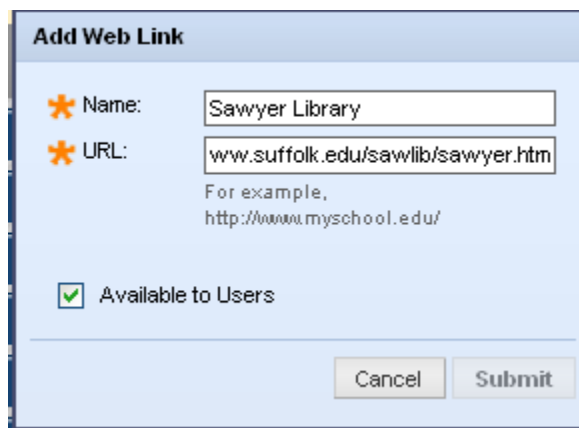
Tools

Help

6a. Create a link to an external site by selecting Web Link



6b. Give a name to the Web Link, copy and paste the URL, make it Available to Users, and click Submit



The 'Add Web Link' dialog box has a light blue background and a title bar. It contains two orange star icons followed by labels 'Name:' and 'URL:'. The 'Name' field contains 'Sawyer Library' and the 'URL' field contains 'www.suffolk.edu/sawlib/sawyer.htm'. Below the URL field is a small text example: 'For example, http://www.myschool.edu/'. There is a checked checkbox labeled 'Available to Users'. At the bottom right are 'Cancel' and 'Submit' buttons.

Add Web Link

* Name: Sawyer Library

* URL: www.suffolk.edu/sawlib/sawyer.htm

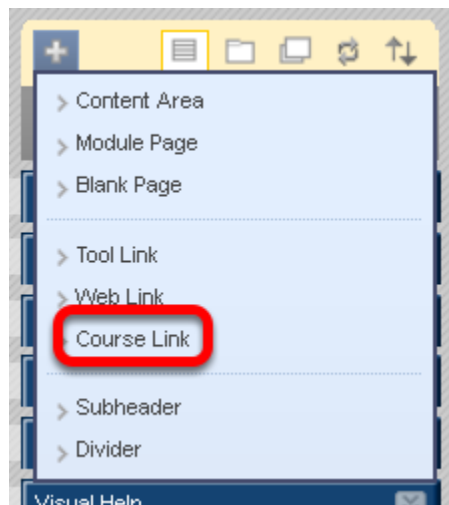
For example,
http://www.myschool.edu/

☒ Available to Users

Cancel Submit

NOTE: You must include the entire URL address, beginning with the http:

7a. To create a direct link to a different part of your course choose Course Link



Course links allow you to link to other areas in your course that have already been created. Links can go to areas, folders, and specific items.