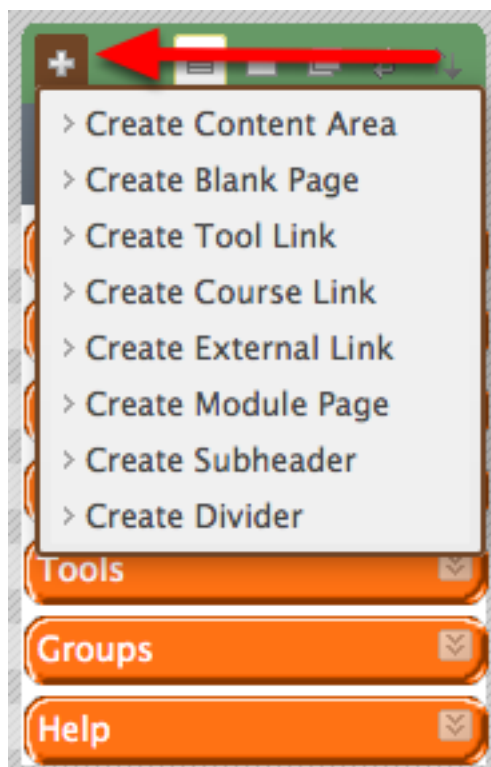




Adding a Course Menu Item

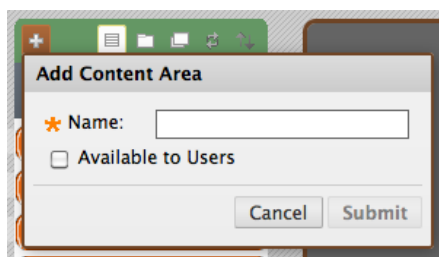
This lesson will demonstrate how to add new items to the **Course Menu**.

Reveal the Add Item Menu



Hover over the button with the plus sign at the top left corner of the menu. From the drop-down menu that appears, select the desired course menu item to be added.

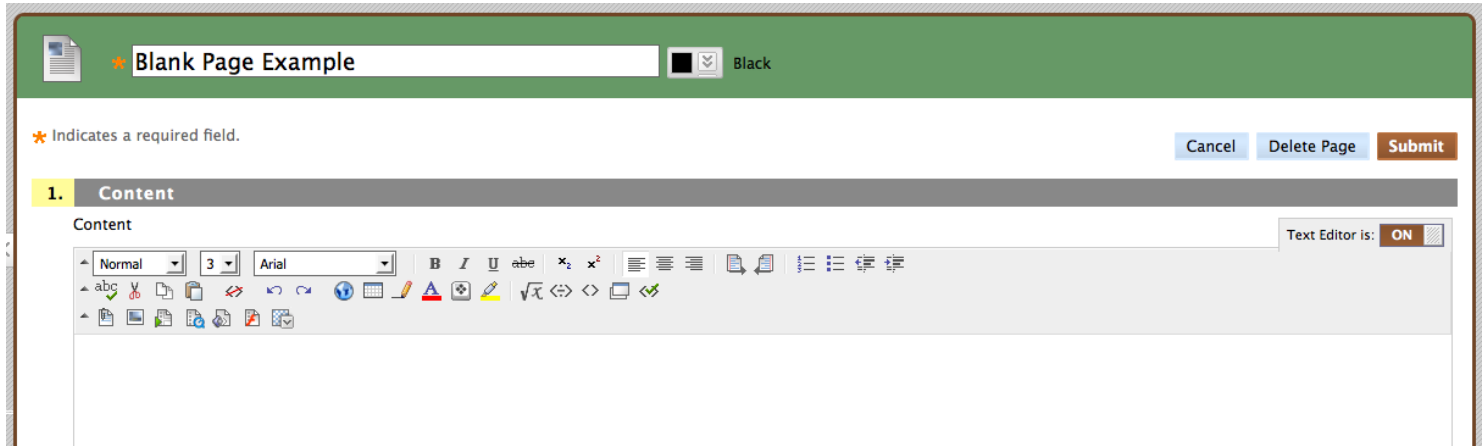
Create Content Area



This creates a menu area in which documents can be uploaded. When the box appears, enter a name, check to make available if desired, and click **Submit**.

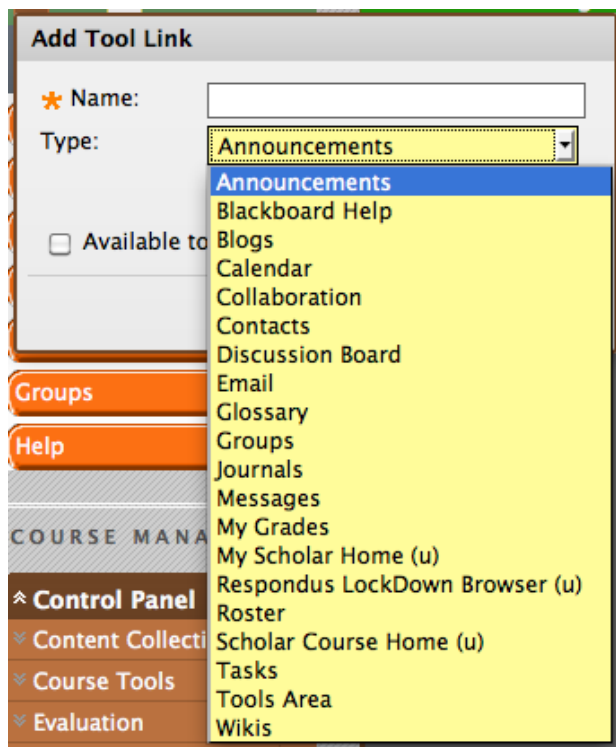


Create Blank Page



The Blank Page option renders a visual text box editor, in which HTML code can be entered.

Create Tool Link



Creates a link in the course menu to an existing course tool, such as Announcements, Blogs, Calendar, etc. Enter the Name as it should appear in the course menu, select the corresponding Tool from the Type drop-down list, check the box to make available to users if desired, and click



Submit.

Create Course Link

The screenshot displays the Blackboard 9.1 Test Course interface. The main window shows the 'Home Page' with a sidebar containing 'Tools', 'Groups', and 'Help'. Below these are 'COURSE MANAGEMENT' options: 'Control Panel' and 'Content Collection'. A dialog box titled 'Add Course Link' is open, featuring fields for 'Location' (with a 'Browse' button), 'Name', and a checkbox for 'Available to Users'. 'Cancel' and 'Submit' buttons are at the bottom. A second dialog box, 'Select Course Link: Blackboard 9.1 Test Course', is also open, showing a tree view of the course structure: 'Home Page', 'New Information' (containing 'V9 Learning Module' with sub-items 'Learning document', 'Web Search', and 'Learning picture'), 'Discussions', 'Discussions v. Blogs v. Journals', 'Content', 'Tools', and 'Announcements'.

Creates a link to a specified area in the course. Links can be created to help students navigate quickly to a discussion board, specific assignment, etc. When the box appears, click **Browse** to select the specified course item, enter a **Name** for the item, check the box to make available to users if desired, and click **Submit**.



Create External Link

Add External Link

* Name:

* URL:

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

Available to Users

Cancel Submit

This allows for an external webpage to be linked directly from the **Course Menu**. When the box appears, enter a **Name**, enter the complete **URL** for the website, check to make it available to users if desired, and click **Submit**.

Create Module Page

Add Module Page

* Name:

Available to Users

Cancel Submit

This creates a menu area into which existing course modules, such as Announcements, Calendar, Tasks, To-Do, etc. can be added.



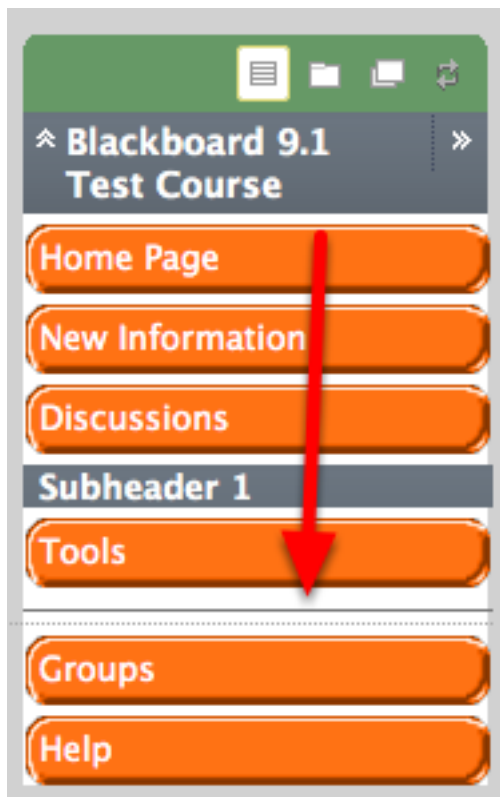
Create Sub-header



Sub-headers provide a division within the course menu. It does not create a clickable link, but depending upon the current menu style and/or color, the subheading text will appear in a bolder text with either a black divider line or background shading, to help delineate the **Course Menu**.



Create Divider



A divider is a division line that can be placed in the **Course Menu**. It is similar to a sub-header, however there is no text. Divider lines may not appear when using certain combinations of menu colors and styles. It may be necessary to change to an alternate menu color and/or style to ensure the best visibility.