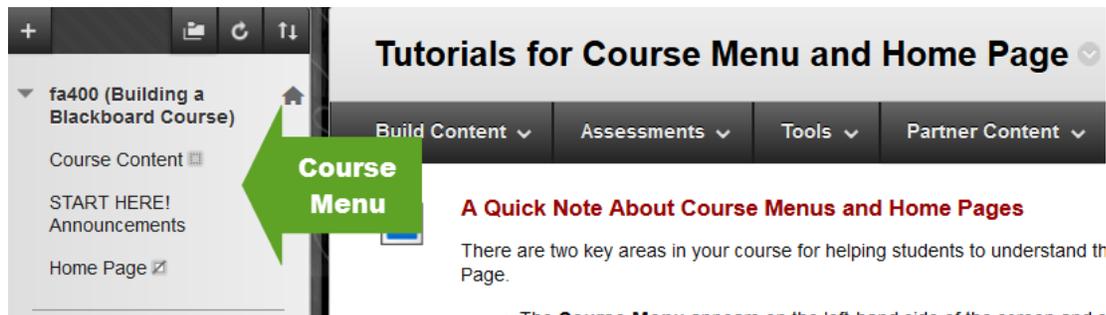# Navigating the Course Menu

The **Course Menu** is the area on the left side of your course page.
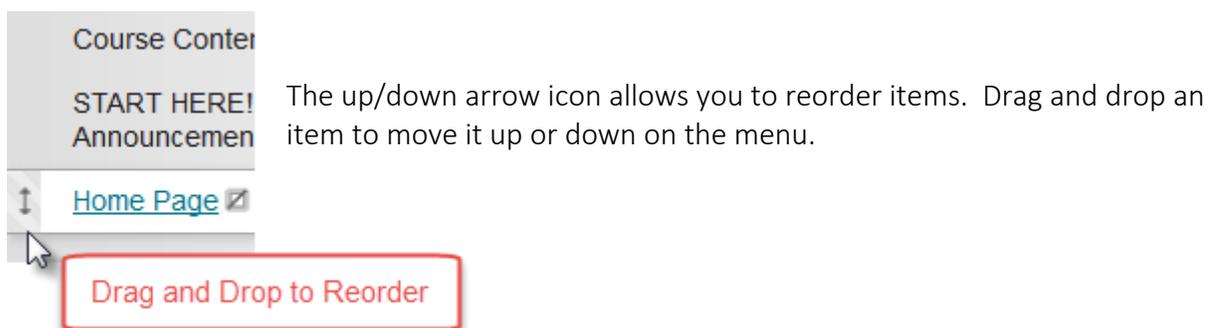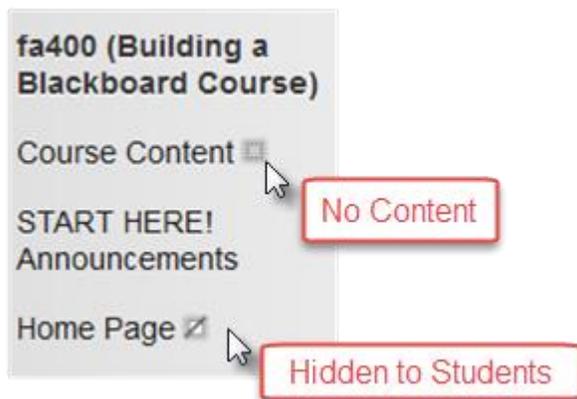

The items on the course menu are customizable. You can create, rename and reorder the links that appear here.

When Edit Mode is ON:

A gray icon to the right of the menu items indicates that a menu item contains no content. It will not show up when Edit Mode is OFF.

A gray icon with a slash through it indicates that a menu item is hidden from students. It will not show up when Edit Mode is OFF.


The up/down arrow icon allows you to reorder items. Drag and drop an item to move it up or down on the menu.

Adding a Menu Item to the Course Menu

The Course Menu

The course menu appears on the left side of your course window. It is the cornerstone for the organization and navigation of your course. You create links on the course menu to present tools and materials to users. You can customize its appearance and order the links.

Use the following steps to create a link on the course menu.

Change Edit Mode to ON and point to the plus sign above the course menu. The Add Menu Item drop-down list appears. Select Content Area. Creating a Content Area will create a page where you can add and upload content.
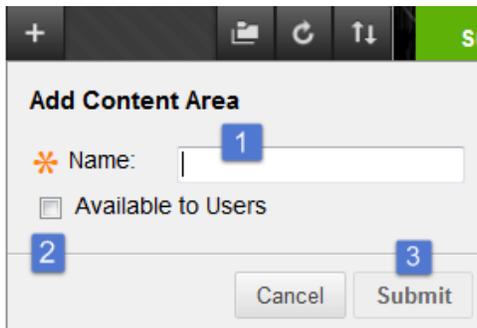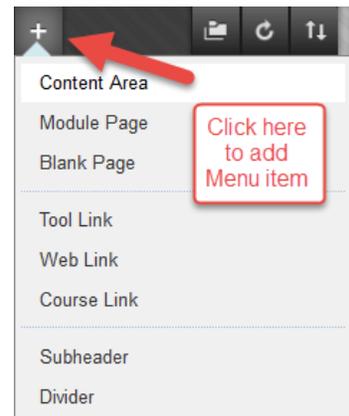
1.   Type a Name for the content area.
2.   Select the Available to Users check box to enable users to see the link on the course menu. You can create content ahead of time, make it unavailable, and then make it available at the appropriate time.
3.   Click Submit. A link to the new content appears on the course menu.

Creating a Course Tool link on the Course Menu

The Tool link will create a direct link to available tools in your course. Tools include Announcements, Discussion Board, My Grades, Course Roster.

 Use the following steps to create a tool link on the course menu.

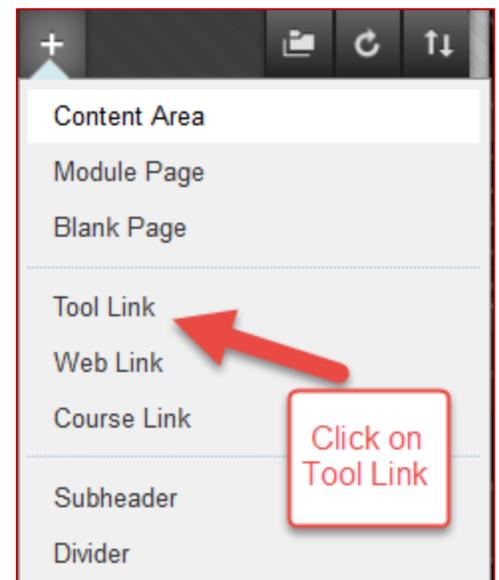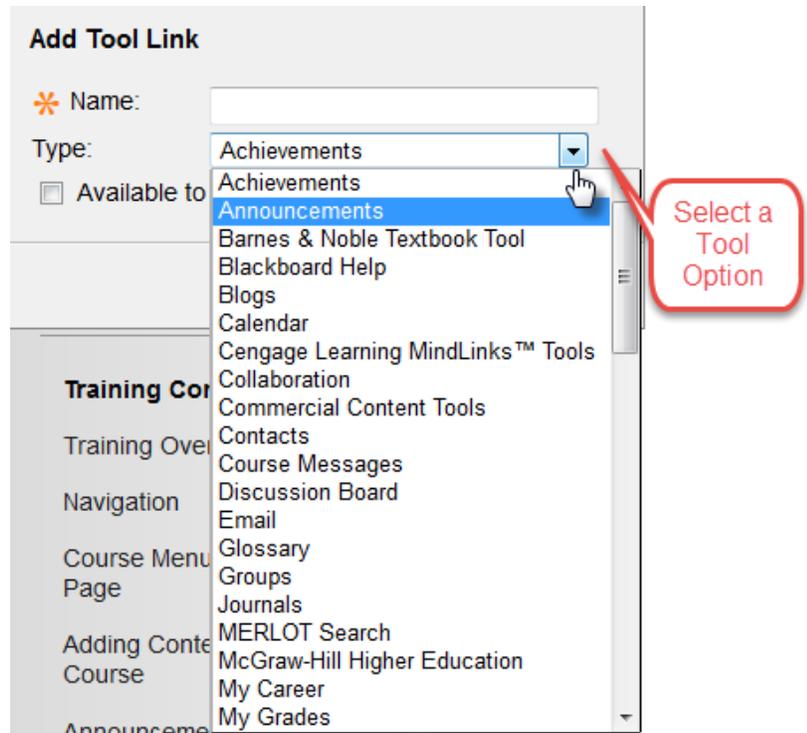Change Edit Mode to ON and point to the plus sign above the course menu. The Add Menu Item drop-down list appears. Select Tool Link.

1. Type a Name for the Tool Link.
2. Select the Available to Users check box to enable users to see the link on the course menu.
3. Select a Tool Option from the drop-down menu.
4. Select Submit.

Add Tool Link

✱ Name: [   ]

Type: Achievements ▼

☐ Available to

| Achievements |
| Announcements |
| Barnes & Noble Textbook Tool |
| Blackboard Help |
| Blogs |
| Calendar |
| Cengage Learning MindLinks™ Tools |
| Collaboration |
| Commercial Content Tools |
| Contacts |
| Course Messages |
| Discussion Board |
| Email |
| Glossary |
| Groups |
| Journals |
| MERLOT Search |
| McGraw-Hill Higher Education |
| My Career |
| My Grades |

Select a Tool Option

Training Cor

Training Over

Navigation

Course Menu
Page

Adding Conte
Course

Announceme

The following table lists the types of content and tools you can include on the course menu. You can also include subheaders and divider lines to help visually organize the links for your users.

Type	Description
Content area	Content areas are the top-level course areas. They hold all of your course materials. You create, link, and manage them on the course menu. Typically, courses contain multiple content areas. After you create a content area, you add content to it, such as online lectures, multimedia, tests, and communication tools.
Blank page	The Blank Page tool allows you to include files, images, and text as links on the course menu. Include blank pages on the course menu for critical information, as too many links on the course menu can overwhelm students. Remove blank pages from the course menu as soon as the information is no longer needed.
Tool link	Create a link to an available tool in your course, such as the calendar or journals. You can also create a link to the Tools page.
Course link	Create a shortcut to an existing area, tool, or item in a course.
Web link	Create a link to a URL to provide quick access to a resource on the internet.

Type	Description
Module page	Create a module page and select the individual modules to include. The modules you select can be tools, such as a calculator, or the modules can display information, such as grades, alerts, and tasks.
Subheader	A subheader is unlinked text. You can group related links under a subheader to help users find information quickly.
Divider	A divider is a line that visually divides the course menu to help users find information quickly. After you create it, you can move it to the appropriate position.