



Managing the Course Menu

This tutorial provides directions on how to add **Content Areas** to your course. Upon adding a new **Content Area**, the navigation of your course is modified accordingly. The same modifications also occur when adding a **Tool Area**.

- 1 Select **Manage Course Menu** from the **Course Options** area to add to or modify your content areas.



- 2 At the top by **Add**, click on the **Content Area** link.



- 3 From the drop down box, select a name that best describes the content that is being added. (Or, you can enter a customized name.)

Area Type:

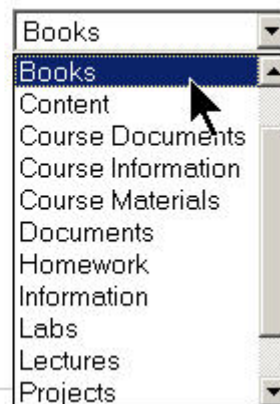
Area name:

Allow guest access:

Allow observer access:

Make available for Student/Participant users

Content Area



- 4 Click **Submit** to finish.



- 5 You will receive a receipt for your actions. Click **OK** to continue.


Receipt: Success

The action you attempted succeeded

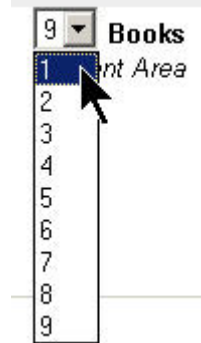
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- 6 The new content area is added to the bottom of the list.

Add  **Content Area**  T**1**  **Announcements***Announcements***2**  **Course Information***Content Area***3**  **Staff Information***Content Area***4**  **Course Documents***Content Area***5**  **Assignments***Content Area***6**  **Communication***Content Area***7**  **Tests***Content Area***8**  **Tools***Tools Area***9**  **Books***Content Area* 

- 7 To change the order of the list, select the number you want from the drop down box for the newly added item.



- 8 Click on your course title in the top navigation menu.



- 9 What you just added shows in the navigation on the left-hand side of the page.

