Creating the Course Menu

The following table lists the types of content and tools that can be included on the course menu. Subheader and Divider lines can also be included to help visually organize the links for users.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content area</td>
<td>Content areas are the top-level course areas. They hold all of the course materials that can be created, linked, and managed on the course menu. Typically, courses contain multiple content areas. After a content area is created, content can be added to it, such as online lectures, multimedia, tests, and communication tools. To learn more, see Creating Course Areas for Content.</td>
</tr>
<tr>
<td>Module page</td>
<td>Create a module page and select the individual modules to include. The modules selected can be tools, such as a calculator, or the modules can display information, such as grades, alerts, and tasks.</td>
</tr>
<tr>
<td>Blank page</td>
<td>The Blank Page tool allows the inclusion of 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.</td>
</tr>
<tr>
<td>Tool link</td>
<td>Create a link to an available tool in your course, such as the calendar or journals. A link to the Tools page can also be created.</td>
</tr>
<tr>
<td>Web link</td>
<td>Create a link to a URL to provide quick access to a resource on the internet.</td>
</tr>
<tr>
<td>Course link</td>
<td>Create a shortcut to an existing area, tool, or item in a course.</td>
</tr>
<tr>
<td>Subheader</td>
<td>A subheader is unlinked text. Group related links under a subheader to help users find information quickly.</td>
</tr>
<tr>
<td>Divider</td>
<td>A divider is a line that visually divides the course menu to help users find information quickly. After created, the divider can be moved to the appropriate position.</td>
</tr>
</tbody>
</table>

Questions to Consider:

- What is the best way to divide the course material into manageable sections?
- Should course materials be presented in chronological order, by textbook chapter, or by subject area?
- Should each unit follow a predictable pattern? For example, include reading materials followed by a quiz and a Discussion Board wrap-up.
- Should students move through the course material sequentially, non-sequentially, or a mixture of both?
Create a Content Area

1. Edit Mode is **ON**
2. Click the + sign (Add Menu Item)
3. Click **Content Area**
4. Enter a **Name** for the link
5. Select User Availability (**Available to Users**)
6. Click **Submit**

The New Content Area will appear at the bottom of the Course Menu. While hovering over each Course Menu Item, a double arrow ( ) appears to the left. Click and hold on this double arrow to drag & drop the Course Menu Items and organize the Course Menu.
Also, when hovering over a Course Menu Item, a down arrow (▼) will appear to the right. Clicking on this will drop down a menu to Rename Link, Hide Link (from student view) or Delete.

Create a Tool Link

For more detailed information on each Tool, click here.

1. Edit Mode is
2. Click the + sign (Add Menu Item)
3. Click Tool Link
4. Enter a Name for the Tool Link (Please name accordingly)
5. Choose the Type of Tool Link
6. Select User Availability (Available to Users)
7. Click Submit

The New Tool Link will appear at the bottom of the Course Menu. When hovering over each Course Menu Item, a double arrow (↕) appears to the left. Click and hold to drag & drop the Course Menu Items and organize the Course Menu.