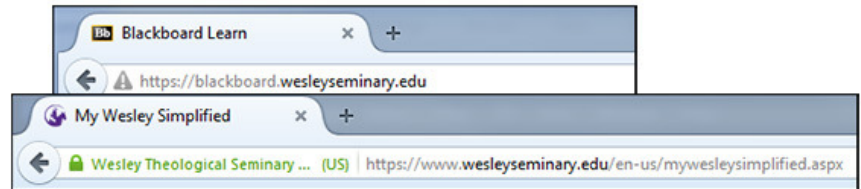
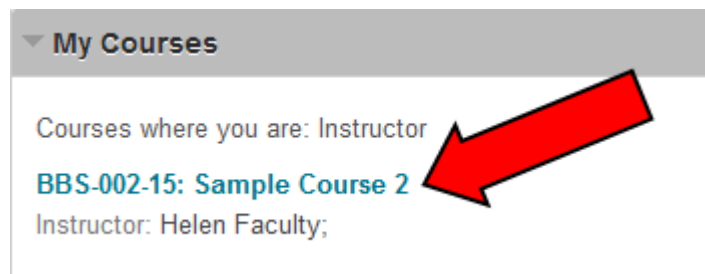


Creating Course Menu Links

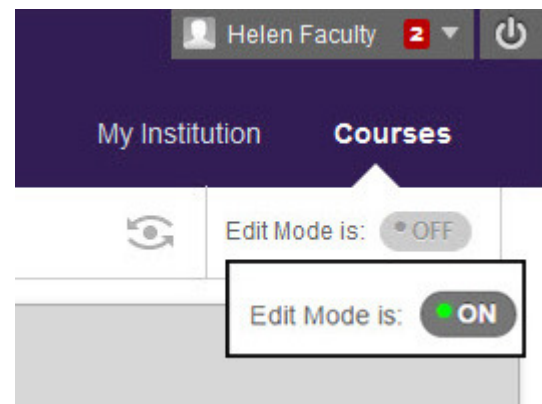
1. Navigate to Blackboard then enter your username and password. You can do this either through mywesley or blackboard.wesleyseminary.edu



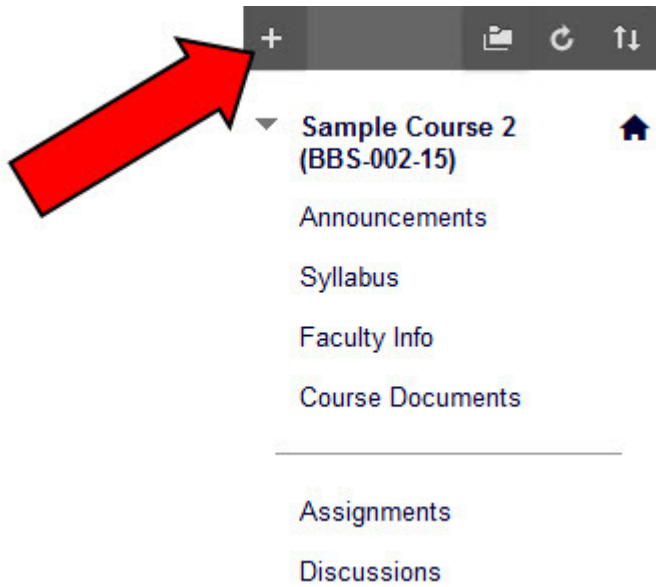
2. Enter your course.



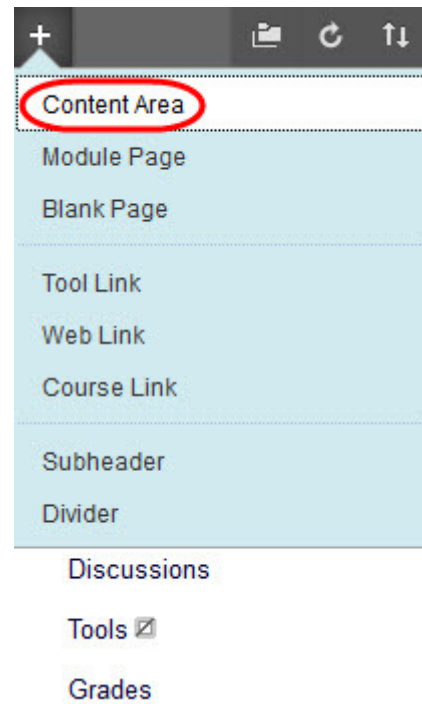
3. Make sure Edit Mode is On.



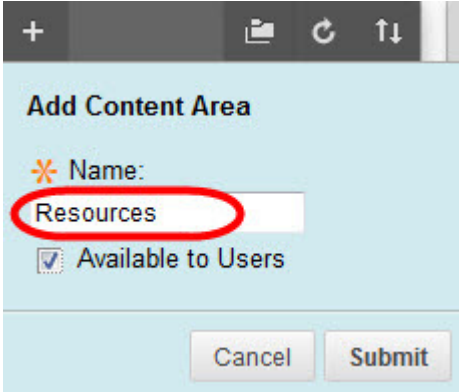
-
4. On the Course Menu, move the mouse over the **Add Menu Item Button** (the plus sign in the upper left of the menu area).



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5. Click on **Content Area**



6. Enter a name for the menu item you are creating.



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Add Content Area

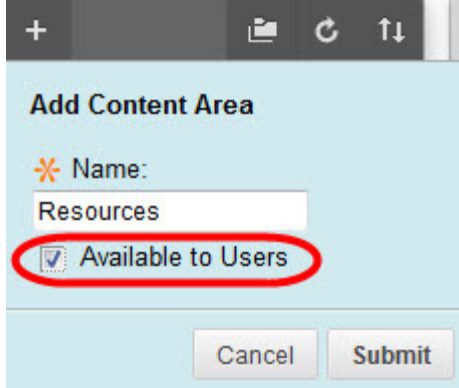
* Name:

Resources

Available to Users

Cancel Submit

7. Check the box next to Available to Users. If you do not want students to see this item yet, leave the box unchecked.



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Add Content Area

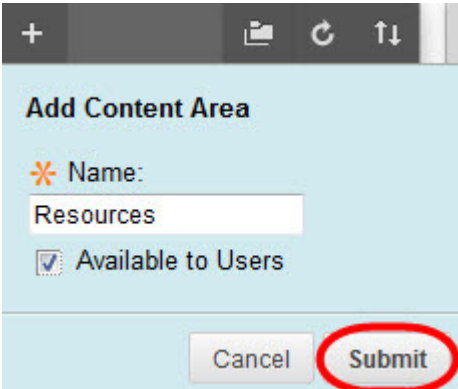
* Name:

Resources

Available to Users

Cancel Submit

8. Click Submit



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Add Content Area

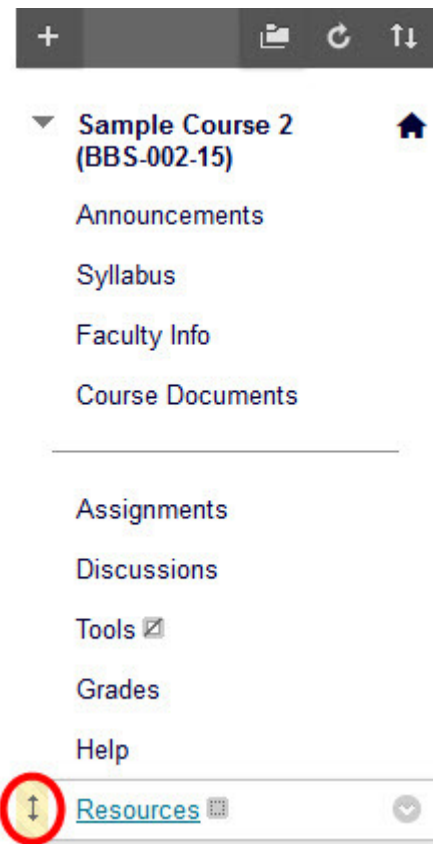
* Name:

Resources

Available to Users

Cancel Submit

-
9. The item is created at the bottom of the Course Menu. Move the item by clicking and dragging the double headed arrow on the left.



The screenshot shows a Blackboard Course Menu for 'Sample Course 2 (BBS-002-15)'. The menu items are: Announcements, Syllabus, Faculty Info, Course Documents, Assignments, Discussions, Tools (with a checkmark), Grades, Help, and Resources. A red circle highlights the double-headed arrow icon next to the 'Resources' item, indicating it is the item to be moved.



If you have any questions or problems, please contact Blackboard Support at extension 6091, 202.885.6091, or email us at edtech@wesleyseminary.edu
