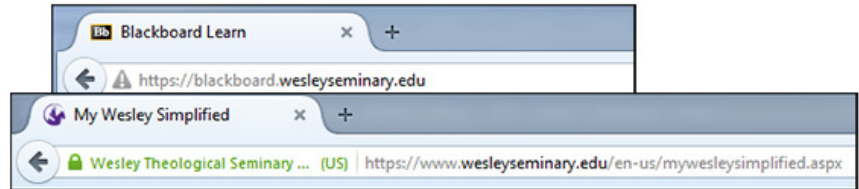


Creating Course Menu Links

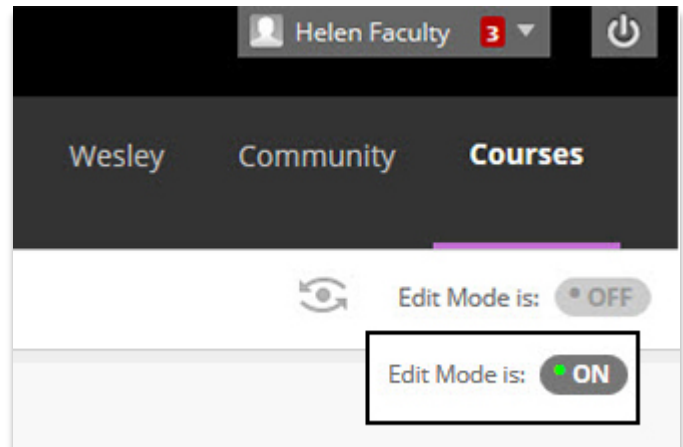
1. Navigate to Blackboard then enter your username and password.
You can do this either through [mywesley](https://mywesley.wesleyseminary.edu) or blackboard.wesleyseminary.edu



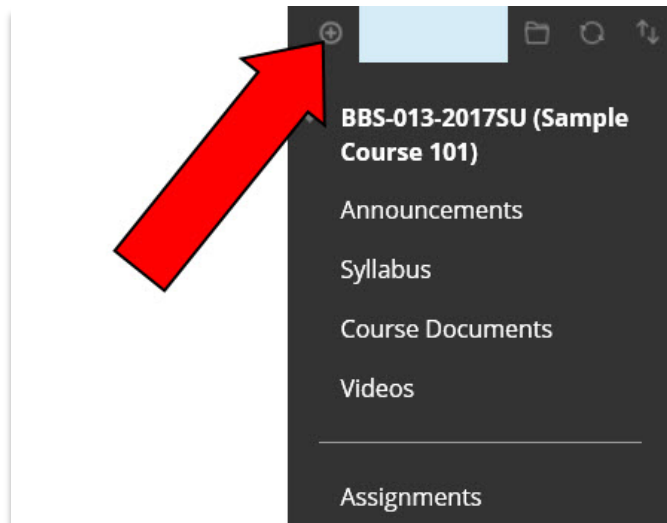
2. Enter your course.



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).



-
5. Click on **Content Area**
(for the most part, you will be using Content Area, but you might find Tool Link and Web link useful)

Content Area – Top level course areas and hold all of your course materials

Module Page – specialized page that presents content in boxes, like when you log in

Blank Page – this functions sort of like an item, but takes a click out. This is good only if you have one piece of content to communicate

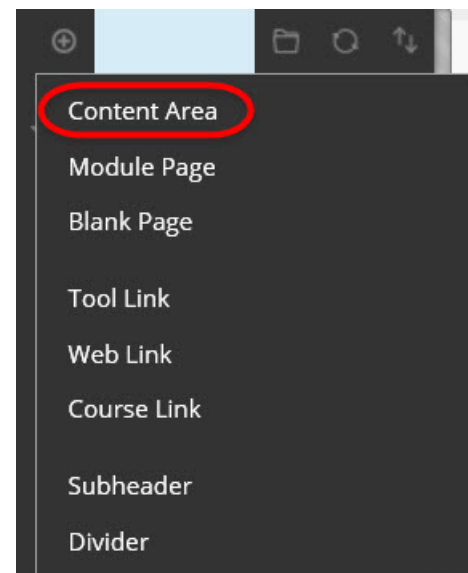
Tool Link – links to an available tool in your course, similar to Discussions

Web Link – links to an outside website or url

Course Link – links to item, tool, or area in the course

Subheader – unlinked text like a header in word, but it doesn't show up well – not much visual difference

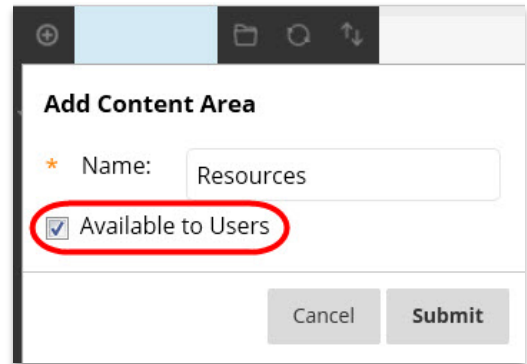
Divider – line that visually divides things on course menu



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

A screenshot of the 'Add Content Area' dialog box. It has a title bar with a plus sign, a folder icon, a refresh icon, and a close icon. The main area contains the title 'Add Content Area', a required field 'Name:' with the value 'Resources', and a checked checkbox 'Available to Users'. At the bottom right are 'Cancel' and 'Submit' buttons.

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



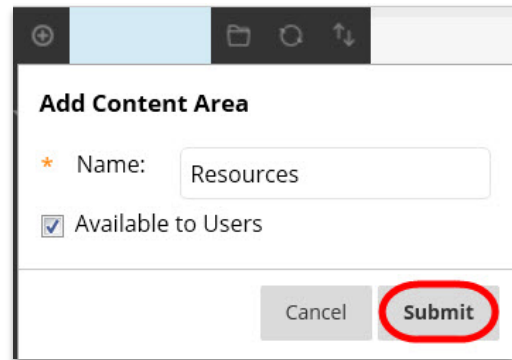
Add Content Area

* Name: Resources

Available to Users

Cancel Submit

-
8. Click **Submit**



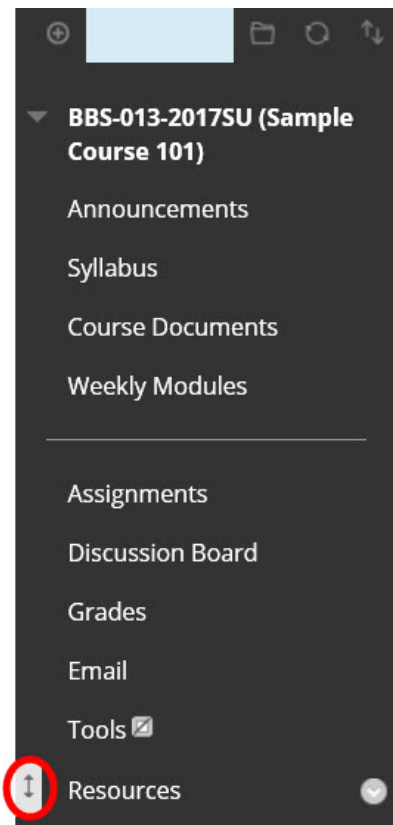
Add Content Area

* 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.



If you have any questions or problems, please contact Educational Technology email us at edtech@wesleyseminary.edu
