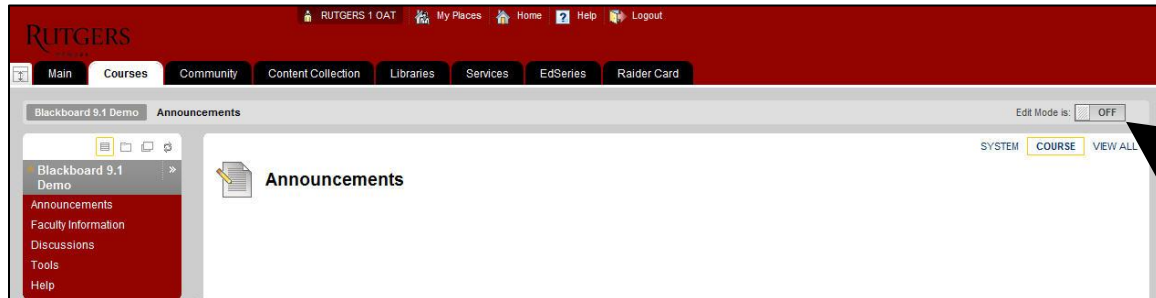


Add a New Area to Course Menu

Each course is provided with a default course menu which can then be customized by the instructor. You may want to do this when the only item posted under Course Information is your Syllabus.

- Change **Edit Mode** to **On** if it is not already by clicking on the option at the top right of the window.



- Click on the **red + icon** at the top left of the course menu and select the new type of area:

Content Area – for example, Unit 1.

Blank Page – creates a new course menu area with a single item. Do not use this option if you want to use folders or post more than one separate item.

Tool – link to a Blackboard tool such as Discussion Board, Email, My Grades, etc.

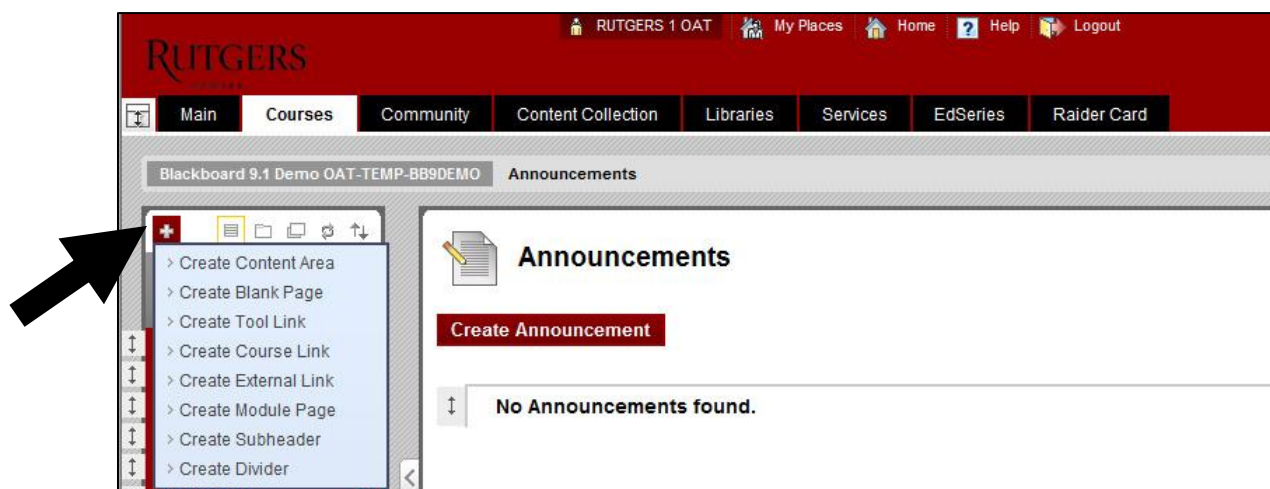
Course Link – link to an area already posted in your course.

External Link – link to a website (e.g. www.rutgers.edu, department website, www.nytimes.com).

Module Page – create a home page for your course made up of different modules to provide a snapshot of your course.

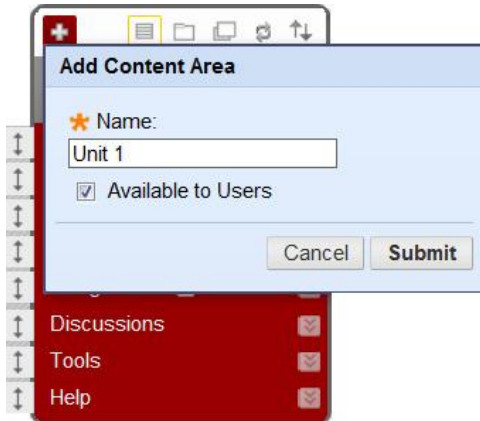
Subheader – creates a named area to divide your menu into sections.

Divider – creates a line to divide your menu into sections.



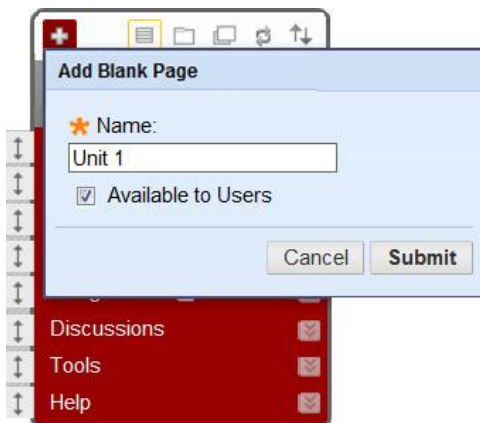
Content Area – Used for any kind of content. Some instructors will create menu areas for units, weeks, modules, etc.

- Enter a **Name**, select **Available to Users** (if you want students to see area) and click **Submit**.

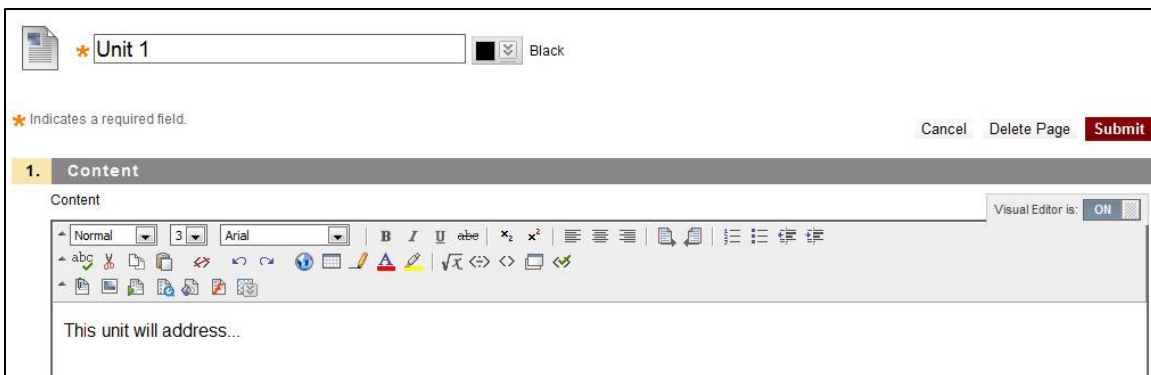


Blank Page – Creates a new course menu area with a single item. In previous versions, this was a two step process. Do not use this option if you want to use folders or post more than one separate item.

- Enter a Name, select **Available to Users** (if you want students to see area) and click **Submit**.

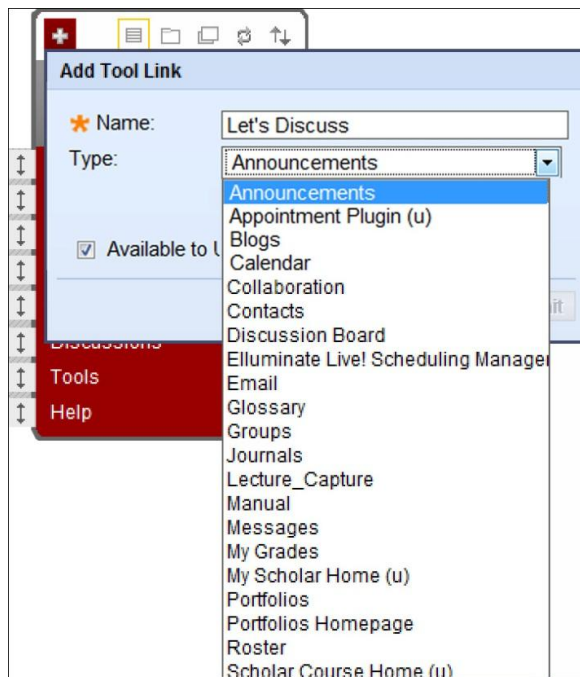


- Enter content, attach files, and set options as needed (see Adding an Item documentation for details).
- Click **Submit** at the top right or bottom right.



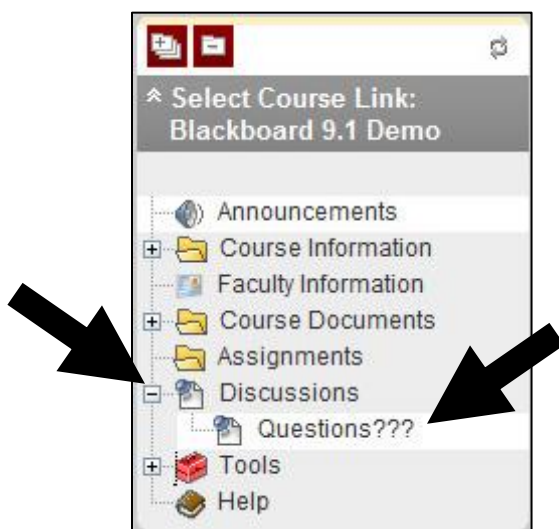
Tool – link to a Blackboard tool such as Discussion Board, Email, My Grades, etc.

- Enter **Name**, select **Tool**, select **Available to Users** (if you want students to see area) and click **Submit**.

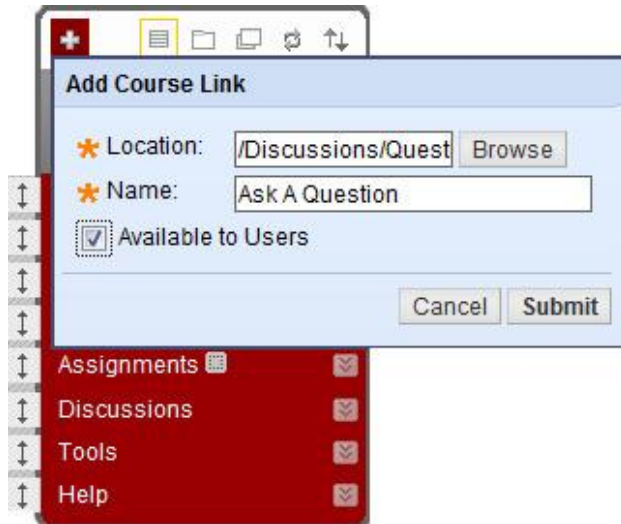


Course Link – link to an area already posted in your course, for example a Discussion Board set up for course/technical questions.

- Click **Browse** to locate target in course.
- Select the location using the course map, you can expand areas by clicking the plus signs.

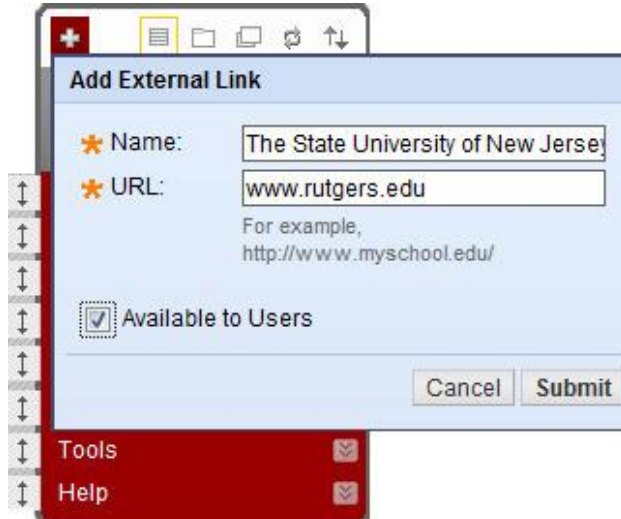


- Change the **Name** (if necessary), select **Available to Users** (if you want students to see area) and click **Submit**.



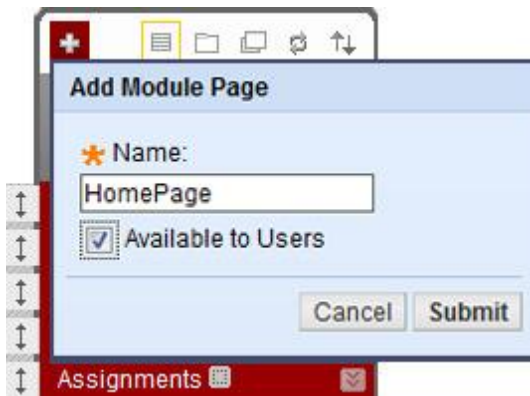
External Link – link to a website. You can link to the main Rutgers page, your department’s web page, industry standards, APA Guidelines, the New York Times, anything!

- Enter a **Name**, select URL (web address), select **Available to Users** (if you want students to see area) and click **Submit**.



Module Page – create a home page for your course made up of different modules to provide a snapshot of your course.

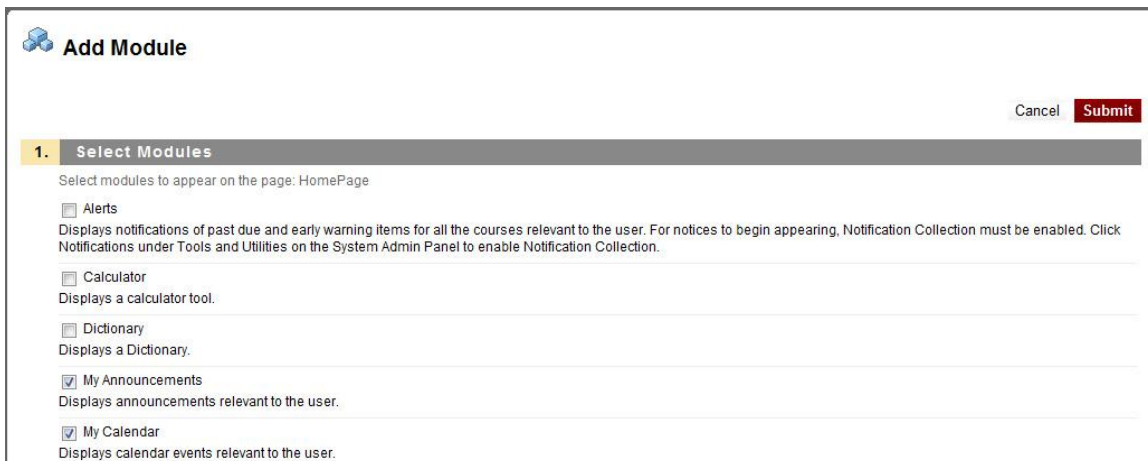
- Enter a **Name**, select **Available to Users** (if you want students to see area) and click **Submit**.



- Click **Add Course Module** button at top left.

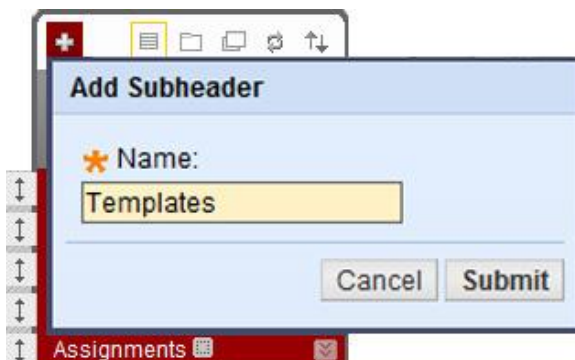


- Select **Modules** that you like displayed (e.g. My Announcements, My Calendar, My Tasks, etc.) and click **Submit** at the top right or bottom right.

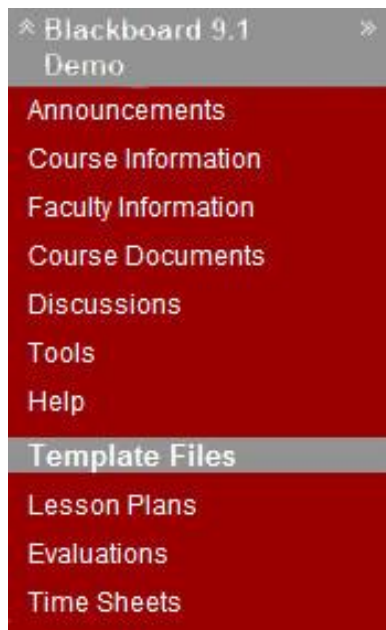


Subheader – creates a named area to divide your menu into sections.

- Enter a **Name** and click **Submit**.



Example separating out Templates from the rest of the course menu



Divider – creates a line to divide your menu into sections.

Example separating out Templates from the rest of the course menu

