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**.

![Add Course Link]

**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**.

![Add External Link]

**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.

![Add Module Page](image)

• 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.

![Add Module](image)

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