

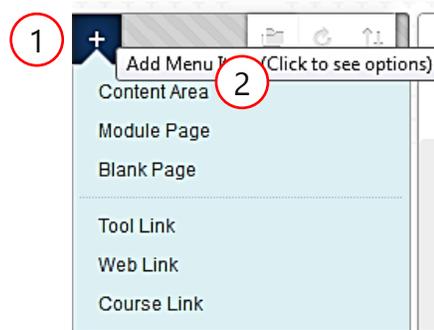


Creating Links in the Course Menu

This tutorial will explain how to place a link to a content area, tool, website or specific area of your course in the course menu.

Create a Link to a Content Area in the Course Menu

1. Click on the plus symbol (+) located on the upper left of the **Course Menu** (1) and select **Content Area** (2).



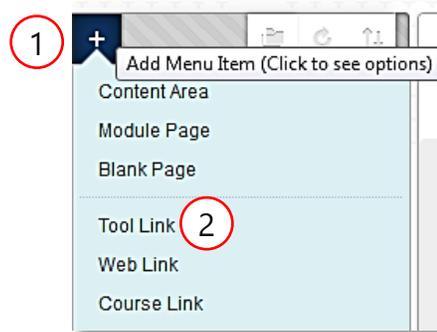
2. Name the link, such as **"Assignments,"** (1) and check the box to make it **Available to Users** (2). Select **Submit** (3).

3. Scroll down the course menu to locate the new link. To move it to a different location on the course menu, hover the mouse over the link you just created, select the double arrow on the left and drag the link it into position.

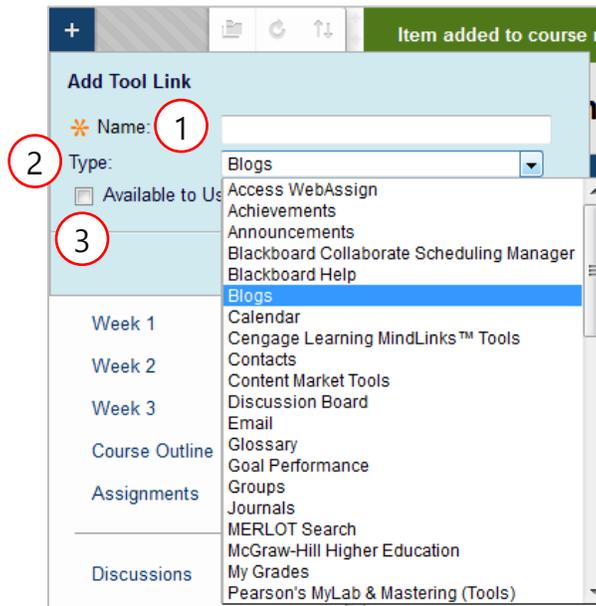


Create a Link to a Tool in the Course Menu

1. Click on the plus symbol (+) located on the upper left of the **Course Menu** (1) and select **Tool Link** (2).



2. Name the link, such as **Blogs** (1), click the drop-down arrow next to **Type** (2) and select the tool you wish to link to. Check the box to make it **Available to Users** (3). Select **Submit**.

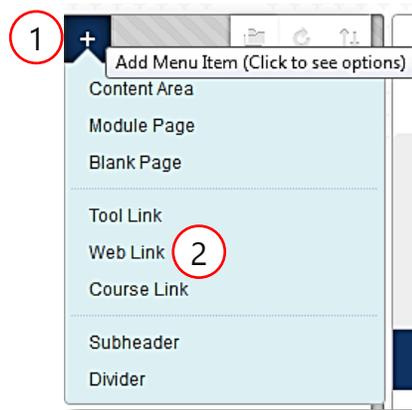


3. Scroll down the course menu to locate the new link. To move it to a different location on the course menu, hover the mouse over the link you just created, select the double arrow on the left and drag the link it into position.

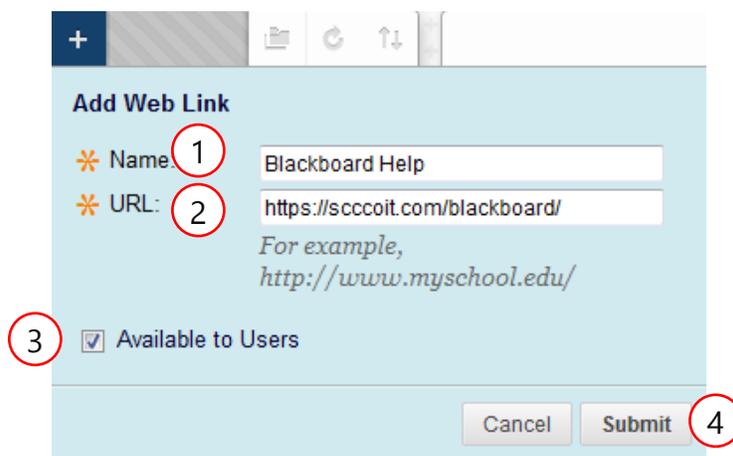


Create a Link to a Website in the Course Menu

1. Click on the plus symbol (+) located on the upper left of the **Course Menu** (1) and select **Web Link** (2).



2. Enter a **name** for the link (1), enter the **URL** (2), check **Available to Users** (3), then, click on **Submit** (4).

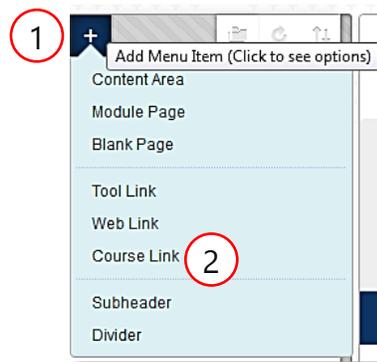


3. Scroll down the course menu to locate the new link. To move it to a different location on the course menu, hover the mouse over the link you just created, select the double arrow on the left and drag the link it into position.

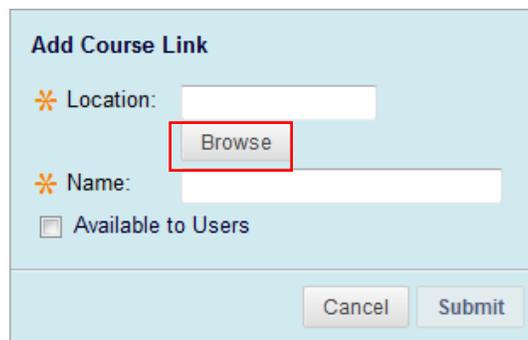


Create a Link to an Area in Your Course in the Course Menu

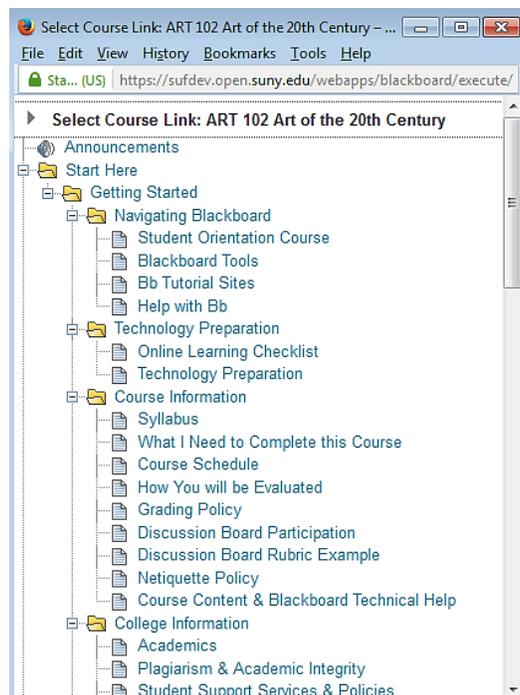
1. Click on the plus symbol (+) located on the upper left of the **Course Menu** (1) and select **Course Link** (2).



2. In the dialog box that appears, under **Location**, click on **Browse**.



3. A new window will open that will display all your course content. Select the content you would like to link to.



4. Once you made your selection, either leave the name automatically inserted in the **Name** field (1), or go ahead and change it. Then check **“Available to Users”** (2).

Add Course Link

* Location: /Start Here/Getting S
Browse

1 * Name: Course Information

2 Available to Users

Cancel Submit

4. Scroll down the course menu to locate the new link. To move it to a different location on the course menu, hover the mouse over the link you just created, select the double arrow on the left and drag the link it into position.

