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This is a University of South Florida Center for 21st Century Teaching Excellence Blackboard Quick-start Tutorial

Adding Content Areas and Menu Items to Blackboard

To add Content Areas to your Blackboard Course you simply add them to your Blackboard Course Menu. To add Content Areas to your Blackboard Course

Menu, first:

1. While in your course in Blackboard, click the Control Panel button in the main navigation bar.
2. In the Course Options module, click the Manage Course Menu link.
3. You can click the Modify or Remove buttons to the right of the existing Menu Items to modify or remove them.
4. You change the ordering by using the Number Drop-downs to the left of the Menu Items.
5. You can add new Content Areas, Tool Links, Course Links, and External (Web) Links to your Course Menu by clicking the appropriate buttons in the

Add Menu bar at the top of the Manage Course Menu page.

6. After you click on any of these buttons, follow the instructions on the next page to create your new Menu Item or Area. For most new areas you can

select from a list of Area Types and specify a unique Name for the area if required. You can also specify the type of access you want to provide.

7. When you are done, click the Submit button.

This ends this Blackboard Quick Tutorial on Adding Content Areas and Menu Items to Blackboard.