How to customize the course menu

You can add, modify or remove course menu items to customize it according to your course requirement. Course menu items may include:

- Folders that hold content such as files, Learning Units, Assessments, and Assignments.
- Specific items such as a course syllabus.
- External links, which link to URLs outside of the course.
- Course tools, such as email, group, etc.

1. Go to your course site and click “Control Panel”

2. Click “Manage Course Menu” under Course Options area.
3. You can add a menu item by clicking any of the links on “Add” action bar. If you want to add a menu item for a course content area, you need to click “Content Area” on Manage Course Menu page. If you want to add a menu item for any of the course tools, click “Tool Link” on Manage Course Menu page.

4. For example, you want to add “Quiz” menu item to give students quick access to your online quizzes. Click Add “Content Area” on Manage Course Menu page. Then select a name from the drop down box.
5. You can also create your own name that best describes your content item. Type it into the textbox.

6. Check “Available for Student/Participant users” if you want students to access it.

7. After finishing, click “Submit” at the bottom of this page.

8. You will see a receipt on “Add New Area” page. And then click “OK”.

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**Add New Area**

Receipt: Success
The attempted action was successful.

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9. The newly added menu item will be listed at the bottom automatically. You can change the order by choosing a number from the drop-down box.

For example, you can select 1 to switch the Quiz menu item to the top of the menu.

(Before changing the order)  (After changing the order)

You can change the order of any of your menu items using the same method.
10. If you want to add a menu item for a course tool such as Email, click “Tool Link” and repeat the steps as you do to add a menu item for any of the course tools (see steps 4 – 9).

11. You can modify a menu item by clicking the “Modify” button, or remove a menu item by clicking “Remove” button.

12. After clicking Modify button, you can update the course menu item. Click Submit to save the change.