

Manage Course Menu

Overview

From the Manage Course page, the Instructor adds and modifies the content areas on the course Web site. For example, the Instructor can choose to have areas for Staff Information, specific Content Areas, and Course Links. On the Manage Course Menu page they can add an area and modify the name to suit the course.

Content areas may include:

- folders that hold course information such as Course Documents or Announcements
- specific items such as a course syllabus
- URLs
- Course Links, which link to other areas within the course

Instructors have the option to include up to 10 different areas for each course.

Customizing the Manage Course Menu Page

1. Select a course from Courses You are Teaching and open the Control Panel.
2. Click Manage Course Menu under Course Options.

Functions

To add a Content area, click Add Content Area. The Add New Area: Content Area page will appear.

To add a Tool area, click Add Tool Area. The Add New Area: Tool Area will appear.

To add an External Link, click Add External Link. The Add New Area: External Link page will appear.

To add a Course Link, click Add Course Link. The Add New Area: Course Link page will appear.

To modify an area, click Modify. The Update Area Name page will appear.

To remove an area, click Remove. A message will appear verifying that this area should be removed. This action is irreversible. See Note below.

To order content, click the drop-down arrow and select a number. Course areas will appear in the Course menu in the order selected.

Note: If Remove is selected for a Course Tool the area will be removed from the Course menu, but the area associated with the tool will remain visible in the Course Control Panel. If Remove is selected for a Content Area it will be removed from the Course menu and the Course Control Panel, and all of its contents are deleted.