# How to Add a New Area for Content to the Course Menu

Providing effective student navigation through using the course menu is important in order for students to be able to locate information within a course. The following steps describe how you as the instructor can add a new area for content to the course menu.

Create Content Area

Step 1: Hover on the "plus" button, **Add Menu Item**, as shown in the image below.
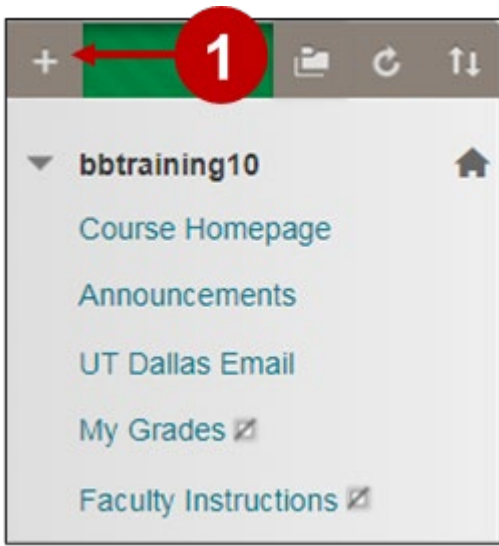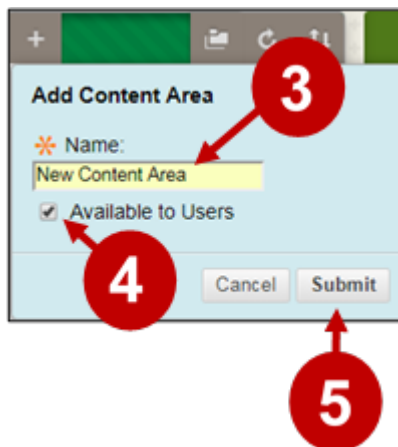

Step 2: Once you hover over the plus sign, a list will be displayed. Select **Content Area.**
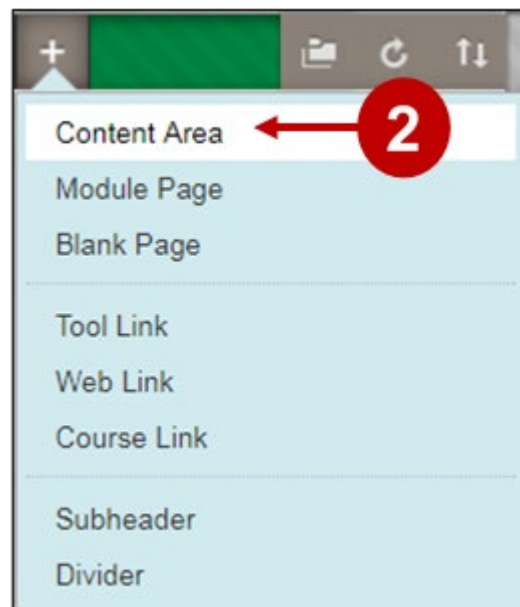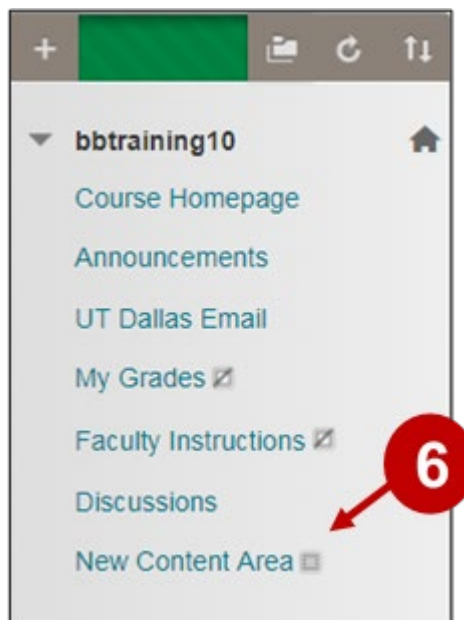
Steps 3-5: Enter the Name for the new content area. In this example the name for our content area will be **New Content Area.**

Make the content available to users by selecting the check box, **Available to Users.**
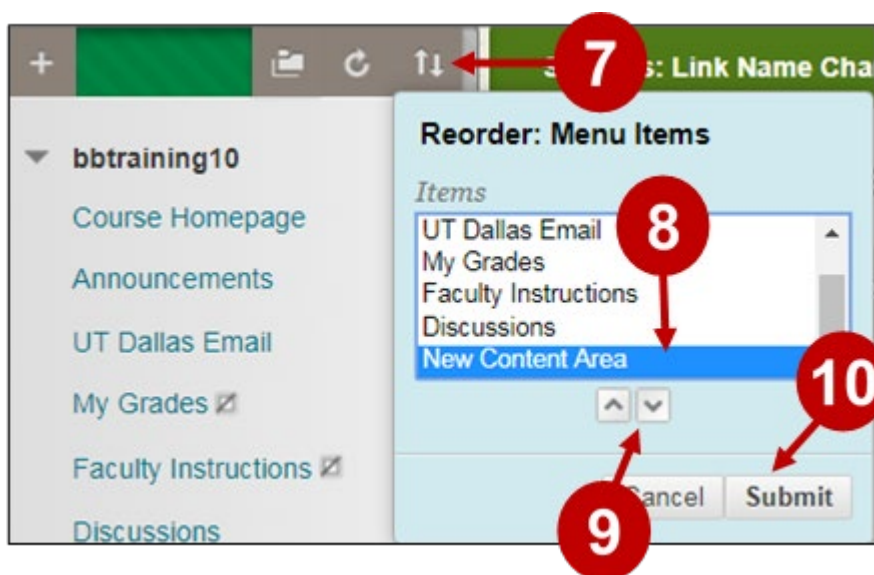
Click **Submit.**

Step 6. The new link appears at the bottom of the course menu.

Step 7-10: To reorder the links, select the **Keyboard Accessible Reordering,** button. In the popup menu, select the link to move.

Use the arrows to move the link to the desired order.

Select **Submit** to save change.

Note: the menu shows two ways menu links are unavailable to students.

The white square with the grey slash indicates that **My Grades** and **Faculty Instructions** is deliberately hidden. To show a hidden link, mouse over the link to change, select its option button and choose **Show Link**.

Student can now see the **My Grades** link, but the **Faculty Instruction** and **New Content Area** are still hidden.

The grey square indicates that the **New Content Area** is empty and therefore also invisible to students.
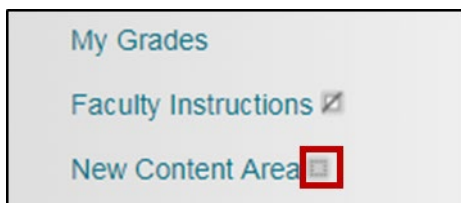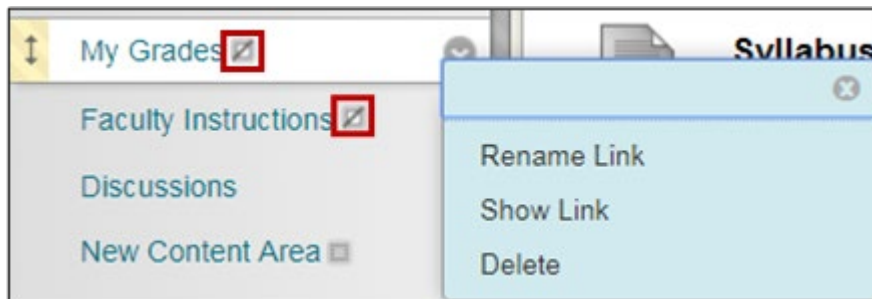
Add Content to the Content Area

In order for students to see the **New Content Area** link, something needs to be added into its **Content Area**. To add content, do the following to access the content area.

Step 1: from the course menu, select the **Content Area** link, in this example, **New Content Area**.
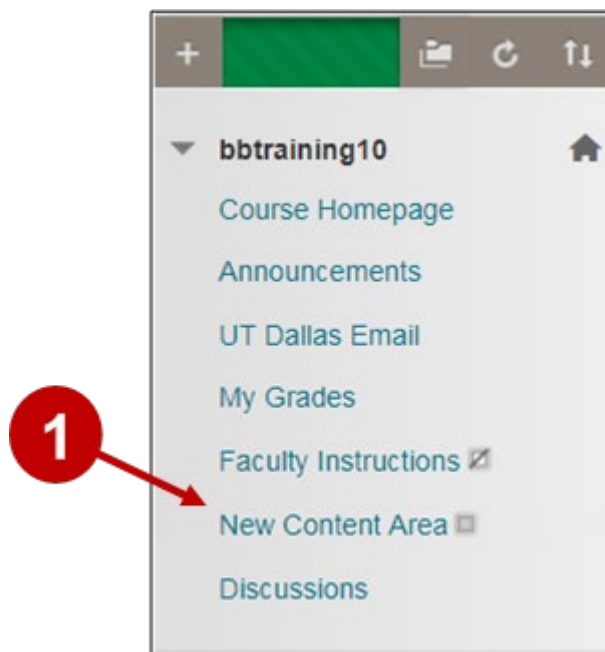
Step 2: select an **Action Bar** button to add material for students. The most commonly used buttons are **Build Content**, **Assessments**, **and Tools.**
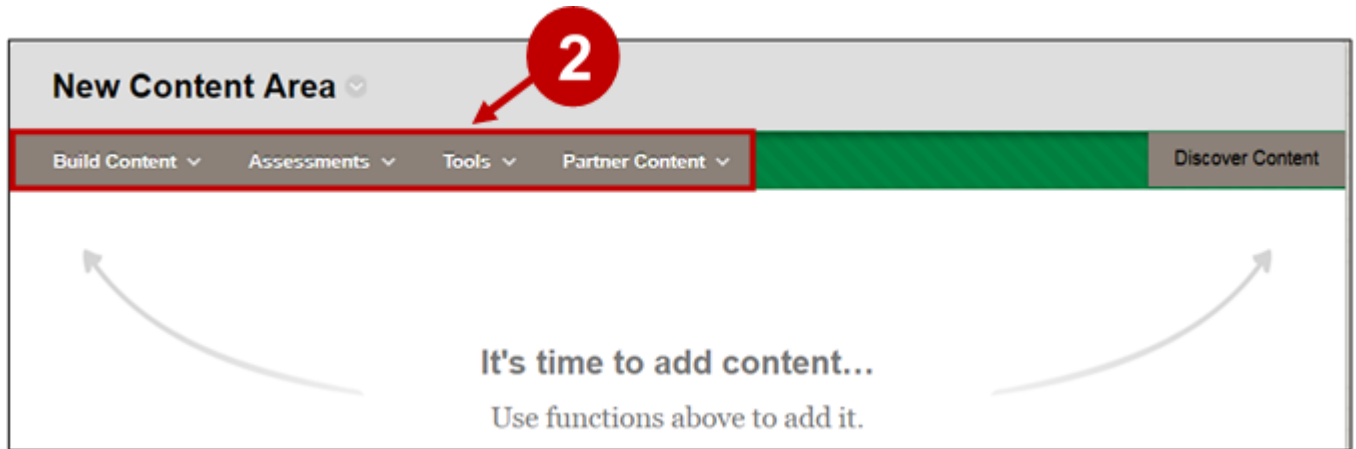
Build Content provides materials that students can use to master course objectives.

Some of the most often used commands are **Item, File**, **Weblink,** and **Content Folder.**
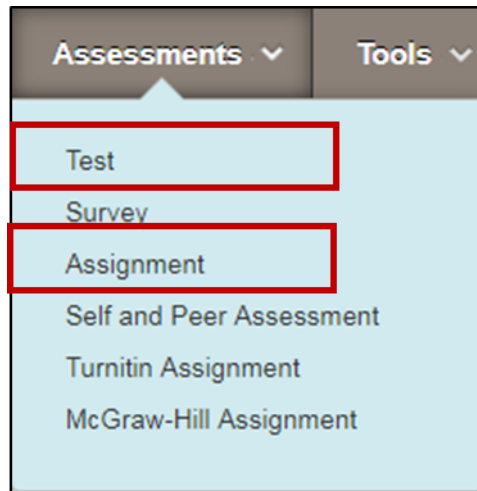
Although eLearning offers a **Syllabus** command, using the **File** command to post a syllabus requires fewer steps.
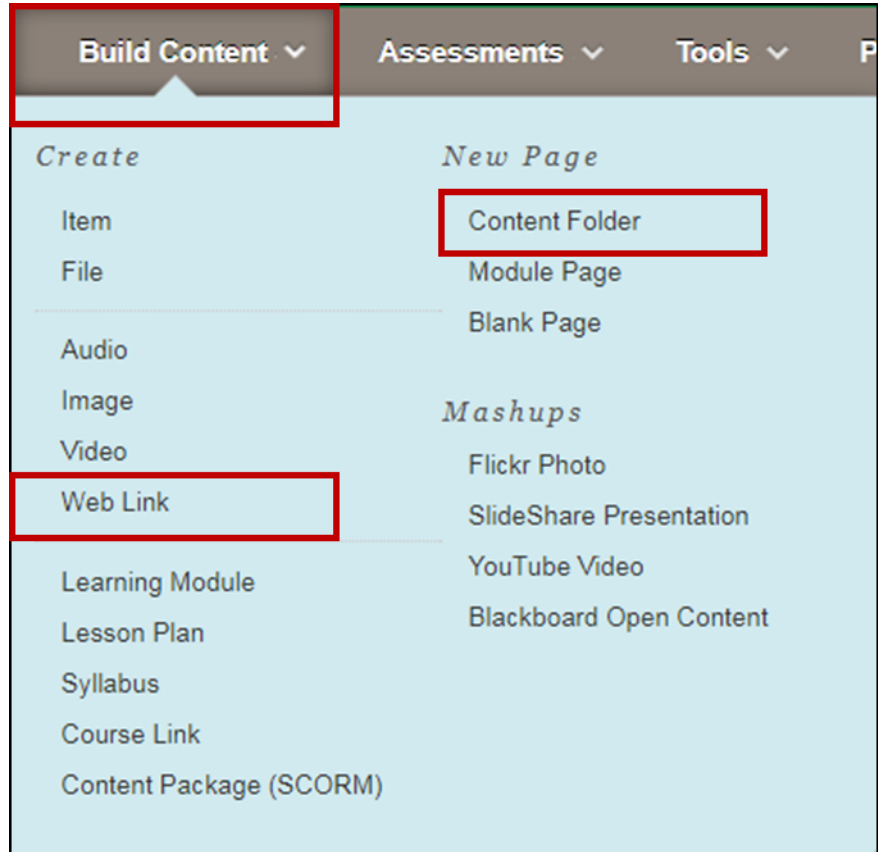
Assessments create an online assessment that students must complete online.

The most commonly used assessments are **Tests** and **Assignments**.

Once an assessment is created, the **Grade Center** generates a grade column for it.

Tools are commands inside of eLearning that allow the instructor to manage a course, and communicate with students. Students also use **Tools** to engage with online course work.

Popular **Tools** for student work are **Discussion Boards**, **Journals, Wikis,** and **Groups.**

By default, the preceding **Tools** are not graded, but can be edited to be graded.
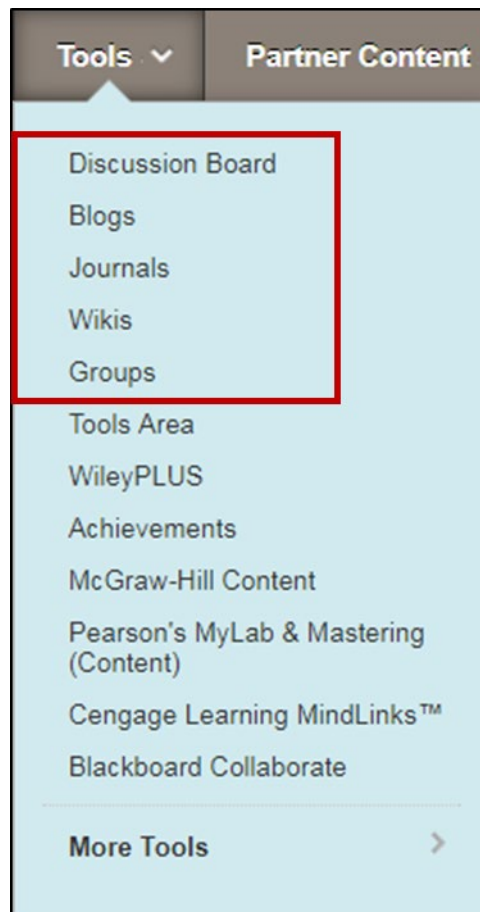
Instructions on how to add content can be found in the eLearning Faculty Tutorials Content tools section.