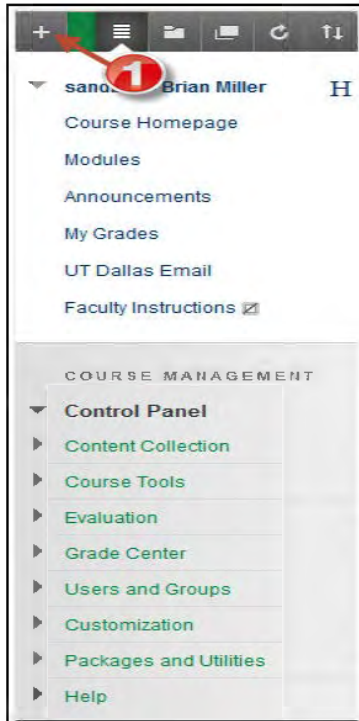


# How to Add a New Area for Content to the Course Menu

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.

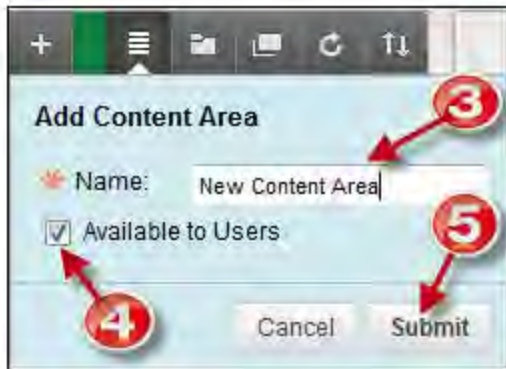
**Step 1:** Hover on the plus button as shown in the image below.



**Step 2:** Once you hover over the plus sign, a list will be displayed. Select the option labeled **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**. Then make the content available to users by selecting the check box **Available to Users**. Click **Submit**.



The screenshot shows a dialog box titled "Add Content Area". It has a toolbar at the top with icons for adding, editing, deleting, and other actions. The main area contains a "Name:" label followed by a text input field containing "New Content Area". Below this is a checkbox labeled "Available to Users" which is checked. At the bottom are "Cancel" and "Submit" buttons. Red callout circles with numbers are placed over the dialog: circle 3 points to the "Name:" label, circle 4 points to the "Available to Users" checkbox, and circle 5 points to the "Submit" button.

**Step 6.** If you were successful in adding your new content area link you will see it displayed at the bottom of the screen. In our example, please note that the content area entitled **New Content Area** is now located at the bottom of the content menu.

