How to Add a ‘Tests’ link 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 Tests link to the course menu.

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

![Step 1 Image]

**Step 2:** Once you hover over the plus sign, a list will be displayed. Select the option labeled Content Area.

![Step 2 Image]
**Steps 3 and 4:** Create a name for your content area. Then if you would like the student to view this Content Area click the *Available to Users* checkbox and then click *Submit*.

If you were successful in adding your new link you will see it displayed at the bottom of the screen. In our example please note that the new link entitled ‘Tests’ is now located at the bottom of the content menu.