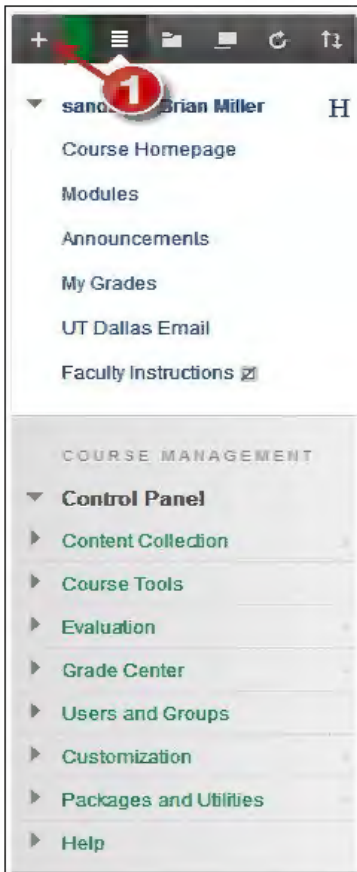


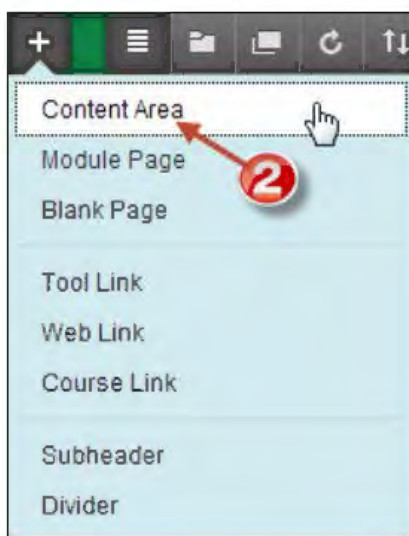
How to Add a 'Tests' link to the Course Menu

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.

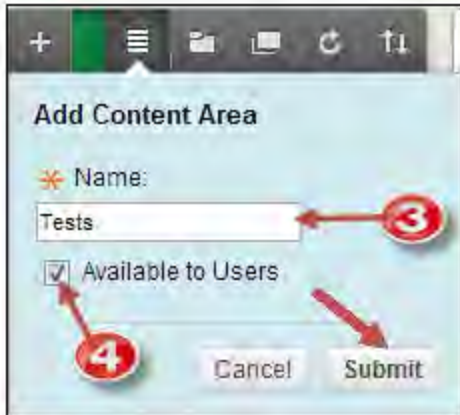
Step 1: Hover on the plus button as shown in the image below.



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

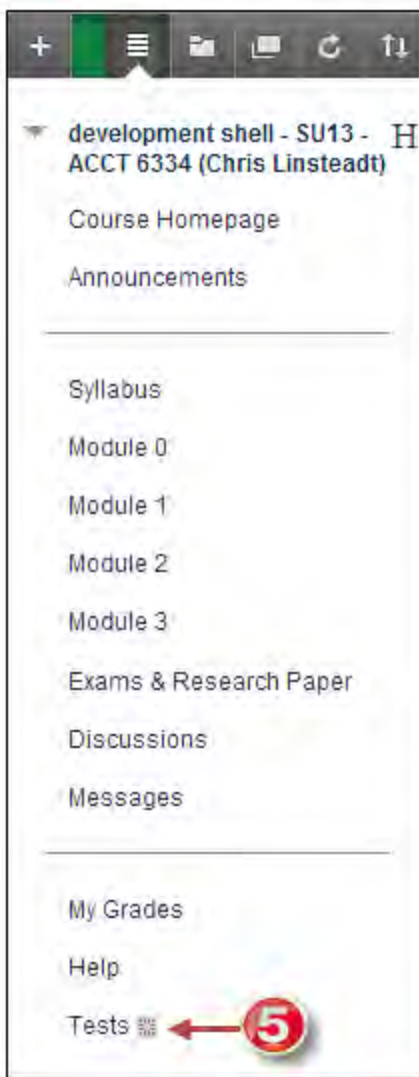


Steps 3 and 4: Create a name for your content area. Then if you would like the student to view this Content Area click the **Available to Users** checkbox and then click **Submit**.



The screenshot shows a dialog box titled "Add Content Area". It has a "Name:" label followed by a text input field containing the word "Tests". Below this is a checkbox labeled "Available to Users" which is checked. At the bottom are "Cancel" and "Submit" buttons. Red annotations include a circle with the number 3 and an arrow pointing to the "Tests" text, and a circle with the number 4 and an arrow pointing to the "Available to Users" checkbox.

Step 5: In order to ensure success with your addition to the course menu please note the following image.



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.