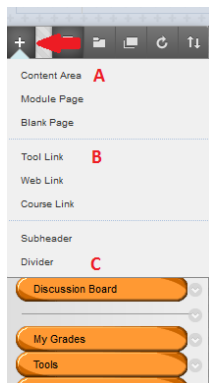


## To add tabs to the menu:

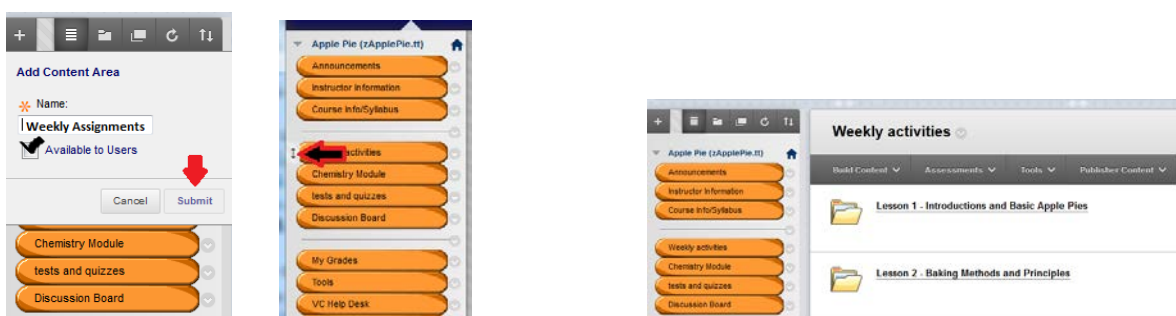
- Click on the '+' sign above the course name on the student menu area. A dropdown menu will appear



There are 3 commonly selected choices

A. **Content area** is a container to put different kinds of content and can be named appropriately.

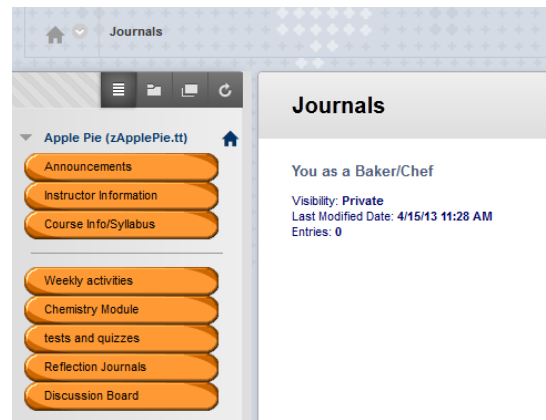
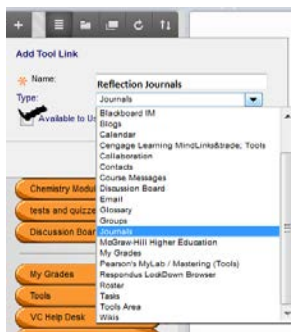
- click on 'content area'
- a small box area will open for you to type in the tab title. For example, 'chapter powerpoints' or 'weekly assignments'
- once named, choose the box "available to users" and submit.
- The tab appears at the bottom of the menu. Grab the bars to the left of the name and drag it up to the middle area
- Once you have the content area named you can click into it to create items, folders, modules, or attach files.



B. **Tool Link** is a container that will put the student into a special area when clicked on the menu. For example, 'Discussion Board' takes them to the discussion board area. 'Blog' takes them to a classroom blog.

- Click on the '+' sign above the course name

- Click on 'tool link'. A menu box will open
- From the selection area choose the tool you wish to link to
- Name the menu tab for that tool
- Check 'available to users'
- Click submit
- The tab appears in the menu at the bottom. Drag it up into the center area.
- If the link is to a journal or interactive area you will need to create an interaction (journal or forum or blog, etc.)



C. A **Divider** is simply a line that physically separates areas on the menu.

- Click on the '+' sign
- Click on 'divider'
- A horizontal line appears at the bottom of the menu
- click on the grab bar and drag it up to the location desired on the menu.

