This handout contains the exact same information as the corresponding Blackboard Learn Essentials videos which are available at http://tinyurl.com/essentials-videos.

### Adding a Menu Item

**Step-by-Step**

- Located in the far left of the course menu, **mouse over** the plus symbol, which allows adding a menu item.

- New course pages can be created from this option menu, along with other types of links.

- For this tutorial, click on the **Content Area** option, which is page where general content can be added, such as PDFs, PowerPoint slideshows, and Word documents.

- An additional menu will appear that allows us to name the page and enable students to view it immediately. **Click the Name field** to type in an appropriate name, such as Week 1, and **click** the checkbox to enable immediate student access.

Note: Content areas are not viewable by students until at least one item is added; otherwise the page does not show on their view of the course menu.
✓ **Click Submit.** The menu item will appear at the bottom of the course menu.

- Groups
- Discussions
- Media Gallery
- My Grades
- Student Help
- Week 1