

How to configure your navigation menu for to Blog, Wiki, and Podcast Manager Tools

In Control Panel, click on Manage Course Menu (fig. 1).

The screenshot shows the control panel for the course 'TEST_JADAMS: jadams test course - Janice Adams (Instru)'. The page is organized into several sections:

- Content Areas:** Course Info, Assignments
- Course Tools:** Announcements, Course Calendar, Staff Information, Tasks, Send Email, Discussion Board, Collaboration, Digital Dropbox, Glossary Manager, Messages, Course Objectives
- Course Options:** Manage Course Menu (highlighted with a red arrow), Course Design, Manage Tools, Settings, Recycle Course, Course Copy, Course Cartridge, Content Package, Export Course, Archive Course
- User Management:** List / Modify Users, Create User, Batch Create Users
- Assessment:** Test Manager, Survey Manager, Pool Manager, Course Statistics
- Help:** Support, Manual

Figure 1. Select Manage Course Menu

Click on the Tool Link button in the Add toolbar (fig. 2).

Manage Course Menu

To view changes, refresh the Menu.

Add Content Area Tool Link Course Link External Link

1	▼	Announcements <i>Announcements</i>	Modify	Remove
2	▼	Course Info <i>Content Area</i>	Modify	Remove
3	▼	Assignments <i>Content Area</i>	Modify	Remove
4	▼	Discussion Board <i>Discussion Board</i>	Modify	Remove
5	▼	Chat <i>Collaboration</i>	Modify	Remove
6	▼	Send Email <i>Email</i>	Modify	Remove
7	▼	Instructor <i>Staff Information</i>	Modify	Remove

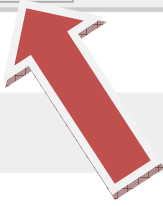


Figure 2. Click Tool Link button

Select the tool you want to link from the drop down menu (fig. 3).

Add New Area

1 Set Area Properties

Type

* Name

Available for Student/Participant users

2 Submit

* Required Field

Click **Submit** to finish. Click **Cancel** to return to the previous screen.

- Address Book
- Address Book
- Announcements
- Blog Tool**
- Calendar
- Collaboration
- Communications Area
- Course Objectives
- Discussion Board
- Dropbox
- Email
- Glossary
- Groups
- Homepage
- Manual
- Messages
- My Grades
- My Scholar Home
- Observer Tools
- Personal Information
- Podcast

Figure 3. Select tool

New links add at the bottom of the menu list. You can rerank the links using the number drop down menus to the left of each item.