Adding Menu Items in Blackboard

Add a new **Content Area** to the menu bar in your course

1. Click on the + symbol in the upper left of your course menu.
2. Click **Content Area**.
3. A pop-up menu will open where you type in the name of your new content item. Make sure you check off the option to make the content available to students.
4. Click **Submit**. The content area will now appear at the bottom of the menu bar.

Add a new **Tool Link** to your menu bar

1. Click on the + symbol in the upper left of your course menu.
2. Click **Tool Link**.
3. A pop-up menu will open where you select first the type of tool you want from the drop down menu, and then add a title for the tool link.
4. Click **Submit**. The tool link will now appear under at the bottom of the menu bar.

Add a new **Web Link** to your menu bar

1. Click on the + symbol in the upper left of your course menu.
2. Click **Web Link**.
3. Then a pop-up menu will open where you type in the **name** of the link, and add the full URL (for example http://www.bridgew.edu).
4. Click **Submit**. It will then appear under your menu bar for your course.