Left Navigation List

As a course designer you have the ability to add items to the left navigation panel. In this document you will learn how to add a new Content Area, Blank Page, and Web Link.

1. Click the plus sign at the top of the left navigation panel to display your options.
2. Choose the item to be displayed in the left navigation panel.

Adding a Content Area

1. Click Content Area from the dropdown menu. A window will pop up allowing you to name the Content Area.

2. Check the box next to Available to Users otherwise it will not show when Edit Mode is off. Click Submit.

3. The new Content Area will list last under Information and Resources in the left navigation panel. Hover your mouse over the text of your Content Area and this yellow icon will appear to the left of it. Click and drag this icon to move your content area.

4. Click the title of your new Content Area. Click the Build Content tab to see the applications that can be added to that area. Explore the Assessment, Tools and Publisher Content areas as well.
Add a Blank Page

1. Click the plus sign at the top of the left navigation panel to display your options.
2. Click Blank Page from the dropdown menu. Name your blank page in the window that pops up.
3. Check the box next to Available to Users.
4. Click Submit. Your new blank page will become available for adding content.

Adding a Web Link to the left navigation

1. Click the plus sign at the top of the left navigation panel to display your options.
2. Click Web Link from the dropdown menu.
3. In the Name field, type the text you would like to appear in the left navigation panel.
4. Check the box next to Available to Users.
5. In the URL field type the web address. You must include http://. Click Submit.
6. The Web Link will list under Information and Resources. Move the link to the desired spot in the list.