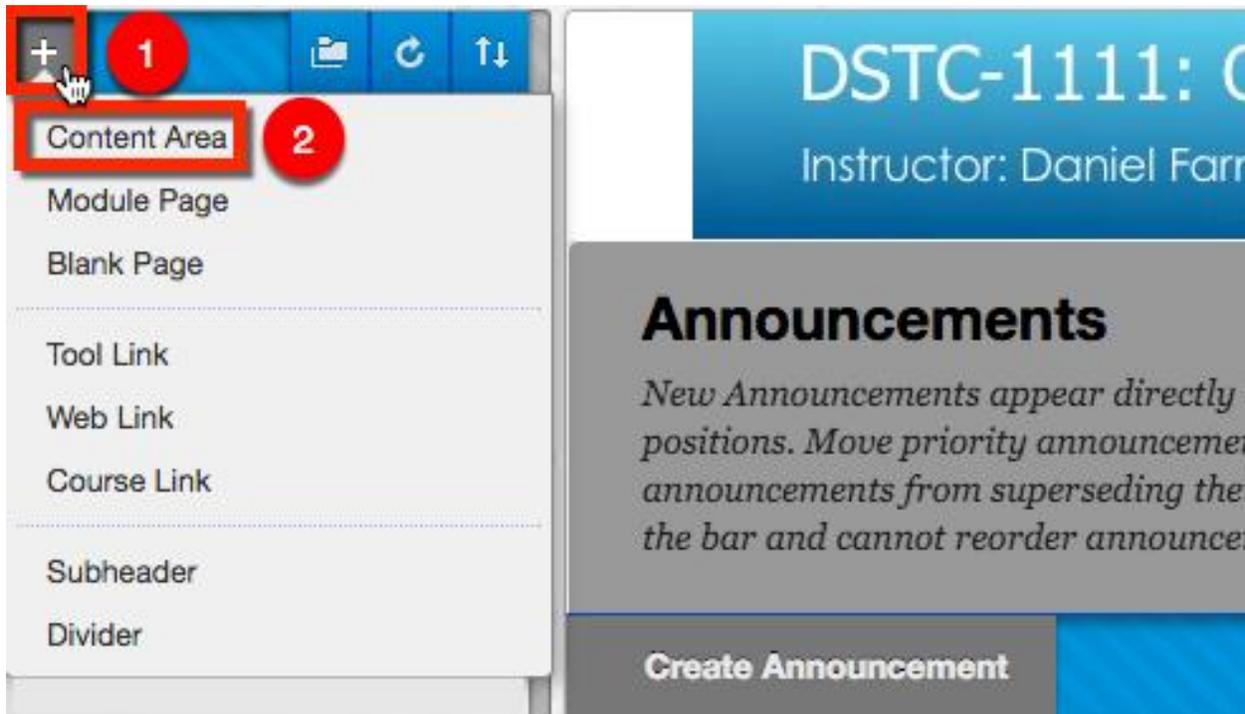


How to Add a Content Area Menu Link

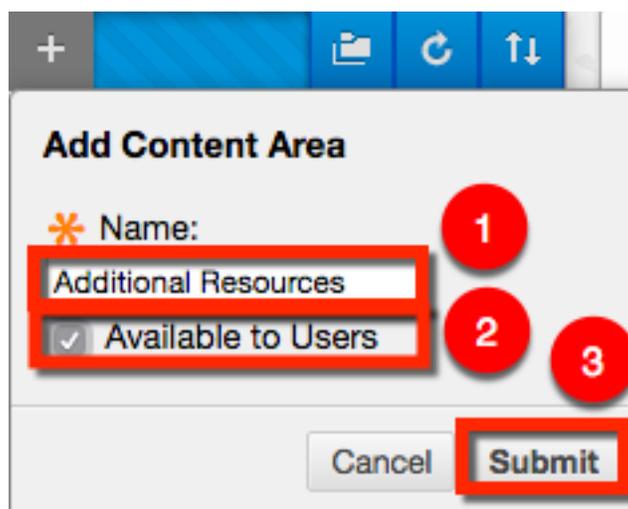
Enter a Blackboard course.

1. Hover your mouse over the "+" above the left course menu to open a drop down menu.
2. Select **Content Area**.

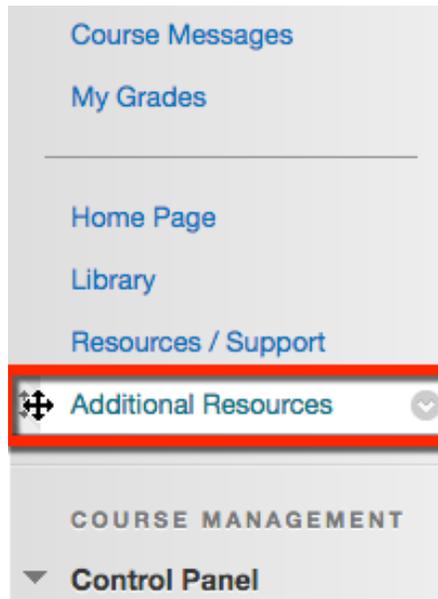


Add Content Area

1. Create a name.
2. Check **Available to Users** so students can view/access this link.
3. Click **Submit**.



The newly created menu Content Area menu link will appear at the bottom of the left navigation menu. The gray box next to the Content Area menu link means there is currently no content. To reorder, hover your mouse left of the menu link title. Click and drag the menu link to the appropriate location.



To add content to this area, hover your mouse over the action bar menu items to open the drop down menus. Select any of the options below to start adding to the course.

Note: If you have several different types of files with several different categories, it is recommended to add them to a Content Folder or Learning Module for better organization.

