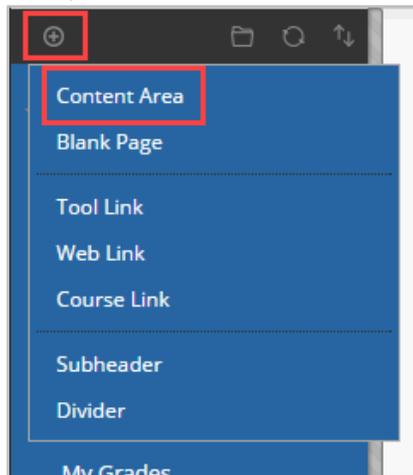


CREATE/EDIT A CONTENT AREA

Instructors should create content areas in ulearn courses to help students navigate the content. Content areas are folders on the left menu of a ulearn course site. Once created, content areas can also be edited as needed. Instructors should create content areas for every week of the semester (example: Week 1, Week 2, Week 3, etc.).

Instructions

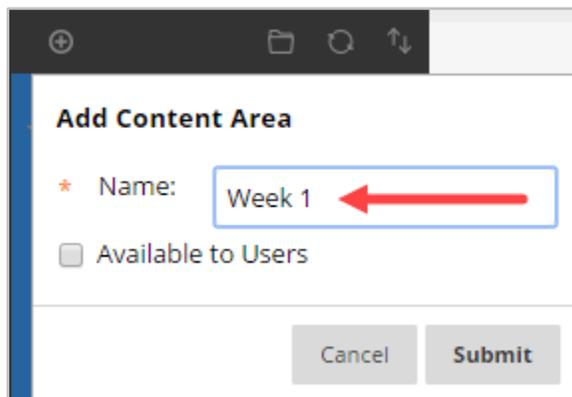
1. To add a content area to a ulearn course, **click the + icon** at the top of the menu. Then, click on **Content Area**.



Note:

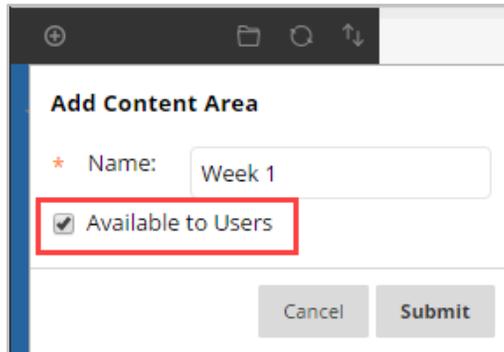
The course's main navigation menu should not be cluttered with unnecessary items.

2. Type the item name in the box (i.e., Week 1)

A screenshot of the 'Add Content Area' dialog box. The title is 'Add Content Area'. There is a red asterisk next to the 'Name:' label. The text input field contains 'Week 1', and a red arrow points to it from the right. Below the input field is a checkbox labeled 'Available to Users' which is currently unchecked. At the bottom of the dialog are two buttons: 'Cancel' and 'Submit'.

CREATE/EDIT A CONTENT AREA

3. **Check** the Available to Users box if you are ready to make this left menu item available to students. You can always edit the availability of the item later.

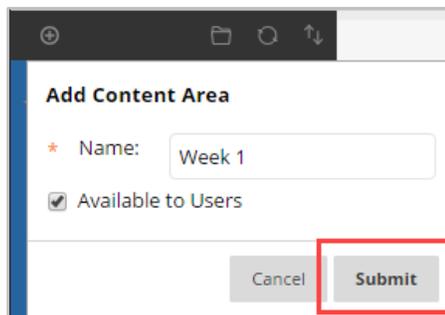


The screenshot shows a web form titled "Add Content Area". It has a "Name:" field with the value "Week 1". Below the field is a checkbox labeled "Available to Users" which is checked. At the bottom of the form are "Cancel" and "Submit" buttons. A red box highlights the "Available to Users" checkbox.

Note:

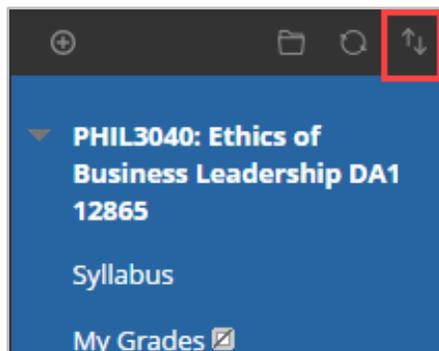
By default, all newly created left menu links are unavailable to students unless otherwise specified.

4. Click **Submit** when finished.



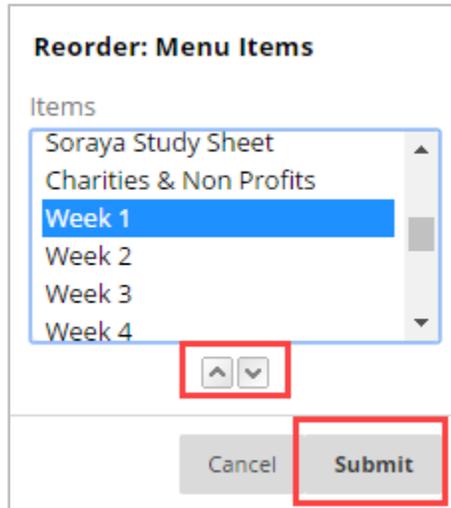
This screenshot is identical to the previous one, but a red box highlights the "Submit" button at the bottom right of the form.

5. The newly created left menu item will be placed at the bottom of your course menu. To reorder menu items, click on the **up/down arrow icon** at the top of the menu.



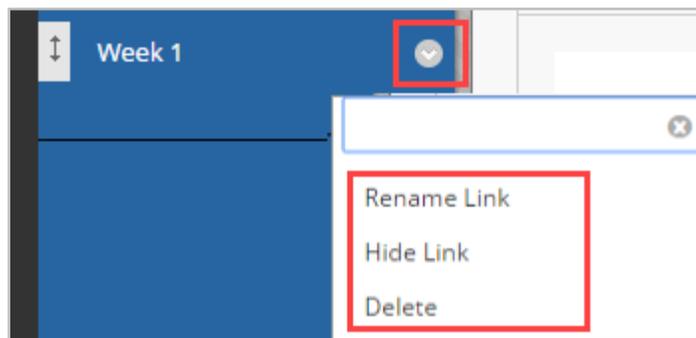
CREATE/EDIT A CONTENT AREA

6. The Reorder Menu Items window will appear. **Select** a menu item to move, then use the **up/down buttons** to select a new location. Click **Submit** when finished.



Edit Content Areas

1. Place your cursor over the content area and **click on the arrow** to view the menu. You can rename, hide/show, or delete the left menu item.



Warning:

Deleting a content area deletes all files within that content area.

2. To rename a content area, select **Rename Link** and enter the new name in the text field. Click the **green check** mark to save your changes. Selecting the red X reverts the name back to the original.

CREATE/EDIT A CONTENT AREA



3. If you select the **Hide Link** option, the menu item will not be available to students. A square with a line through it will appear next to the item name. To unhide an item and make it available to students again, choose **Show Link** from the item's menu.

