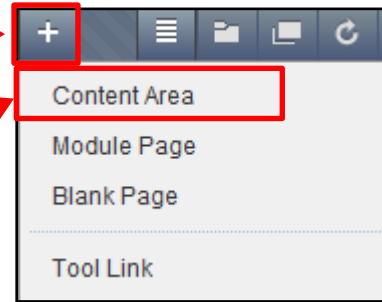# Adding a Content Area Link to the Navigation Menu

Step 1: Click on the "+" site and choose "Content Area"

Click on the **"+" icon** at the upper left-hand corner of the navigation menu

Click on **Content Area**

NOTE: If you do not see the "+" sign, you are either in Edit Mode OFF or you have changed your menu view to "Folder" and will need to change it to "List".

Content Area
Module Page
Blank Page

Tool Link

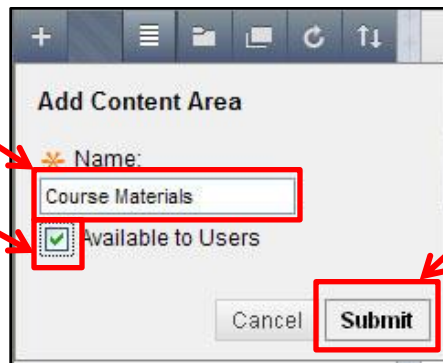## Step 2: Name the link and make it available.

Enter a name for the Content Area

Check the box next to "Available to Users"

NOTE: If available box is not checked the link will be hidden but you can unhide it later

Add Content Area

✳ Name:

Course Materials

☑ Available to Users

Click **Submit**

Cancel   Submit

The new Content Area link will appear at the bottom of the menu

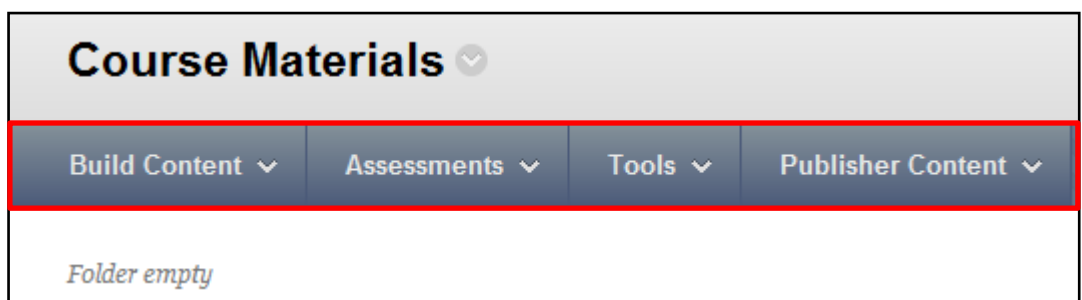Click on the new link to load the new empty page

Announcements

Course Materials ▫

Small gray square icon indicates a content area without any content

Step 3: Add Content to the New Content Area

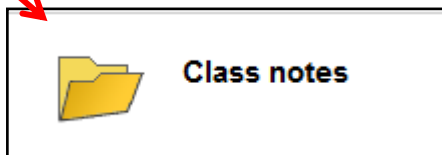Use the buttons at the top of the screen to add different types of content to the page

Course Materials ⌄

Build Content ⌄   Assessments ⌄   Tools ⌄   Publisher Content ⌄

Folder empty

Adding a File to a Content Area or Folder

Step 1: Navigate to the Content Area or Folder
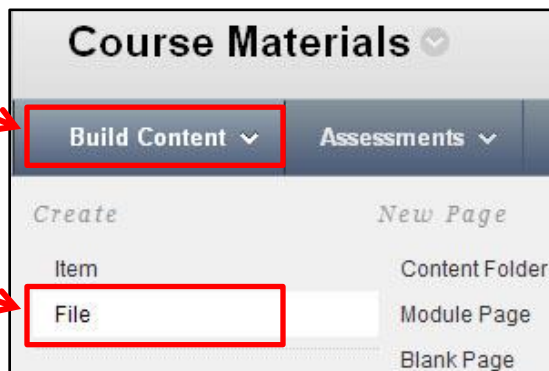
Click on a **Content Area link** in the navigation menu

Announcements

Course Materials

or Click on a **Content Folder link** on a content page

Class notes

Step 2: Choose the Build Content button and select "File"

Course Materials

To add a file that you have created, such as a PDF or PPT, click on "**Build Content**" button

Build Content ∨   Assessments ∨

Create	New Page
Item	Content Folder
File	Module Page
	Blank Page

then on **File**

Step 3: Locate the File and Edit the Settings

1. **Select File**

★ Find File   Browse My Computer   Browse Content Collection

★ Name

NOTE: Name must be entered for link. Does not need to match file name

■ ⊙ Black ← Can change link color

Browse My Computer   Browse Content Collection

Selected File   File Name   **ChangeStartDate.pdf**
                       File Type   **PDF**

File name appears here

"Open in New Window" *strongly recommended*

2. **File Options**

Open in New Window   ⦿ Yes ○ No

Click **Submit**   Cancel   Submit

For assistance, contact the Instructional Resource Center, **irchelp@uconn.edu; (860)486-5052**