LESSON 4 – DESIGN THE COURSE MENU

In this lesson, you will learn how to:

- Add an item to the course menu
- Change the order of items in the course menu
- Customize the style of the course menu
- Remove an item from the course menu

Add an item to the course menu

The default course menu in your MyMathLab course contains links to the various pages in the course. You can add menu items as needed, to customize your course. In this lesson, you will create a new menu item that will contain orientation information and a threaded discussion for your beginning of the term activities.

1. **Open the Course Menu window.**
   Click *modify* above the course menu.

On the Course Menu window, click *Add & Arrange*.
2. **Add a new content page.**
   Click **Add new item** at the top left of the Add & Arrange page. At the bottom of the page, select **Content Page** from the **Select Item Type** dropdown list, and enter "**Orientation**" in the **Menu Item Name Field**. Click **Save** to add the item to the course menu.

   ![Content Page]
   
   **Tip:** Add content pages to house course handouts like your syllabus, projects, or supplemental materials.

   **Note:** Click a menu item in the Add & Arrange window to edit the menu item title.

3. **Add a new discussion.**
   Click the arrow to the left of **Orientation** to expand the item. Then click **Add new item to Orientation**. Select **Threaded Discussion** from the **Select Item Type** dropdown list, and enter "**Introduce Yourself**" in the **Menu Item Name Field**. Click **Save** to add the item to the course menu.

   ![Threaded Discussion]
   
   **Tip:** Add discussion threads to focus the discussion at strategic points in your course.

4. **Add a new linked page.**
   Click **Add new item to Orientation** again. Select **Linked Content** from the **Select Item Type** dropdown list, and enter "**MyMathLab website**" in the **Menu Item Name Field**. Enter the URL **http://www.mymathlab.com**. Click **Save** to add the item to the course menu.

   ![Linked Content]
   
   Close the modify window and return to the course. The Orientation item has been added to the bottom of the course menu. Click Orientation, and notice that the Introduce Yourself discussion thread and MyMathLab website item are nested inside the Orientation item.

   **Up To Speed**
   Hide a menu item from student view by checking the **hidden** box on the Settings page. Hide an item if you are not ready for students to access the page. You can also create hidden content pages to house instructor-only material.
Change the order of items in the course menu

New menu items are initially located at the bottom of the course menu. You can relocate menu items to any location in the menu structure. In this lesson, you will move the Orientation item from the bottom of the menu to just below Course Home.

1. **Open the Course Menu window.**  
   Click **modify** above the course menu. On the Course Menu window, click **Add & Arrange**.

2. **Move the Orientation menu item.**  
   Scroll down, if necessary, to view the Orientation menu item. Highlight the Orientation order number and enter **2**.

   ![Course Menu screenshot](image)

   Press **Enter**. The page is refreshed and the Orientation menu item is moved to below Course Home.

   **Tip:** Move frequently-used course tools to the top of the menu for convenient access. For example, you could move the Homework/Test Manager and instructor Gradebook to the top part of the menu. Since these items are hidden to the student, they will not appear in the student view.

**Up To Speed**

You can move a menu item inside another menu item. Suppose you want to move Tools for Success to the top of the menu inside Chapter Contents. Since there are existing items already nested inside Chapter Contents, change the order number for Tools for Success to an order number of the current item at the top of the Chapter Contents menu. In the screenshot below, you would change the Tools for Success order number to 9.

![Chapter Contents screenshot](image)

Next, suppose you want to move Pearson Tutor Services inside Discussions. Expand Discussions and then click the down arrow in the order column for...
### Change the course entry point.

When you enter a course, the first page displayed is the Dashboard. You can change the page displayed to any menu item by moving the item to the top of the course menu. In this lesson, you will make the Gradebook the course entry point. On the course menu settings window, change the order number for the Gradebook to 1 and press Enter. Close the course menu settings window and return to the course. The Gradebook is now at the top of the menu and will be displayed when you first enter the course.

### Customize the style of the course menu

You can change the style of the top banner and left course menu for variety or to help you distinguish between the different courses that you are teaching. In this lesson, you will change the menu style to “pink”.

1. **Open the Course Menu window.**
   - Click modify above the course menu. On the Course Menu window, click Style.
2. **Change the menu style.**
The top left style is the default style. For this lesson, select the style on the bottom left and click **Save**. Close the course menu settings window to view your newly selected style.

![Course Menu Settings Window](image)

**Remove an item from the course menu**

You can temporarily remove menu items from the course menu by archiving them. You can then permanently delete these menu items if you are confident you no longer need them. In this lesson, you will practice removing an item from the course menu.

1. **Open the course menu settings window.**
   Click **modify** above the course menu. On the Modify Course Menu window, click **Add & Arrange**.

2. **Archive a menu item.**
   On the Add & Arrange window, click the icon in the archive column for the Orientation item.

![Course Menu Archiving](image)

The item is removed from the course menu. Click the **Restore** tab. You will see the list of archived items on this page, and the Orientation item is located at the bottom of this list.
3. **Restore a menu item.**
Archived items can be restored to the course menu by clicking the icon in the `restore` column. Restored items will be placed at the bottom of the course menu and can be relocated to the desired position.

   **Tip:** Restore the Assignments button if you want students to see all assignments (homework, quizzes, and tests) on the same list.

4. **Delete a menu item.**
Once an item is archived, you can permanently delete the item. To delete a menu item, click `X` in the `delete` column for the item.

   **Note:** Deleted items cannot be restored. Only delete menu items if you are confident you no longer need them.