


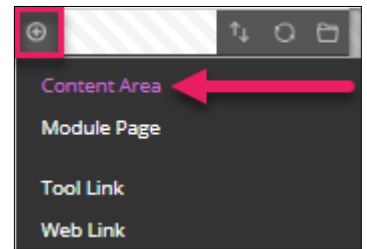
Creating Content Area Links



Creating & Managing Content

Instructors can create new pages of content in their course by creating Content Area links. A Content Area is a new page that is used for building a course's learning materials. To begin building and managing Content Area links in your course, first make sure that your course has [Edit Mode](#) turned on.

1. Roll your mouse over the ADD button  at the top of the course menu. Select **CONTENT AREA** from the menu that appears.



2. A form will appear. Give your new Content Area a **NAME**. Check the **AVAILABLE TO USER** checkbox to make the link available to students. Then, click **SUBMIT**.

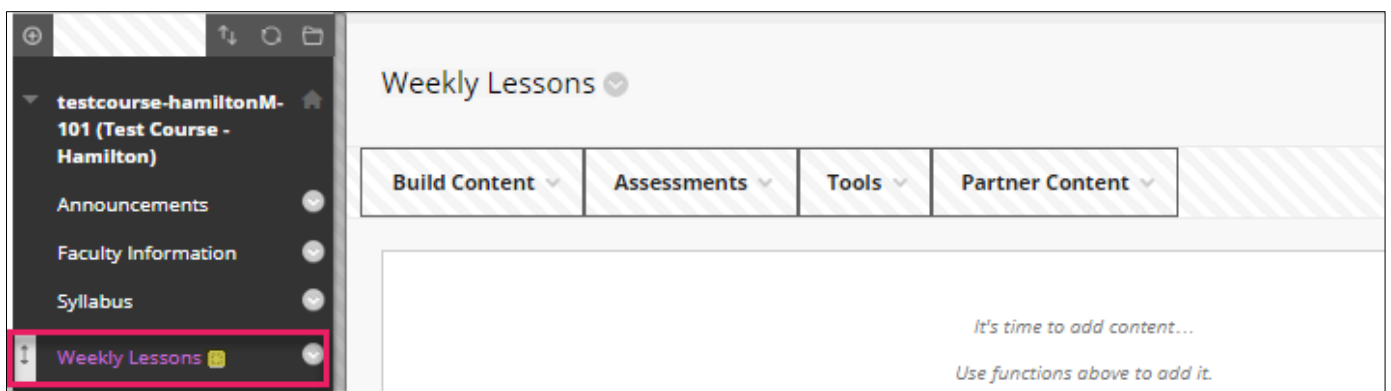
Add Content Area

Name:

Available to Users

Cancel Submit

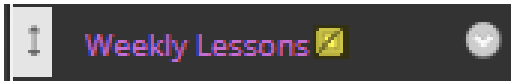
3. A new Content Area link will be added to the end of your course menu. At this point, you may click on the Content Area link and begin adding content to it through the page's *Build* menu.




Reminder: A new Content Area will display an "empty" icon to indicate that it does not contain content yet.


Button Icons

Please be aware of the following **icons** that may appear on your menu links and what they mean.



 **Hidden Button** – This link is not accessible to students. You can control the button’s accessibility to students through the link’s context menu control (found to the right of the link).



 **Empty Content Area** – Newly created Content Area links are empty and display this icon. Please be aware that empty Content Area links are invisible to students. The icon disappears and the link becomes accessible to students once content is added.