Creating Content Area Buttons

Instructors can create new pages of content in their course by creating Content Area buttons. A Content Area is a new page that is used for building a course’s learning materials. To begin building and managing Content Area buttons in your course, first make sure that your course has its *Edit Mode* turned on. If *Edit Mode* is turned off, click the *Edit Mode* button to turn this setting on.

1. Roll your mouse over the **button at the top of your course menu. From the menu that appears, click on “Content Area”.

![Image showing the menu and button for creating Content Area buttons]

2. A form will appear. Give your new Content Area a name by typing in the text-field. Check the “Available to Users” checkbox to make this new page available to students. Then, click “Submit”.

![Image showing the input fields to create a new Content Area]

Be sure to have “Edit Mode” turned on.
3. A new Content Area button will be added to the end of your course menu.

**New Content Area button – Click on the button to access the page.**

**Course Documents**

New Content Area pages always start as “empty”, but will display this menu bar of tools for adding content, assessments, and tools to the page.

**Button Icons**

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

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

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