Access content and tools from the Course Menu and Tools link
In this section, you see how course content appears and try common tools.

Learning Outcomes
After completing this section, you will be able to:
  • Access content and tools from the Course Menu and Tools link
The Course Menu

Take Note

Access all course content from the Course Menu. It can contain links to the following:

A. Content Areas - top level containers that organize and store course content, such as lecture notes, assignments, and tests. In the preceding image, the Week 1 Content Area contains items that will be used in a one week period.

B. Individual tools - links to tools students will need often, such as the Discussion Board and Blogs.

C. External links - websites used for an assignment.

D. Course links - direct links to content also available in a Content Area that you do not want students to miss.

E. Module pages - customized pages that contain modules, such as What's New, a dictionary, a thesaurus, and My Calendar.
**Course Menu Views**

- **List View** - displays the top level of the Course Menu only.
- **Folder View** - displays the entire hierarchy of material. Expand and collapse folders, and access links within folders.
- **Display Course Menu in a Window** - displays the Course Menu in a separate window. The window can be moved to a different screen location.
- **Hide or Show Course Menu** - collapse the Course Menu to focus attention on the content frame.
- **Collapse or Expand the Course Menu in the sidebar** - collapse the entire Course Menu so that the content frame fills the window.
- **Go to Course Entry Page** - in the content frame, display the page chosen by the instructor as the starting point.

**Take Note**

Change what appears in the Course Menu and where the menu itself appears.