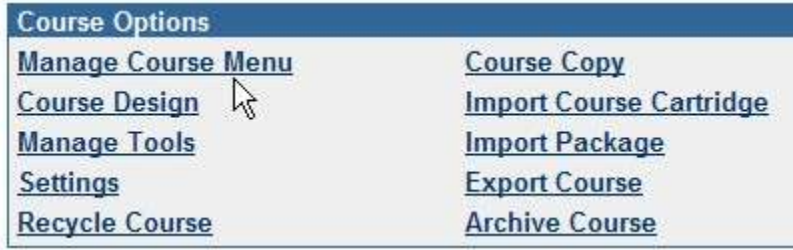

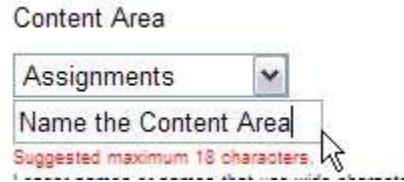
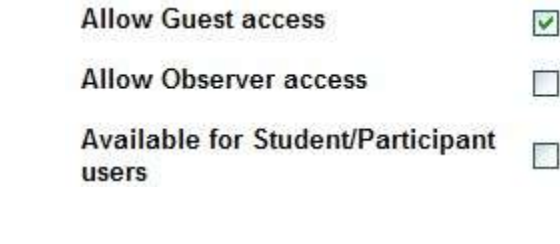



Create a Content Area

<p>Access the Control Panel</p> <p>Click on the Manage Course Menu link</p>	 <p>The screenshot shows a 'Course Options' menu with two columns of links. The left column includes 'Manage Course Menu', 'Course Design', 'Manage Tools', 'Settings', and 'Recycle Course'. The right column includes 'Course Copy', 'Import Course Cartridge', 'Import Package', 'Export Course', and 'Archive Course'. A mouse cursor is pointing at 'Course Design'.</p>
<p>Click on the Add Content Area button</p>	 <p>The screenshot shows the 'Manage Course Menu' interface. It includes a header with a book icon and the title 'Manage Course Menu'. Below the header is a message: 'To view changes, refresh the Menu.' There is a toolbar with buttons for 'Add Content Area', 'Tool Link', 'Course Link', and 'External Link'. A dropdown menu is open under 'Add Content Area', showing '1 Announcements'.</p>
<p>Suggest a name for the new Content Area</p>	 <p>The screenshot shows the 'Content Area' naming form. It has a dropdown menu currently set to 'Assignments'. Below it is a text input field with the placeholder text 'Name the Content Area'. A red error message below the field reads 'Suggested maximum 18 characters'. A mouse cursor is pointing at the input field.</p>
<p>Set access privileges. NOTE: if this area is being set up for items such as sounds or graphics to add to announcements, set access to Allow Guest.</p>	 <p>The screenshot shows the access privilege settings. There are three options, each with a checkbox: 'Allow Guest access' (checked), 'Allow Observer access' (unchecked), and 'Available for Student/Participant users' (unchecked).</p>
<p>Click the Submit button</p>	 <p>The screenshot shows a single 'Submit' button with a mouse cursor pointing at it.</p>