Step by Step: **Adding A Course Link On The Course Menu**

You can add a link on the Course Menu to another part of the course such as a content area, item, test, and others for easy access.

1. Open the course and be sure **Edit Mode** is **ON**.

2. On the Course Menu, click on the `+`.

3. Click the **Course Link** in the drop-down menu.

4. The **Add Course Link** pop up window displays. Click the **Browse button** for a map of areas and items.
5. A **Course Map** displays in a pop-up window. Maximize the window or scroll to see all the course items. Click on the **location** you want to link to.

   The example shows adding a link to the Mid-Term Exam on the course menu.

6. The location path you selected appears in the **Add Course Link** window. Enter a **Name** for the link.

7. Click the **Available to Users** checkbox if you want it to appear.

8. Click the **Submit** button.

9. The link appears at the bottom of the course menu. Drag its **up/down arrows** to reposition it on the course menu, if needed.