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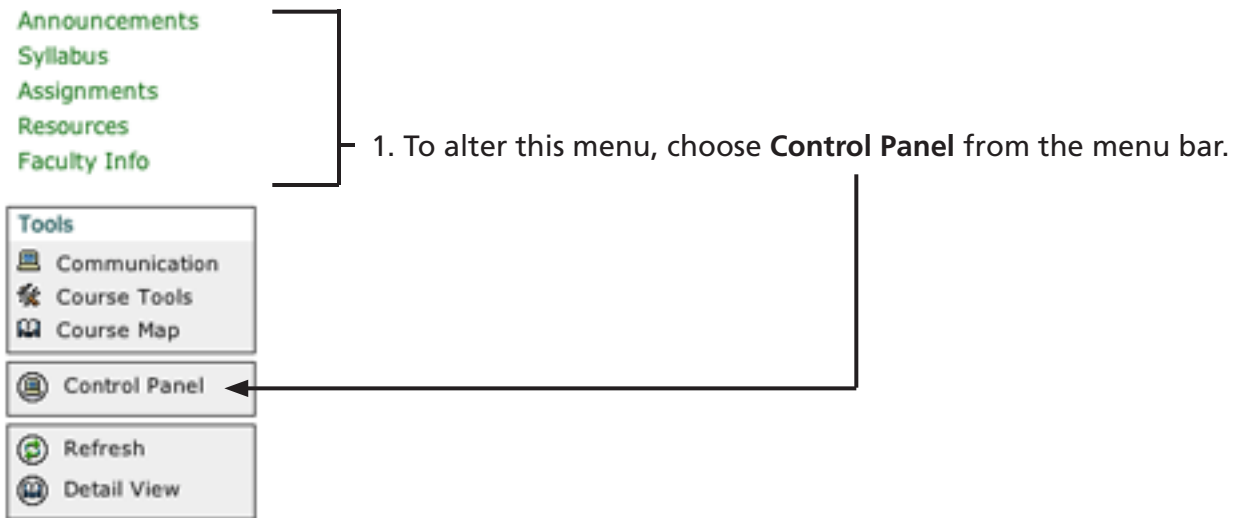
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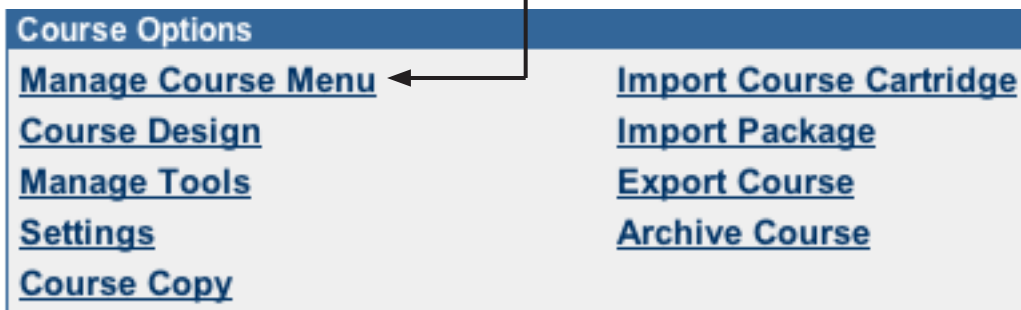
# Customizing Your myLesley Course

## ADD A NEW NAVIGATION ITEM

The navigation menu in a myLesley course comes with several default content areas. Instructors can modify this menu by using the Manage Course Menu tool.



2. Under "Course Options," choose **Manage Course Menu**.



In the Manage Course Menu area, instructors can modify existing navigation items or add new items from the options in the menu. To add a new navigation item:



3. Click the **+Content Area** button from the menu.

4. Type in the new content area name in the **Name** field (such as "Weekly Modules"), and make sure the "Available for Student/Participant users" option is checked.

5. Click **Submit** at the bottom of the page to save your changes.

The new navigation area will appear as a link in the left side course navigation menu.

# Customizing Your myLesley Course (continued)

## MODIFY A NAVIGATION ITEM

To modify an existing navigation item:

This is the navigation menu. Click on the number to reorder navigation items.

**Remove** cannot be undone! Choose **Modify** and make item unavailable.

# Customizing Your myLesley Course (continued)

## COPY OR MOVE A FOLDER OR ITEM

Instructors can copy and/or move existing content items and folders to other areas within the original course or to another course they are teaching in.

1. Go to the content area the item or folder is in, and click on **Edit View**.



2. Click on **Copy** next to the item or folder.



The “Copy or Move Item/Folder” page will appear on screen.

## Copy or Move Item

3. Click the drop-down menu next to **Destination Course** to select the course to move/copy the item or folder to.

<b>1 Content Information</b>	
Name	Syllabus Version I
<b>2 Destination</b>	
Destination Course	<input type="text" value="demo faculty course"/>
Destination Folder	<input type="text"/> <span>Browse</span>
Remove item after copy	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>3 Submit</b>	
Click <b>Submit</b> to finish. Click <b>Cancel</b> to quit.	

Cancel Submit

4. Click **Browse** to select the specific content area to move/copy the folder or item into.

5. Select **Yes** or **No** to specify whether or not to remove the item after copying it to the new content area.

6. Click **Submit** to finish.

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## Customizing Your myLesley Course (continued)

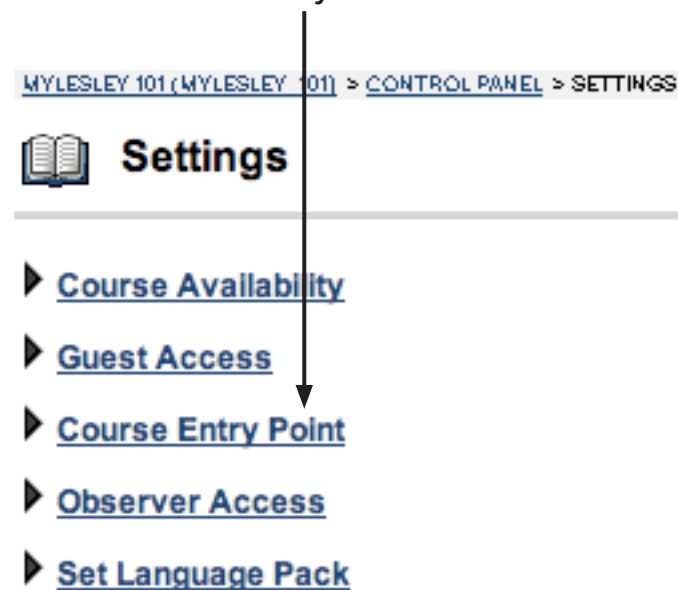
### SET COURSE ENTRY POINT

Instructors can choose to set up a different entry point when students enter the course instead of the default Announcement page.

1. Choose **Control Panel** from the navigation menu.
2. Under "Course Options," choose **Settings**.



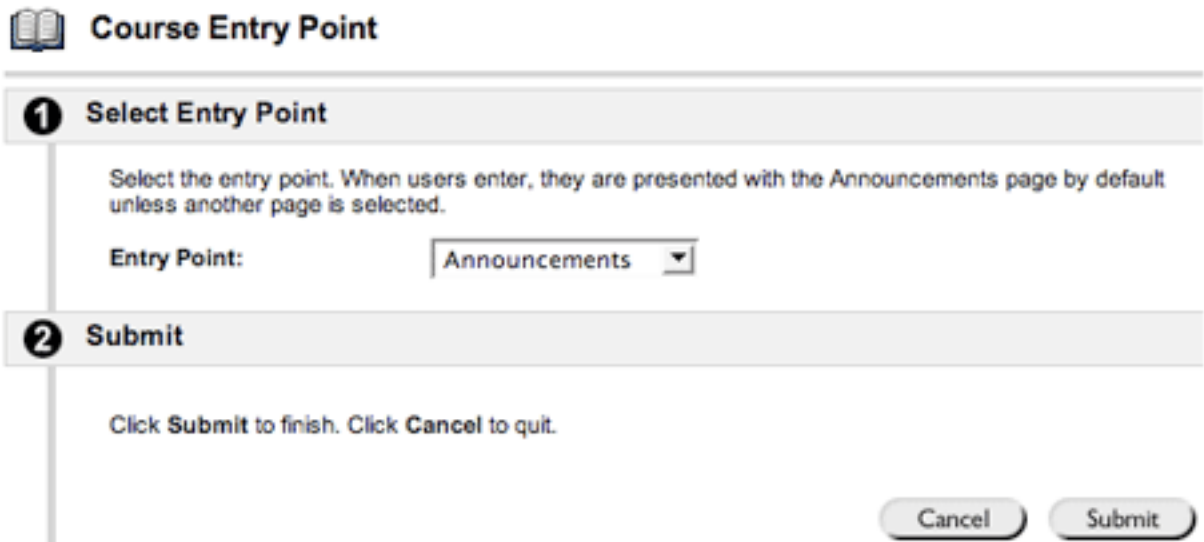
3. Click on **Course Entry Point**.



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## Customizing Your myLesley Course (continued)

The “Course Entry Point” page appears on screen.



**Course Entry Point**

**1 Select Entry Point**

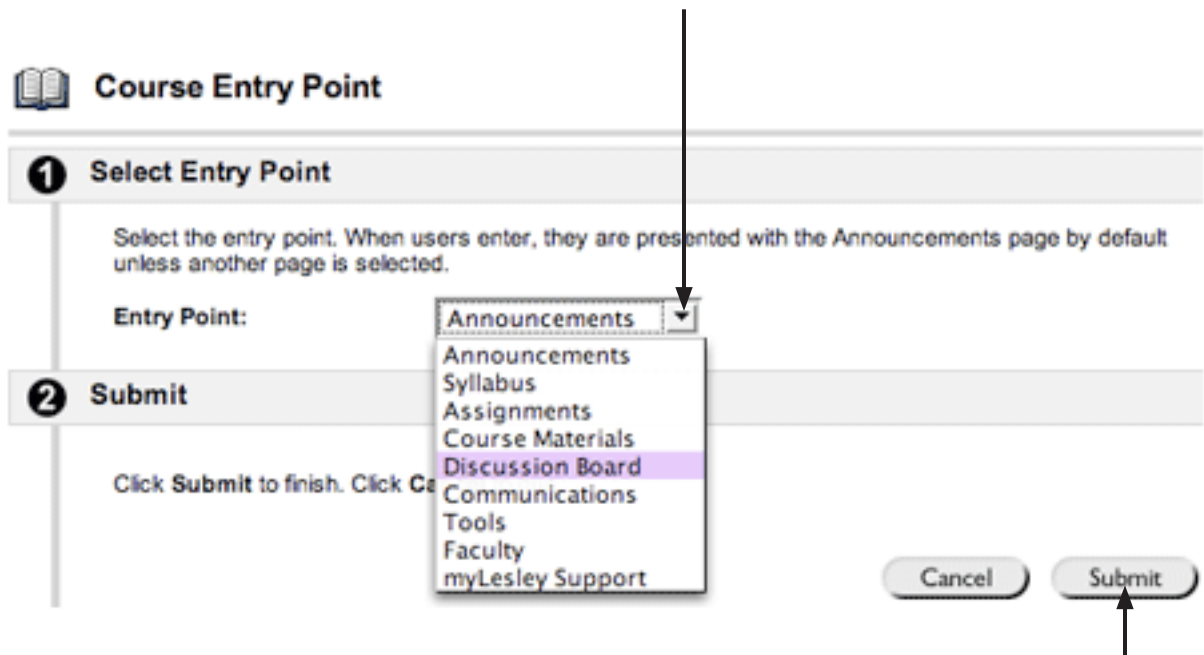
Select the entry point. When users enter, they are presented with the Announcements page by default unless another page is selected.

Entry Point:

**2 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

4. Click the drop down list next to “Entry Point” to select a new entry page for the course



**Course Entry Point**

**1 Select Entry Point**

Select the entry point. When users enter, they are presented with the Announcements page by default unless another page is selected.

Entry Point:

- Announcements
- Syllabus
- Assignments
- Course Materials
- Discussion Board
- Communications
- Tools
- Faculty
- myLesley Support

**2 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

5. Click **Submit** to finish.