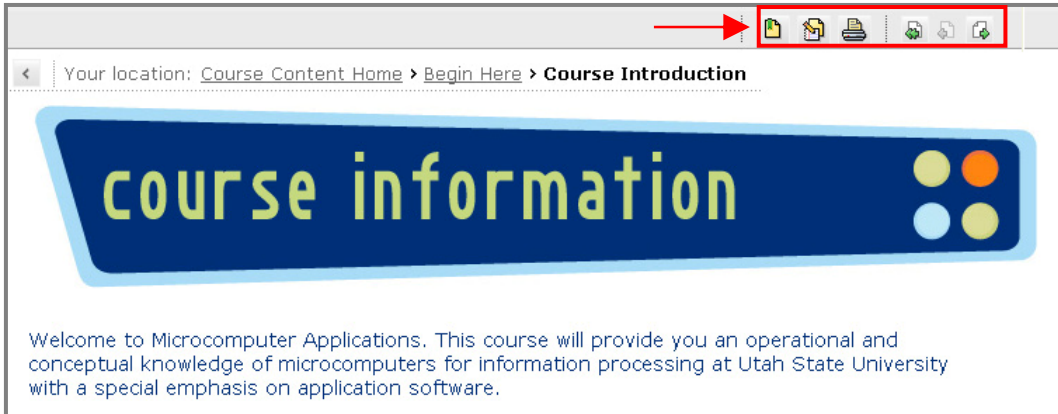


Using the Action Menu

The Action Menu is located at the top of each file that has been added to a Learning Module. The location of the Action Menu within a Learning Module is shown in the following figure. You can add an Action Menu for an entire Learning Module or for individual components within a Learning Module.



The different components that can be added to the Action Menu are Discussion Topic, Discussion Category, Assessment, URL, References, Content File, Assignment, Media, Library Collection, Chat and Whiteboard, and Goals.

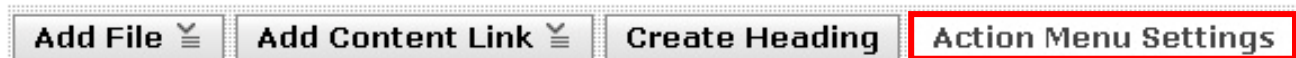
Adding components to the Action Menu provides an easy and convenient way for students to browse to the components in a course. If activated, the Action Menu can also give students methods of bookmarking parts of the course and taking notes while working online.

How to choose what to put in the Action Menu:

1. Add a component to the Action Menu for an entire Learning Module if it is general to the course. A component specific to the Learning Module should be included in the table of contents. An example would be to add a link to the chat for Online Office Hours.
2. An Action Menu for an individual component in the table of contents of a Learning Module should be specific. For example, a file for a student to use during a quiz.

Add an Action Item to a Content Module

To add an action item for an entire module, select a content module and click **Action Menu Settings**.



Click the **green plus sign icon (+)** under the Actions column. For example, to add a discussion to the Action Menu, click the green plus sign next to Discussion Category.

Links	Actions
Discussion Topic	
References	
File	
Assessment	
Media Library Collection	
Chat	
Web Link	
Goals	
Assignment	
Discussion Category	

Done

In the new window, select **Discussion(s)**, and click **Add Selected**.

Create Link to: Discussion Topics

Create Discussion Topic

Click **Add Selected** to create a link to the selected item.







Introductions

Add Selected **Cancel**

Once the component has been added, you will see the listing under Action Menu Links to Items, as shown in the following figure.

Links	Actions
Discussion Topic Introductions	

Besides adding components, you can also turn on or off the Bookmarks, Notes, and Create Printable View tools for each added link.

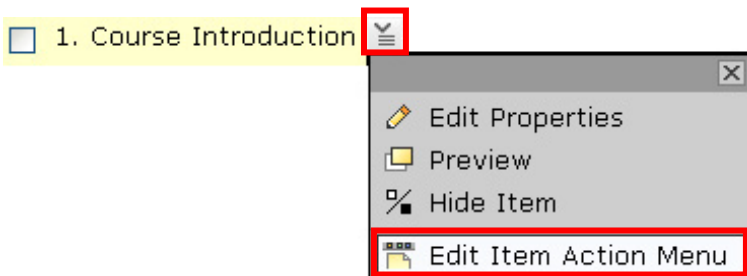
Action Menu Tools		
		
Tool	On / Off	
 Bookmarks	<input checked="" type="radio"/> / <input type="radio"/>	
 Notes	<input checked="" type="radio"/> / <input type="radio"/>	
 Create Printable View	<input checked="" type="radio"/> / <input type="radio"/>	

When students view the selected content module, the discussion icon(s) will be listed in the Action Menu.




Add an Action Item to a Specific Content Page

Select the drop-down menu next to a specific content module page. Select **Edit Item Action Menu** from the list.



The next screen shows you the action items for the page. You can remove or add new action items to the menu for the specific page.

Action Menu Settings for: Course Introduction	
Action Menu Links	
<small>(These links will appear on the Action Menu for this item only.)</small>	
Action Menu Links to Items	
<hr/>	
Links	Actions
Discussion Topic	
References	