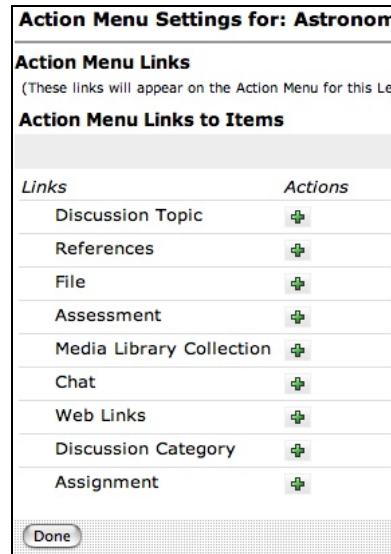


# How Do I Customize the Action Menu?

⇒ To add a link to an Action Menu:

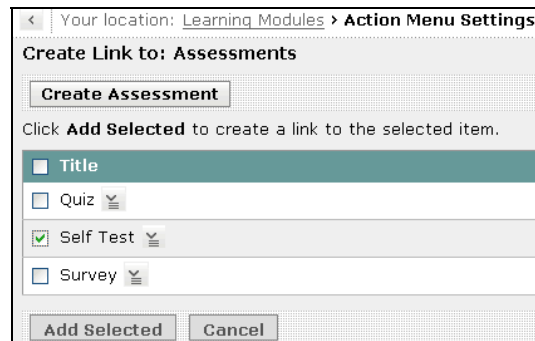
1. To edit a learning module's Action Menu, from the learning module screen, click **Action Menu Settings**. The Action Menu Settings screen appears.
2. Under Links, locate the link you want to add to the Action Menu, and under *Actions*, click **Create Link to Item** icon.



3. Select the check box beside each item you want to add and click **Add Selected**.

The Action Menu Settings screen appears.

4. Click **Done**. The items are added to the Action Menu.



**Note:** You can also create new items and add them to the Action Menu.

## Adding Action Menu Tools to Learning Modules





You can add the following tools to Action Menus.

- **Goals** – allows the instructor to record goals for a course, and to create categories to organize them. You can also associate files and course content, such as assessments or assignments, with one or more goals.
- **Notes** – allows students to enter notes pertaining to content files within the learning module.
- **Bookmarks** – allows students to create links to important pages within learning modules.
- **Create Printable Student View** – allows students to compile and download the content of a learning module.

Unlike content items, Action Menu tools require no set-up. You can only turn them on or off.

⇒ To add Action Menu tools:

1. From the Action Menu screen, under Action Menu Tools, select whether the tool is *On* or *Off*.
2. Click **Done**. The Learning Module screen appears.

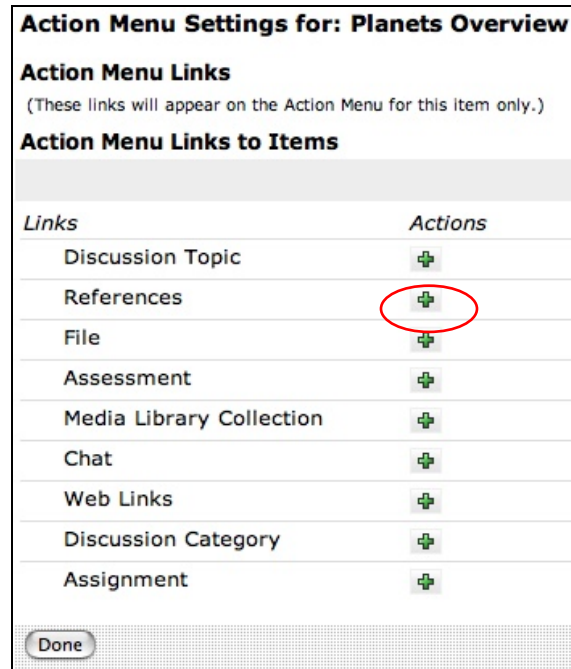
Action Menu Tools	
Tool	On / Off
 Goals	<input type="radio"/> / <input checked="" type="radio"/>
 Notes	<input checked="" type="radio"/> / <input type="radio"/>
 Bookmarks	<input checked="" type="radio"/> / <input type="radio"/>
 Create Printable View	<input checked="" type="radio"/> / <input type="radio"/>

## Creating Resources

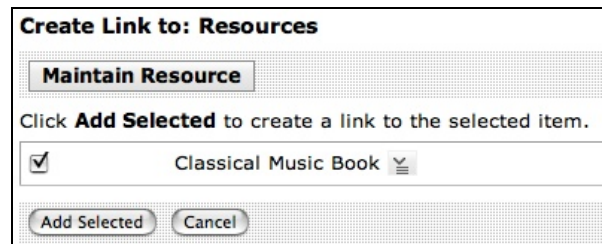
With the References tool, you can create items called *resources*. Resources can be added to the Action Menu of learning modules or content items. Resource types include: articles, books, and URLs.

⇒ To create and add resources to the Action Menu:

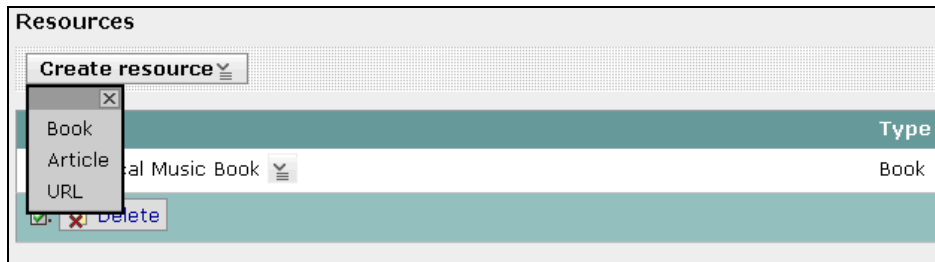
1. From the Action Menu screen, under Links, click **Create Links to Item** icon beside References. The Create Link to screen appears.



2. Click **Maintain Resource**.
3. Click **Create Resource**.



4. From the *Create resource* drop-down list, select the type of resource you want to create: Book, Article, or URL.



5. Enter the resource *Title* and if desired, complete the optional text boxes. Click **Save**.


**Create URL Resource**

\*URL title:

\*URL:

Description:

Use HTML



\* Required field

6. Next to the resources you want to add, select the check box and click **Add Selected**.
7. Click **Done**. The Learning Module screen appears.

**Note:** Instructors and students both can access the resource by clicking the References button on the toolbar. 