Enabling the "Help with "Life Stuff" Drop-Down Menu in Sakai

Creating a drop-down menu in Sakai requires you to complete several steps:

- (if you already use the Lessons tool for instruction) add a 2nd Lessons button to the menu and change its name,
- create multiple subpages on the new Lessons page, and then
- enable the Lessons subpage navigation option.

This handout will walk you through each step.

To Add a 2nd Lessons Button to the Menu

- 1. In your course site, click **Site Info** (on the course menu).
- 2. Select the Manage Tools tab.
- 3. Scroll down and place a check in the empty box next to Lessons.

DURHAM TECH	
	For storing, calculating, and viewing grades
	Eessons For creating, organizing, and delivering content modules and sequences, such as by week or unit Lessons
	Meetings

- 4. Scroll down and click the **Continue** button.
- 5. The Customize tool screen appears. Type a Title for the button, for example Help with Life Stuff.
- 6. Click the **Continue** button. Then click **Finish**.
- 7. The new button appears on the menu.You can change the location of the button on the menu, if you'd like, by clicking Site Info > Tool Order.

Creating Multiple Subpages on a Lessons Page

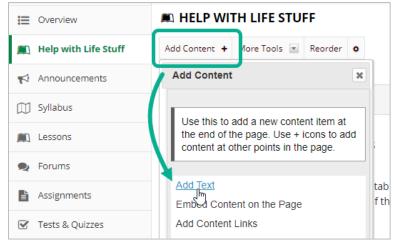
In this example, we'll add an introduction and multiple subpages to the *Help with Life Stuff* button's page. It may help to create a list of the subpage titles in advance.

An example list of *Help with Life Stuff* subpage titles is provided below:

- "Life Stuff" Resources Handout
- Personal Crisis
- Food Assistance
- Counseling and Wellness
- Emergency Financial Assistance
- Computer and Internet
- Support for Student Parents
- Financial Coaching
- Contact the Instructor for Additional Support

To Add an Introduction

- 1. Click the *Help with Life Stuff* button. A new, empty subpage appears.
- 2. Click the Add Content button and select Add Text. Type your introductory text (sample provided below).



Sample Introduction:

Durham Tech faculty and staff want students to succeed, and we know that "life happens". The College has several high-quality resources that are available for free for enrolled students, and I am providing an evergrowing list of these supports below.

To Add Multiple Subpages

- 1. Click the *Help with Life Stuff* button.
- 2. Click the Add Content button and select Add Subpage.

	DURHAM TECH							
♣ Home ✔ HIS 111 999 SP21 ✔								
E Overview								
	Help with Life Stuff	Add Content 🛨 More Tools 💌 Reorder 💠						
4	Announcements	Add Content 🗶	Η					
	Syllabus	Use this to add a new content item at						
•	Lessons	the end of the page. Use + icons to add a new content item at the end of the page. Use + icons to add						
2	Forums							
Ŀ	Assignments	Add Text Embed Content on the Page						
	Tests & Quizzes	Add Content Links						
	Gradebook	Add <u>Subpage</u> Add Resources Folder						
Þ	Resources 🎻	Add Learning App						

3. The Add Subpage box appears. Type a **Page title** to name the subpage, and then click the Create button.

📖 Help with Life St	Add Content + More Tools 💌 Reorder 💠		
Announcements			
Syllabus			
📖 Lessons	Add Subpage		
🙊 Forums	* Page title "Life Stuff" Resources Hanc		
Assignments	Choose Existing Page (Does not create a new copy of th		
🗹 Tests & Quizzes	Next page. I.e. this is assumed to be the next page in a sequence, rather than a subpage. The most visi the top show that it's a new level. The current page will show as the level above it. For a next page, the new		
🗐 Gradebook	Show as button rather than link		
E Resources	Create		
🖂 Email	\bigcirc		

4. A new, empty subpage appears. To return to the *Help with Life Stuff* subpage, click the *Help with Life Stuff* heading at the top of the page.

DURHAM TECH						
HIS 111 999 SP21 V To return to the Help						
E Overview		<i>with Life Stuff</i> subpage, click the <i>Help with Life</i>				
🔊 Help with Life Stuff	Add Content + More Tools 💌 Reorder 🔹	<i>Stuff</i> heading				
Announcements						
M Syllabus						

5. Repeat Steps 2 through 4 to continue adding new subpages.

To Enable Subpage (Drop-Down) Navigation

- 1. Click Site Info, and select the Manage Tools tab.
- 2. On the right side of the screen, check the box next to *Enable Lessons subpage navigation*.

		View Site As:	Sites	
e nail sent to the site's mailing address		💭 Syllabus	×	
ous written conversations organized	by topics	☑ Tests & Quizzes	×	
ous, written conversations organized by topics		User Activity	×	
culating, and viewing grades rganizing, and delivering content modules and sequences, such as by week or unit			Enable MathJax for automatic rendering of LaTeX and AsciiMath in this site. <u>Learn More</u> .	
with Life Stuff ns	Check the box next to Lessons subpage navigation	Enable Lessons subparties in the left tool menu.	Enable Lessons subpage navigation	
onto the BigBlueButton conferencin	g tool			

3. Scroll down and click the **Continue** button. Then click **Finish**.

Note: In practice, the option to enable subpage navigation becomes available as soon as the Lessons page tool is selected in Manage Tools.