Enabling the "Help with "Life Stuff" Drop-Down Menu in Sakai
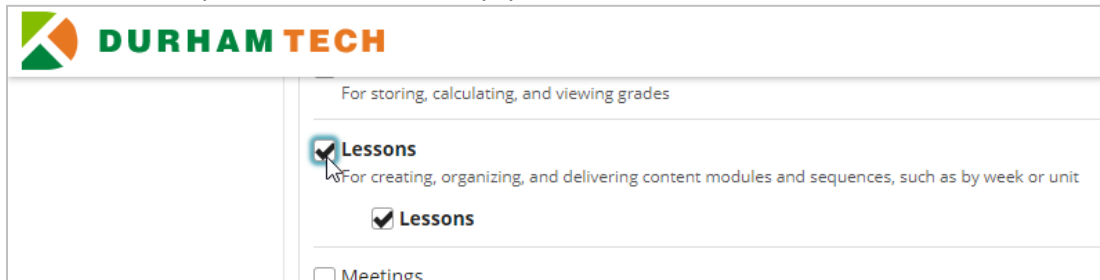
Creating a drop-down menu in Sakai requires you to complete several steps:

- (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**.

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.
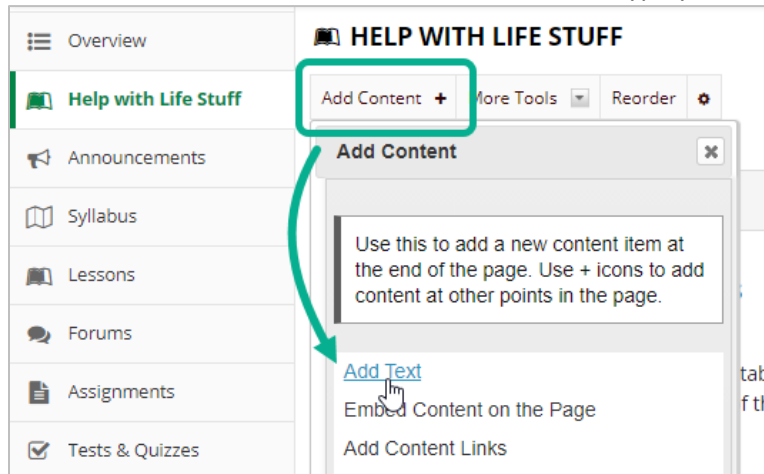
Creating Multiple Subpages on a Lessons Page

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*).
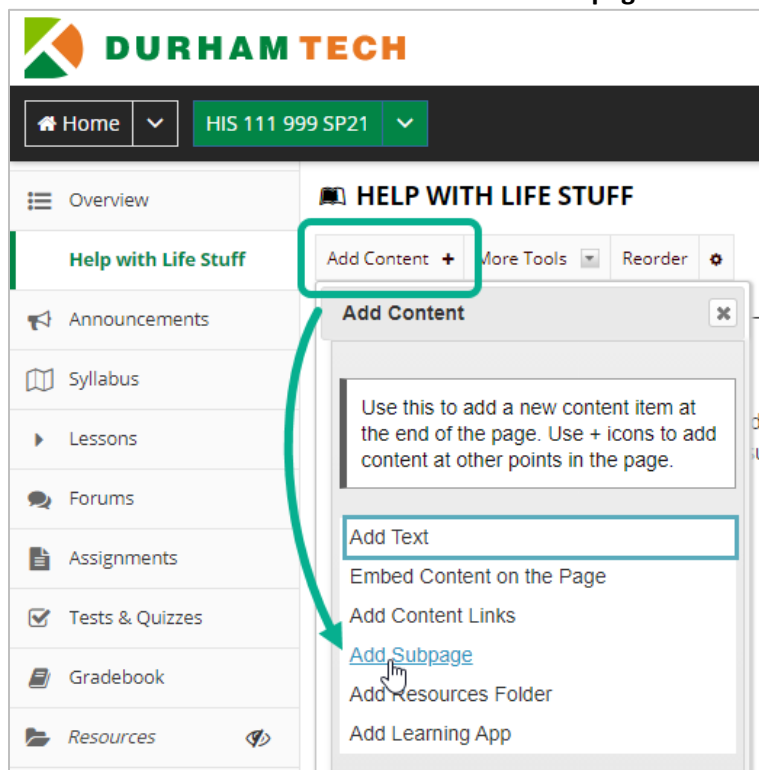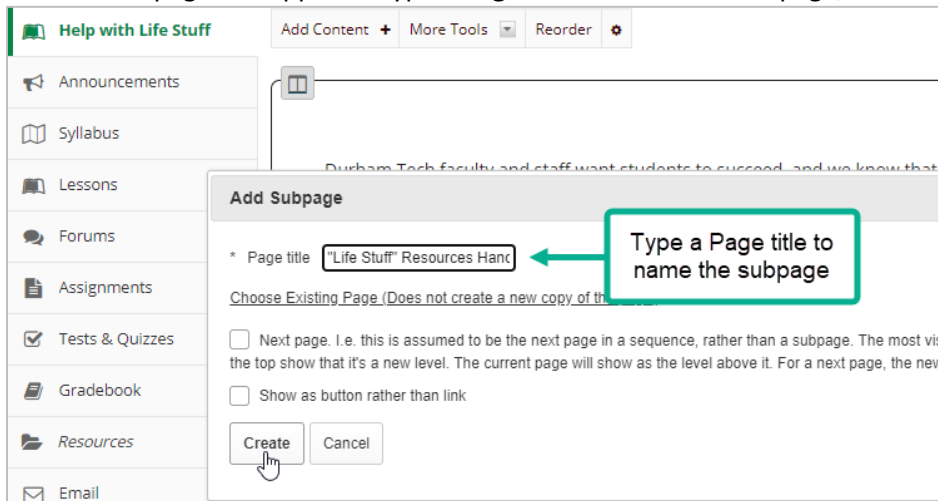

Sample Introduction:

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 ever-growing list of these supports below.
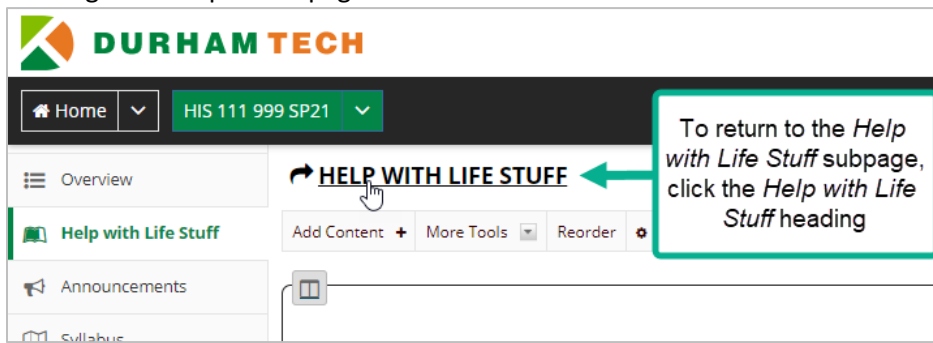
To Add Multiple Subpages

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

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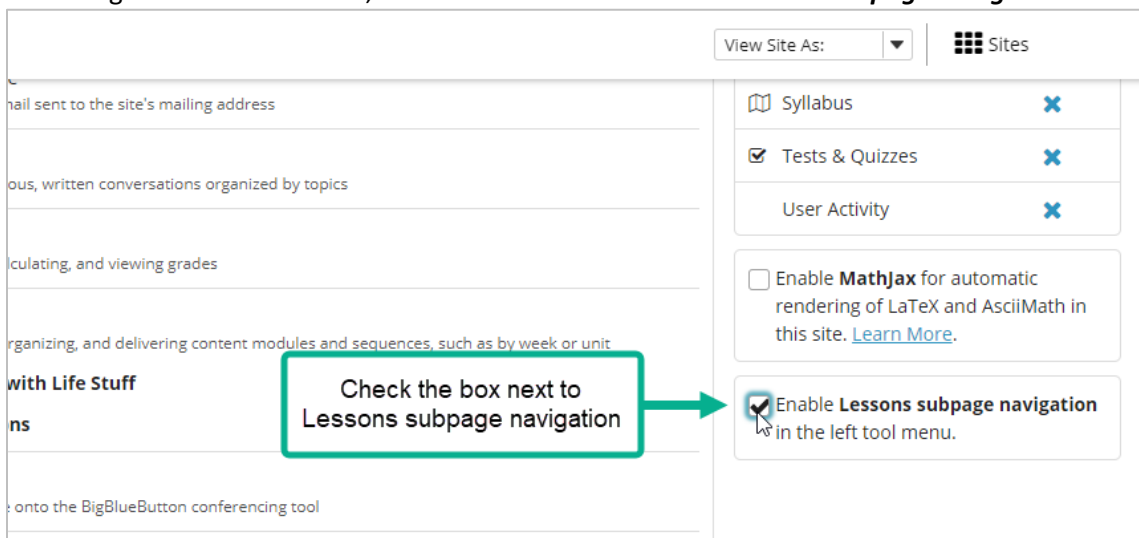

4. A new, empty subpage appears. To return to the *Help with Life Stuff* subpage, click the *Help with Life Stuff* heading at the top of the page.

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***.

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.*