

# How to Add an Item to your Curriculum Page

## To put a document in the Left Menu bar

### STEPS

- Select your School and then the Instructor.
- Open the Class Link in a separate Tab or Window
- Select the Class you want to Update.
- Choose the Unit.
- Click on the “Create” link under the Link Menus Icon.
- Select “Add Menu.”
- Give the Menu Name a Heading.
- Check off the Teacher View to hide and Submit.
- To add the file click on the “Create” button under the Links Heading
- Add a Link.
- Name the Item then select File.
- Locate the File on your desktop and then Submit

The screenshot shows the 'World History Demo' interface for the unit 'The Emergence of the First Global Age (1350-1770)'. The page includes a sidebar with navigation links, a main content area with a lesson plan, and an 'Additional Research/Info' section. A red circle highlights the 'Additional Research/Info' section, which contains a link to a 'High School Resource Site'.

## To put a document Under a Subtopic

### STEPS

- Open the Class Link you want to Update in a separate Tab or Window
- Select the Class you want to Update.
- Choose the Unit you want to add your Lesson Plan to.
- Select the Topic Name you want to Teach to.
- Click on “Add Subtopic”
- Label it.
- Click on the “Label”
- Add an Article
- Label Article.
- Select File
- Locate the file on your Desktop and then Add the File.
- Go to the Open Example and Refresh the Page to see the new Link.

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Students can view Links this way