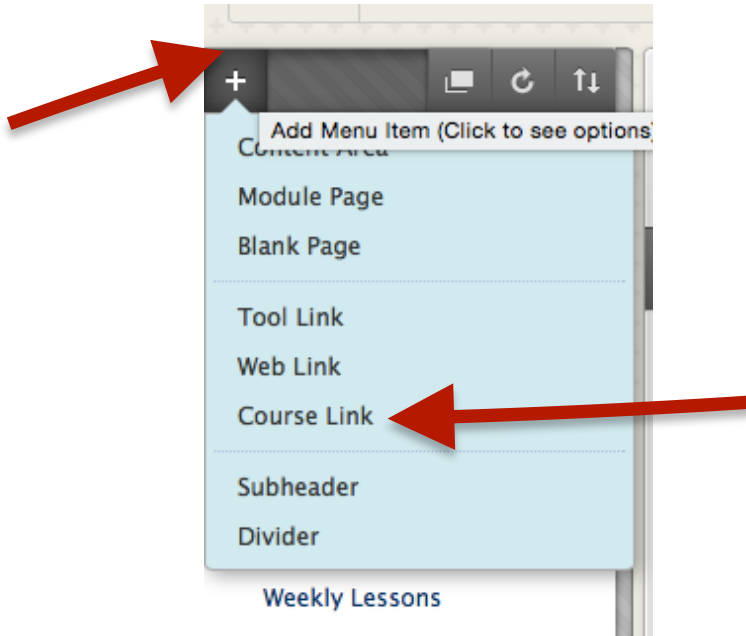
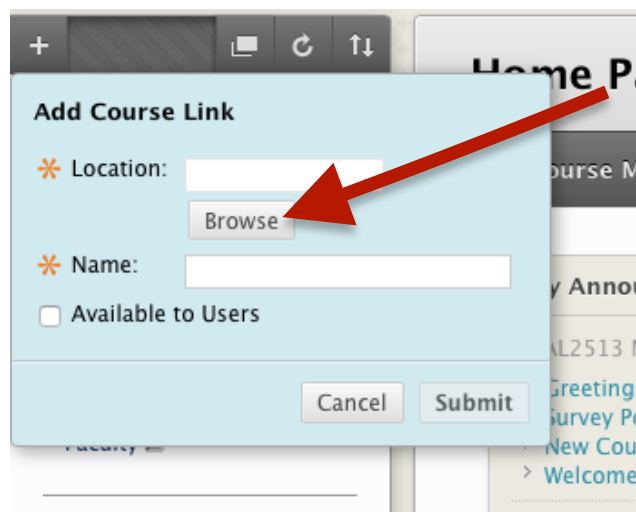


## ADDING A 'START HERE' ITEM TO THE COURSE SIDEBAR

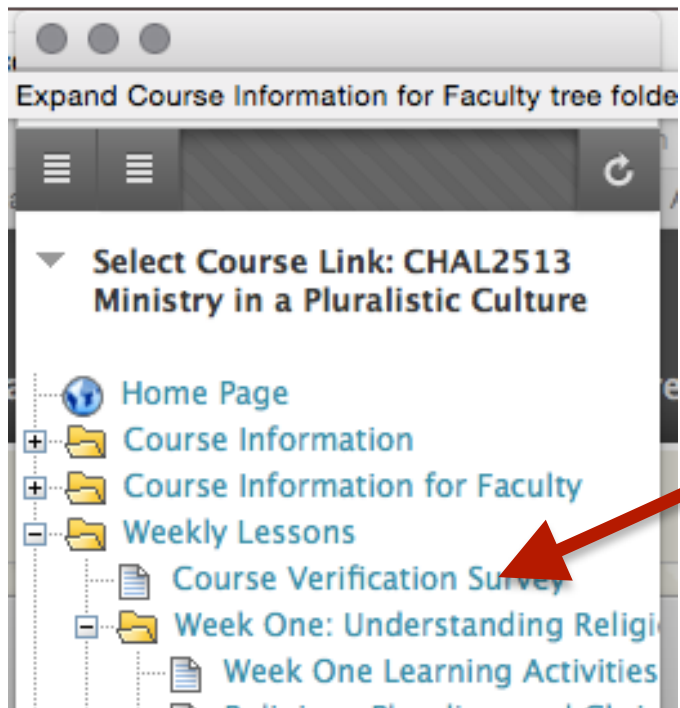
1. Click the + icon in the upper lefthand corner of the sidebar.
2. Select 'Course Link' from the options.



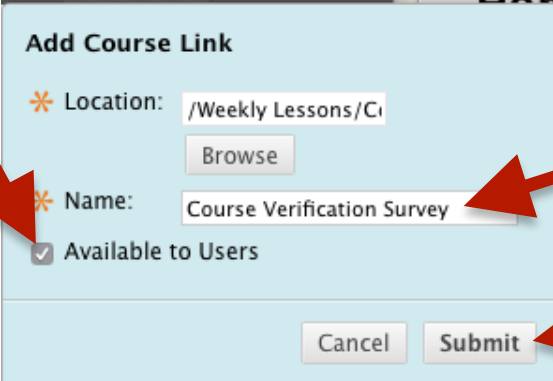
3. Click 'Browse' in the settings box.



4. In the pop-up window, browse and click on the 'Course Verification Survey' object. It should be located at the top of the Weekly Lessons folder.



5. The location and name will automatically fill in the fields. Change the Name field to 'START HERE FIRST'.
6. Check the 'Available to Users' checkbox.
7. Click Submit



The screenshot shows a light blue dialog box titled "Add Course Link". It contains the following fields and controls:

- Location:** A text input field containing "/Weekly Lessons/Ci" and a "Browse" button below it.
- Name:** A text input field containing "Course Verification Survey".
- Available to Users:** A checked checkbox.
- Buttons:** "Cancel" and "Submit" buttons at the bottom right.

Three red arrows point to the "Name" field, the "Available to Users" checkbox, and the "Submit" button.

8. Hover over the newly added link until you see the yellow bar with the vertical arrows appear at the left. This is the Move function. Click on the yellow drag handles and move the START HERE FIRST link to the top of the sidebar.

