Add Items to Your Menu

As you add content to your ePortfolio, make sure that you add it to your navigation so that it's easy for you and your professors to find. Your navigation will change as you move through your college career, take new CODES courses, and add other kinds of content to your ePortfolio. Each year, take stock of what kinds of content you need to make accessible and to whom and make any necessary adjustments to your menu.
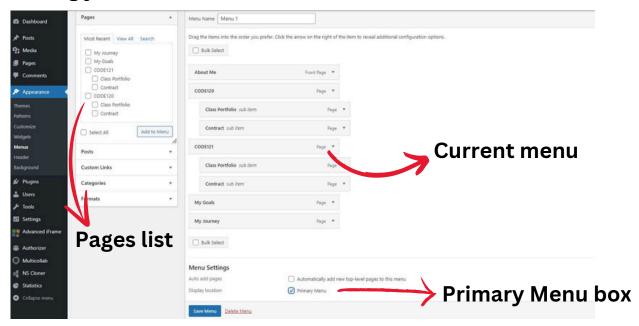
Finding your menu:

There are two ways you can get to your menu, both under the **Appearance tab** in your Dashboard:

- You can go straight to the Menus tab, or
- You can go into your Customize pane and go to the Menus tab.

For this tutorial, we'll use Appearance > Menus.

Editing your menu:

This screen shows you your current menu. The pages that are indented are sub-items, meaning that they'll show up in a drop-down menu when you hover over the main item.

To add items to your menu, check the box in the **Pages list** to the left of the menu, and click the **Add to Menu button**. If you don't see the page you're looking for, click the **View All tab** at the top of the list.

If you want to add a blog post or other content besides a page, click on the tabs below the Pages list to expand them.

When you've got your items added to the menu, drag and drop them into the order you want them to appear. To create sub-items, drag the item to the right below the item you want it nested under.

Before you leave the page, make sure you check the **Primary Menu box** and click **Save Menu**.