C) Create a direct link from the Sakai site menu to the Bb Content folder

These steps are optional. You will only follow these additional instructions if you wish to:
1. Rename the Bb Content folder to something of your preference, for example Course Materials.
2. Create a direct link from the site menu to the Bb Content folder, now named Course Materials.

1. Rename the Bb Content folder:
1.1. In the site menu, click “Resources”.
1.2. To the right of the Bb Content folder, under the” Actions” menu select “Edit Details”.

![Figure 11](image)

1.3. In the “Edit Details” page enter the new name for the folder.
1.4. Scroll down and click “Select URL (for Copying)” . You will need this link at a later time.
1.5. Click Update at the end of the page.

![Figure 12](image)
2. **Create a direct link from the site menu to the Bb Content folder**

   2.1. Click the “Site Info” link in the site menu.
   2.2. In the “Site Info” page tool bar, click “Edit Tools”.
   2.3. In the “Course Site Tools” page scroll down to the bottom and check the box next to “Web Content (Web Content)”. 
   2.4. Click “Continue”.

   ![Figure 13](image)

   2.5. In the “Title” field enter the name you gave to the folder in step 3 (see figure 12).
   2.6. In the “Source” field paste the folder URL you copied into your clipboard in step 3 (see figure 12).
   2.7. Click “Continue”, a confirmation page will display.

   ![Figure 14](image)
2.8. Click “Finish” in the confirmation page.
2.9. The new site menu link you just created will appear immediately above the help link in the site menu just above the “Help” link.

2.10. To change the order in which this newly created link appears in the site menu click “Site Info” in the site menu.
2.11. In the Site Info page click on “Page Order”.
2.12. In the “Page Order” page, click on the newly created site menu link and drag it to the location of your preference.
2.13. Click “Save” to leave the Page Order page.
2.14. In your site menu, click the newly created link to access the content of the folder it links to, in this case the content migrated from Blackboard.