

How to customize your course menu

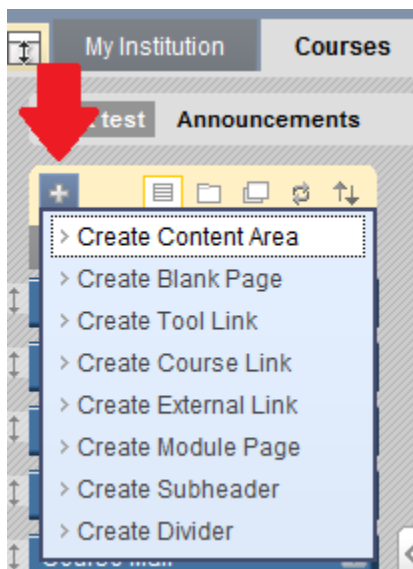
Blackboard allows instructors to fully customize the course menu that students see when entering the course. Instructors can have as many or as few buttons as they desire. Instructors can also isolate tools (i.e. announcements, discussions, wikis, etc.) so that they can have their own unique button.

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Creating a new button on the Blackboard Course Menu

1. Place mouse over the “Create Item” button



2. Select an option from the drop-down list
 - a. “Create Content Area” → place to put documents and other files

- b. "Create Blank Page" → place to put information in one page
 - c. "Create Tool Link" → access other areas of Blackboard content such as email, blogs, calendar, announcements, etc.
 - d. "Create Course Link" → point students to specific content areas of the course
 - e. "Create External Link" → point students to web sites external to Blackboard
 - f. "Create Module Page" → add a page in Blackboard where you can insert modules such as alerts, calculator, dictionary, etc.
 - g. "Create Subheader" → you can organize course menu items into groups and use subheaders to identify the groups
 - h. "Create Divider" → you can organize course menu items into groups
3. Depending on which option you have selected above, you will have slightly different options for adding the new button

a. "Create Content Area"

- i. Type in **Name** for the new content area
- ii. Select **Available to Users** so your students will be able to see it
- iii. Click **Submit**

b. "Create Blank Page"

- i. Type in **Name**
- ii. Select **Available to Users** so your students will be able to see it
- iii. Click **Submit**

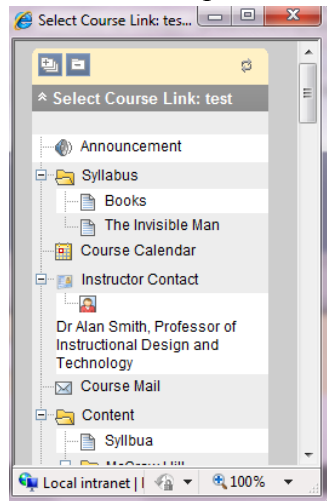
c. "Create Tool Link"

- i. Type in **Name**

- ii. Select **Type** from the dropdown list
- iii. Select **Available to Users** so your students will be able to see it
- iv. Click **Submit**

d. “Create Course Link”

- i. Click **Browse** to navigate to a location within your course. This is where the button will point to when it is created

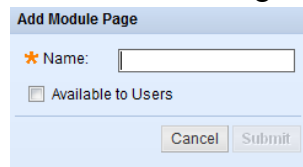


- ii. Type in a **Name** for the course link
- iii. Select **Available to Users** so your students will be able to see it
- iv. Click **Submit**

e. “Create External Link”

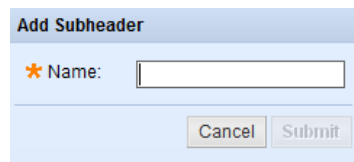
- i. Type in **Name**
- ii. Type in the **URL** (or copy and paste from your browser’s address bar)
- iii. Select **Available to Users** so your students will be able to see it
- iv. Click **Submit**

f. "Create Module Page"



- i. Type in **Name**
- ii. Select **Available to Users** so your students will be able to see it
- iii. Click **Submit**
- iv. Click the newly created item to go to the Module page
- v. Click **Add Course Module** to add modules to the Module page. Modules include items such as a calculator, dictionary, etc.

g. "Create Subheader"

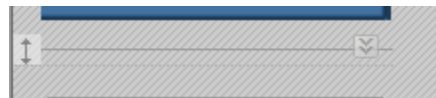


- i. Type in a **Name**
- ii. Click **Submit**
- iii. You will need to rearrange the course menu (see below) in order to put the subheader in the correct location



h. "Create Divider"


- i. Simply select Create Divider from the course menu item
- ii. The divider will appear. You will need to rearrange the course menu in order to move the divider to the right place

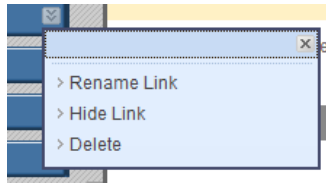


Modifying/deleting course menu items

It is possible to rename, hide, and delete course menu items

To rename a course menu item:

1. Click on the chevron  to the right of the menu item
2. Click **Rename Link**




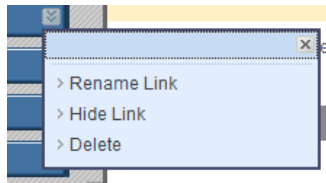
3. Type in a new name for the button




4. Press ENTER or click the Save icon (green checkmark) to complete the button name-change process


To hide a course menu item

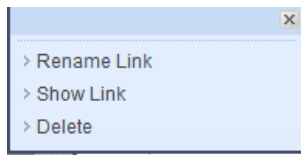
1. Click on the chevron  to the right of the menu item you want to hide
2. Click **Hide Link**




3. The button will now appear with link is unavailable icon 

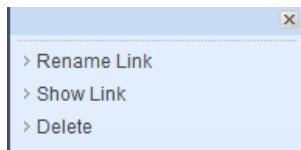
To show a course menu item

1. Click on the chevron  to the right of the menu item you want to show
2. Click Show Link



To remove a course menu item

1. Click on the chevron  to the right of the menu item you want to remove
2. Click Delete

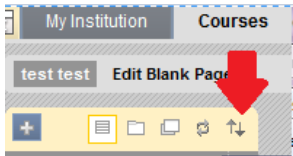


3. Click **OK** to confirm the delete process

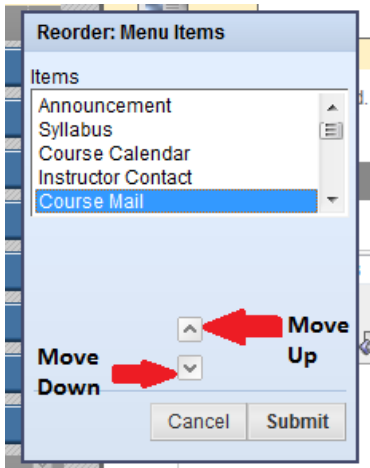
Rearranging course menu items

When you create course menu items using the “Create Item” button, any new items you create will be placed in the bottom of the course menu. However, it is possible to rearrange course menu items to fit your own course organization

1. Click **Reorder: Course Menu** button



2. Select an item in the list
3. Click the **Move Up** or **Move Down** buttons to move the course menu item around in the list



4. Click **Submit** when finished