Customize Your Course Menu

When you enter your Blackboard course you are presented with a list of links in the navigation menu on the left side of the page. Instructors can modify these links by changing the link names or eliminating unused links.

The Course Menu may contain any of the following types of links:

- Content Areas that hold course information such as Course Documents or Assignments.
- Tool Links which link to anyone of Blackboard tools such as the discussion board or the chat tool.
- External Links which link to URLs outside of the course.
- Course Links which link to other areas within the course.
- Sub Headers that allow you to categorize the menu.
- Dividers that allow you to divide your menu.

You will now learn how to add, modify, and remove menu items.

Adding Menu Items

1. First, make sure your “Edit Mode button” is set to “Edit Mode: On” (if it is not, click the Edit Mode button to turn Edit Mode on). Then, roll your mouse over the button at the top of your course menu.

2. In the drop down menu that appears, select the item you want to create from the list. A small form will appear. Complete the form to complete the item and add it to your menu.

Roll your mouse over the + button and select an item from the menu.
Modifying, Removing, and Hiding Menu Items

1. With “Edit Mode: On”, click the gray circle-arrow button next to the menu item. This will bring up a context menu of options for managing the item. You have the option of renaming, hiding, or deleting the item from your menu.

   Please Note! - If you remove a Content Area button, all of its contents are deleted from the course.

Moving/Re-ordering Menu Items

1. With “Edit Mode: On”, roll your mouse over the button you want to move.

2. A highlighted arrow icon will appear on the left-edge of the button and your mouse will transform into a cross-hair symbol.

3. Click and hold your left mouse button down on the highlighted arrow icon to drag and drop the button to a new position in the menu where you want the button to go.