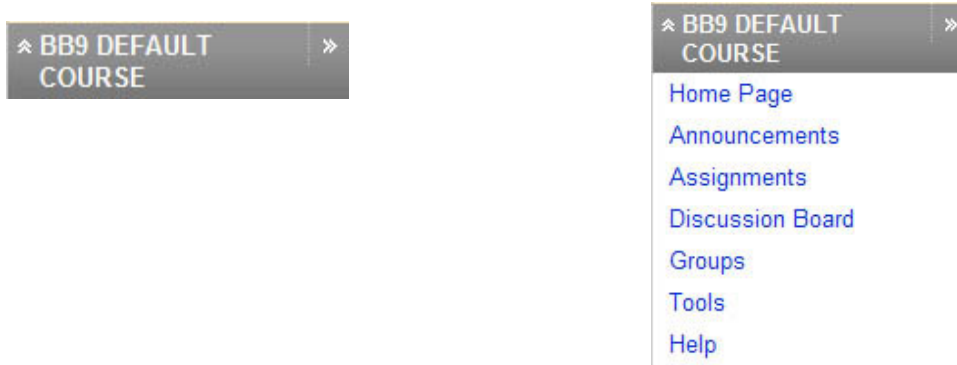



## Managing the course menu

Be sure that the course menu is expanded. Click the left-hand arrows to expand and contract the menu.



To modify the course menu you must be in **Edit Mode**. Click the **Edit Mode** button (upper right) to turn Edit Mode **ON**. Menu links for areas that do not contain any content are, by



default, not visible to students. These links are indicated by  next to the link's name.

### Remove a menu link

Select **Delete** from the drop-down menu on the right of the link's name. Click **OK** to confirm.



### Add a menu link

Place your cursor on the + icon above the course menu and select the type of link that you want to add.



- **Content Areas** are where you place documents (in Blackboard 8, default Content Areas were Course Information / Syllabus, Assignments, and Course Documents). Select **Create Content Area** from the menu, enter your name for the link, make it available to users, and click **Submit**.
- **Tool Links** are links to functional areas of Blackboard (for example, Discussion Board, Groups, Announcements, Blogs). In the **Type:** field's drop-down menu, choose a tool

from the list (for example, *Groups*), enter a name for the link (for example, *Group Projects*), and click **Available to Users**, then **Submit**.

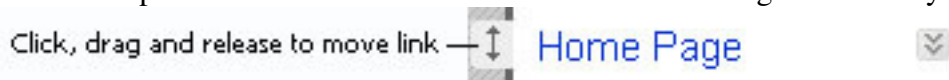
- A **Course Link** sets up a direct link from the course menu to any frequently-used part of your site. Click **Browse** to identify the target of the link.
- An **External Link** allows you to link directly from the course menu to an essential web site that you might use as a primary reference for the course. For example, if you are teaching a meteorology course, you might want to link to NOAA's web site to make it easily accessible.
- A **Module Page** lets you create and link to pages in your site which can be customized to include a variety of resources and tools. (For example: Calculator, Dictionary, To Do list, Alerts.) *You might find that the options here duplicate others already available.*

### Rename a menu link

Select **Rename Link** from the pull-down menu and enter a new name. Click the green check mark to Save the change or the red X to cancel.

### Rearrange menu links

Click the up-and-down arrow on the left of the link and drag it to where you want to move it.



### Hide / Show a menu link

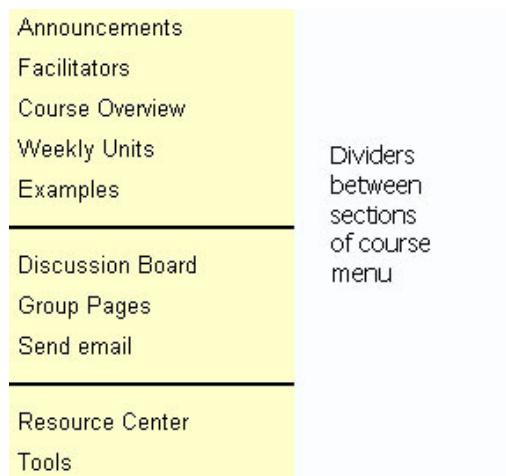
Select **Hide Link** or **Show Link** from the drop-down menu on the right of the link's name.

Hidden links are indicated by  after the link name.

### Create dividers

Dividers allow you to better organize your course menu into distinct sections.

- Click the + icon above the course menu and select **Create Divider**.
- The divider is added at the bottom of the course menu.
- Drag the divider to where you want it by clicking the up-and-down arrow on the left.



## Create subheaders

Subheaders permit you to better clarify relationships between course menu items.

- Click the + icon above the course menu and select **Create Subheader**.
- Type in the name of the subheader and click **Submit**.
- The subheader is added at the bottom of the course menu.
- Drag the subheader to where you want it by clicking the up-and-down arrow on the left.
- Note that subheaders include a divider above the subheader name.

Home Page

Syllabus

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Course Modules

Module 1

Module 2

Module 3

Course Modules subheader is created with included divider on top

## Changing button / link style

You can change the style and color of the menu links. Two types of course menu links are available: **Text** and **Buttons**.

- Click **Customization** in the **Control Panel** and select **Style**.
- In the **Select Menu Style** section of the page, selecting **Text** displays the names of the links against a solid background color of your choice. Selecting **Buttons** places the text with the color that you select in buttons.
- When selecting text, background, and button colors, be sure to use color combinations with adequate contrast.
- Click **Submit** on the bottom of the page to save your changes.