How to customize the course menu?

The course menu includes the links to content, Blackboard tools, and external resources. You can add, delete, rename, and show/hide items for students. There are different types of menu items, including content areas items and tool links.

Rearranging Menu Items

1. Enter your course by clicking on it.

2. Ensure that **Edit Mode** is *On*. Edit Mode is: ON
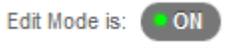
3. Hover over *Discussions* until you see a vertical two sided arrow. ↕

4. Hover your mouse over that arrow until the mouse cursor change to a 4 way arrow.

5. Click the left mouse button, with your left mouse button still clicked, drag *Discussions* below *Groups*.

Adding a Menu Item

1. Click the **+** icon at the top left corner of the course menu.

1. Click *Content Area*.
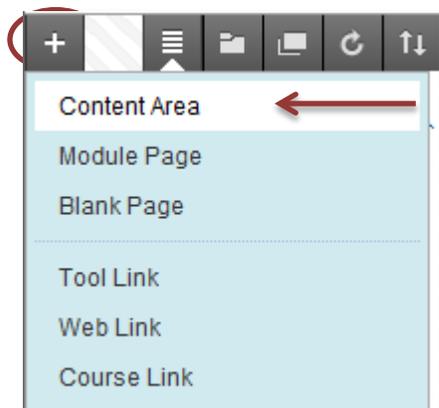
2. Type *Learning Resources* in the *Name Field*.
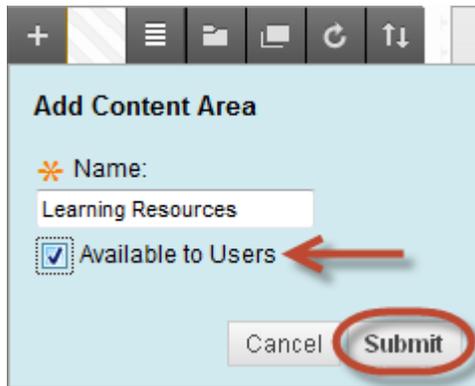
3. Click the **Checkbox** next to *Available to Users*.

4. Click *Submit*.

Hiding/Showing a Menu Item

1. With *Edit Mode* **On,** click the *drop-down button* to the right of *Groups.*

2. Click *Show Link* to make the item available to students.

3. Hover over *Groups* and click on the *drop-down button* to the right.

4. Click *Hide Link* to make the item unavailable to students.

5. Turn *Edit Mode* **off** and **on** to see what items look like when hidden and shown to students.

Renaming a Menu Item

1. With *Edit Mode* **On**, hover over *Learning Materials.*

2. Click the *drop-down button* .

3. Click *Rename Link*.

Learning Materials
Discussion Board
Groups
Tools

Rename Link
Hide Link
Delete
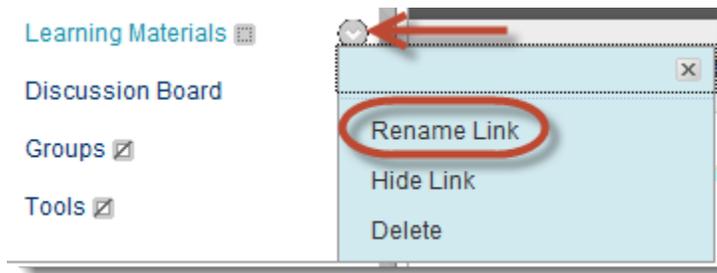
4. Type *Learning Modules* and click the *green check box* to the right.

Learning Modules

What do These Signs Mean?

Syllabus

Link is hidden.

No content, so won't show in student's view.
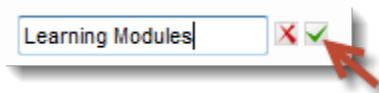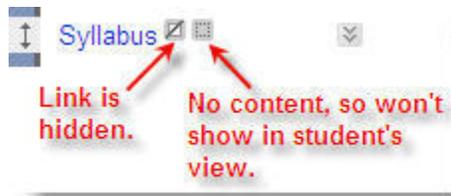
Example of a Customized Course Menu

Announcements
Syllabus - Course Info
Learning Modules
Learning Resources
Groups
Media Gallery