How to Customize the Course Menu

The Blackboard Course Menu

The course menu in Blackboard Learn is the navigation on the left hand side with links to various items in the course. The course menu can be adjusted and edited to fit the needs of your course. You should have a plan in mind for how you want the navigation of your course to look before you start editing the course menu. Have a clear idea of how to structure your course and what items, folders or tools you want your students to access in your course.

Note: The screenshot below shows not only the types of links you might want to include in your course menu, but also serves as an example of how you might "chunk" the course menu using subheadings to improve the ease of navigation for students.
Drag and Drop to Reorder Links on the Course Menu

Items listed on the course menu can be moved if you want to change the ordering. Hover over the link for the item until an arrow appears to the left of the link. Mouse over the arrow until your cursor changes to a bolded arrow. Select the item then drag and drop to position the link where you would like it on the course menu.
Another Way to Move Items

An alternate option is available to move links on the course menu.

1. At the top of the course menu on the right is a button with an up and down arrow.
2. From here you can reorder the items by selecting the item to be moved.
3. Once an item is selected, use the small up or down arrows at the bottom of the window.
4. Click the **Submit** button to save.
Rename a Link

Each link on the course menu can be renamed.

1. If you want to change the name of the item start by hovering over the link you want to change. A gray option icon with a chevron will appear to the right of the link.
2. Click on the menu item's options button for the item you want to change and select Rename Link from the drop down menu.
You are now able to type the name you want for that link. Once you are finished click the small green checkmark to save your change.
Show or Hide Links

Items on the course menu can be either shown to students, or hidden from them. If an item is currently being shown, only the option to hide will be available. In the same way, if an item is currently hidden, only an option to show the link will be available. To change the show / hide state of an item on the course menu, hover over the item, then click on the options icon and select the appropriate state from the drop down menu.
Add a Link

New items can be added to the course menu. The **Add Menu Item** button located at the top of course menu allows you to add an item type of your choice to the course menu. Various item types are available and are suited to different functions for your course.

A few of the most common you may use include:

- **Content Area** to insert a new blank content area (highest level folder) in which you can create content folders and items.
- **Tool Link** to link to one of the integrated tools within Blackboard Learn such as Email or Groups.
- **Web Link** to link to a webpage outside of Blackboard Learn.
- **Course Link** to link to another area or item in your course.
Add a Link to a Content Item

1. To add a content area, hover over the Add Menu Item button then select Content Area from the drop down menu.
2. Name the link as you want it to appear in the course menu.
3. Choose whether or not to make this item available to students.
4. Click the Submit button to save.

**Note:** Your link will appear at the bottom of the course menu. Move it to the desired position in the course menu.
Add a Link to a Tool

1. To add a tool link to your course menu hover over the Add Menu Item button then select Tool Link from the drop down menu.
2. Name the link as you want it to appear in the course menu.
3. Select the type of tool to which you want to link.
4. Choose whether or not to make this item available to students.
5. Click Submit button to save.

Note: Your link will appear at the bottom of the course menu. Move it to the desired position in the course menu.
Add a Link to a Web Site

1. To add a web link to your course menu hover over the Add Menu Item button then select **Web Link** from the drop down menu
2. Name the link as you want it to appear in the course menu.
3. Enter a valid URL for the webpage you want to link to, including the prefix of http:// or https:// as appropriate.
4. Choose whether or not to make this item available to students.
5. Click the **Submit** button to save.

**Note**: Your link will appear at the bottom of the course menu. Move it to the desired position in the course menu.
Add a Link to an Item in Your Course

1. To add a course link to your course menu hover over the Add Menu Item button then select **Course Link** from the drop down menu.
2. Click on the **Browse** button, and a navigation tree displaying the folders and items in your course will open in a new window. Select the folder or item in your course to which you want to link.
3. Name the link as you want it to appear in the course menu.
4. Choose whether or not to make this item available to students.
5. Click **Submit** button to save.

**Note**: Your link will appear at the bottom of the course menu. Move it to the desired position in the course menu.
Insert a Subheader or Divider

The course menu can be "chunked" into smaller organizing units using subheaders and dividers. These help to visually break up information and group similar content or tools for easier findability and navigation for your students.

1. Both subheaders and dividers can be added from the Add Menu Item button
2. Subheaders need to be given a name while dividers simply need to be selected
3. Click the Submit button to save

**Note:** Both subheaders and dividers will appear at the bottom of the course menu. Move them to the desired position in the course menu.
Delete a Link

To delete an item on the course menu, hover over the link you want to delete, then click on the item options icon. Select **Delete** from the drop down menu and your item will be removed.