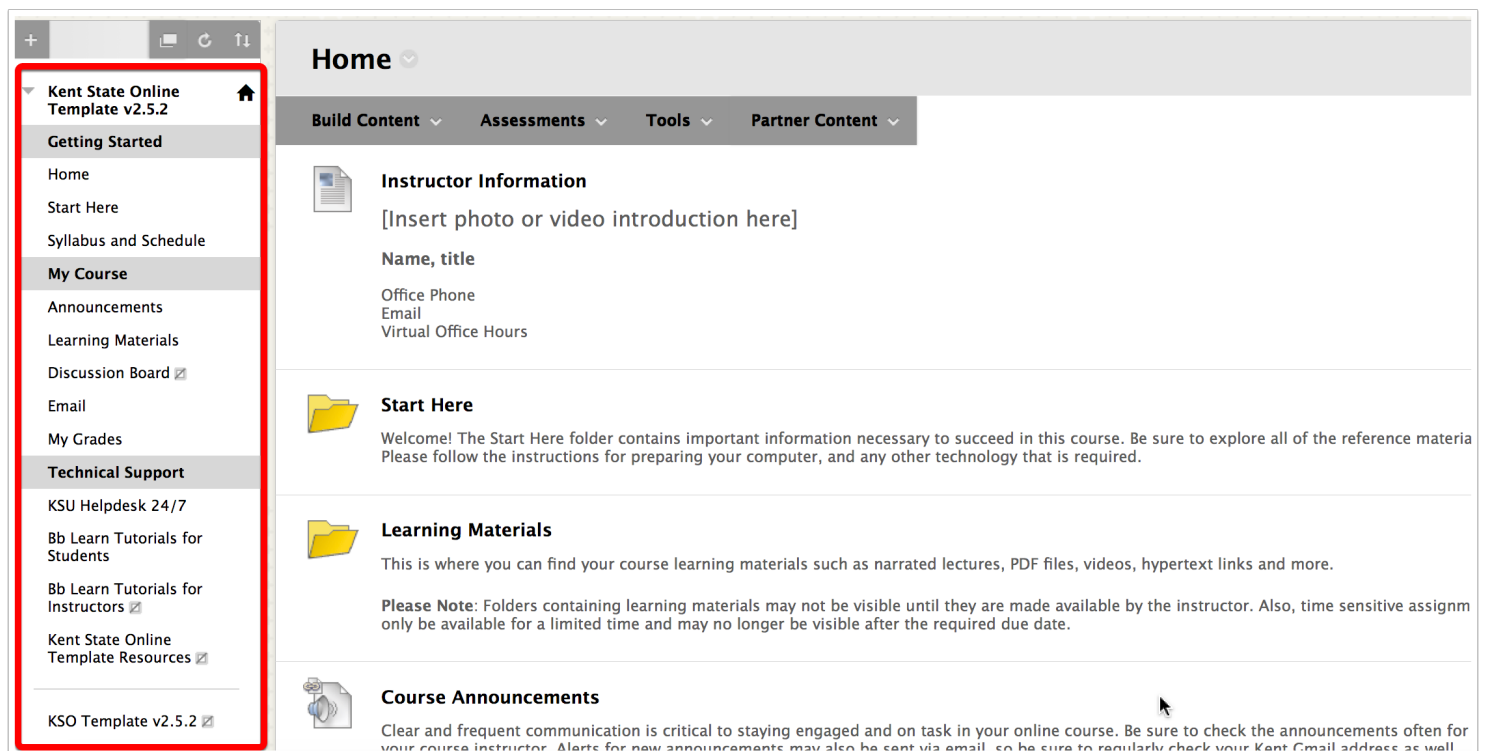


# How to Customize the Course Menu

## 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.



The screenshot displays the Blackboard Learn interface. On the left, a course menu is highlighted with a red border. The menu is organized into several sections:

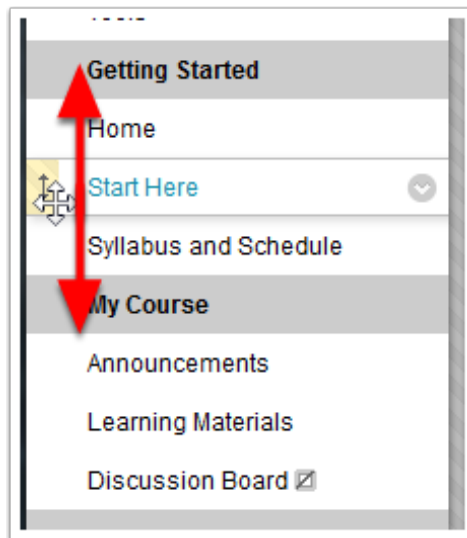
- Kent State Online Template v2.5.2** (with a home icon)
- Getting Started**
  - Home
  - Start Here
  - Syllabus and Schedule
- My Course**
  - Announcements
  - Learning Materials
  - Discussion Board
  - Email
  - My Grades
- Technical Support**
  - KSU Helpdesk 24/7
  - Bb Learn Tutorials for Students
  - Bb Learn Tutorials for Instructors
  - Kent State Online Template Resources
- KSO Template v2.5.2**

The main content area on the right is titled "Home" and features a navigation bar with "Build Content", "Assessments", "Tools", and "Partner Content". Below this, there are four main sections:

- Instructor Information:** Includes a placeholder for a photo or video introduction, and fields for Name, title, Office Phone, Email, and Virtual Office Hours.
- Start Here:** A folder icon followed by a welcome message: "Welcome! The Start Here folder contains important information necessary to succeed in this course. Be sure to explore all of the reference materia Please follow the instructions for preparing your computer, and any other technology that is required."
- Learning Materials:** A folder icon followed by text: "This is where you can find your course learning materials such as narrated lectures, PDF files, videos, hypertext links and more." Below this is a "Please Note" regarding the availability of learning materials.
- Course Announcements:** A document icon followed by text: "Clear and frequent communication is critical to staying engaged and on task in your online course. Be sure to check the announcements often for your course instructor. Alerts for new announcements may also be sent via email, so be sure to regularly check your Kent Gmail address as well."

## Drag and Drop to Reorder Links on the Course Menu

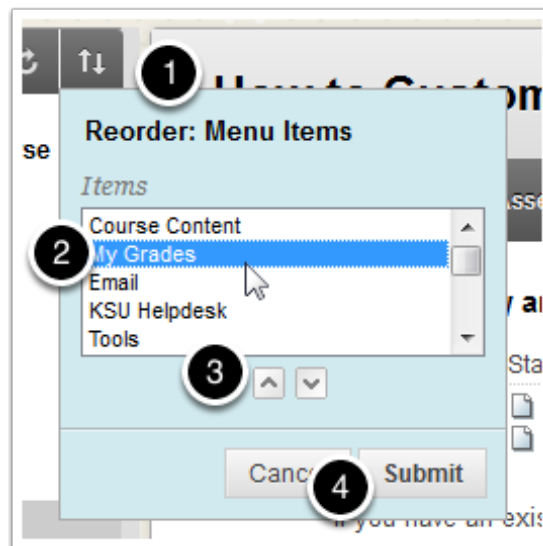
Items listed on the course menu can be moved if you want to change the ordering. Hover over the link for the item until an arrow appears to the left of the link. Mouse over the arrow until your cursor changes to a bolded arrow. Select the item then drag and drop to position the link where you would like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



## Another Way to Move Items

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

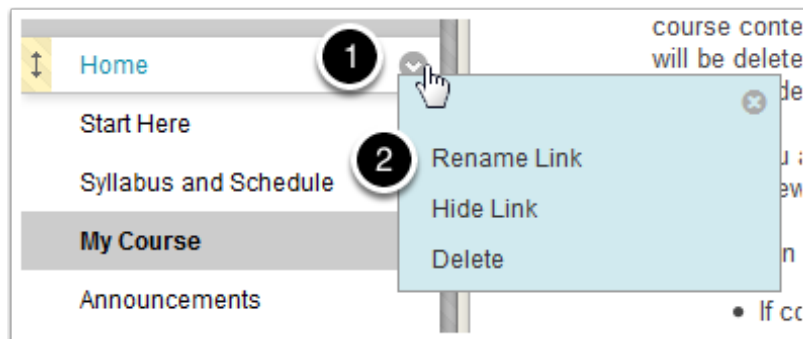
1. At the top of the course menu on the right is a button with an up and down arrow.
2. From here you can reorder the items by selecting the item to be moved.
3. Once an item is selected, use the small up or down arrows at the bottom of the window.
4. Click the **Submit** button to save.



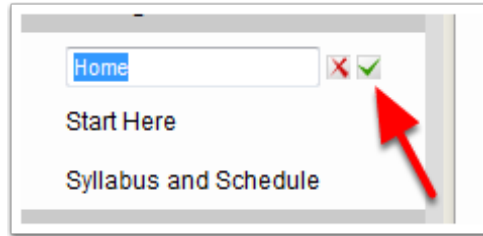
## Rename a Link

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.

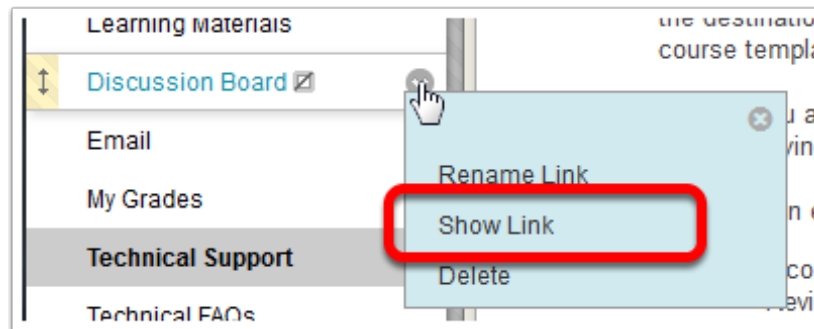


You are now able to type the name you want for that link. Once you are finished click the small green checkmark to save your change.



## 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.

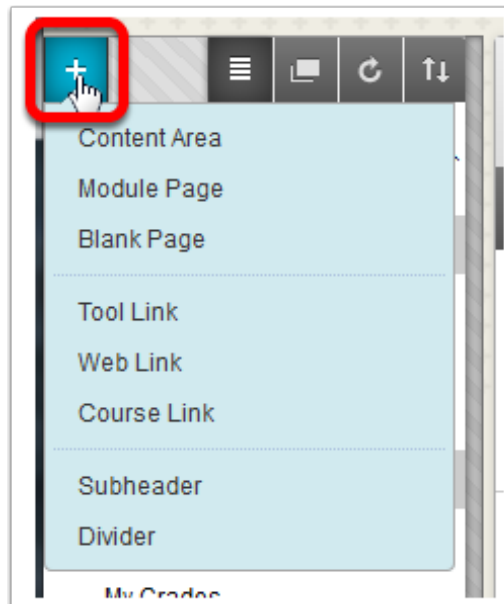


## Add a Link

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.

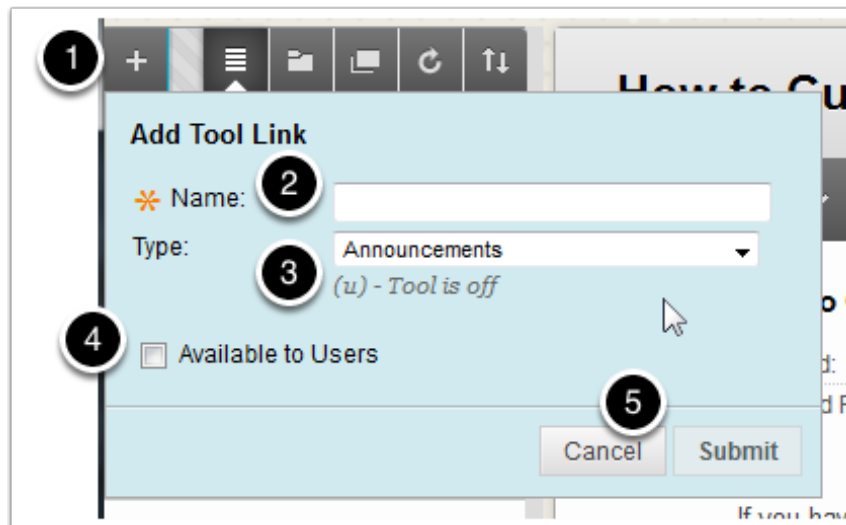




## Add a Link to a Tool

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.



The image shows a screenshot of a web interface with a light blue dialog box titled "Add Tool Link". The dialog box contains the following elements:

- 1**: A plus sign icon in the top left corner of the dialog box.
- 2**: A text input field labeled "Name:" with an asterisk icon to its left.
- 3**: A dropdown menu labeled "Type:" with "Announcements" selected. Below the dropdown, the text "(u) - Tool is off" is visible.
- 4**: A checkbox labeled "Available to Users" which is currently unchecked.
- 5**: Two buttons at the bottom right: "Cancel" and "Submit".

## 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 Web Link**

\* Name:

\* URL:

For example,  
`http://www.myschool.edu/`

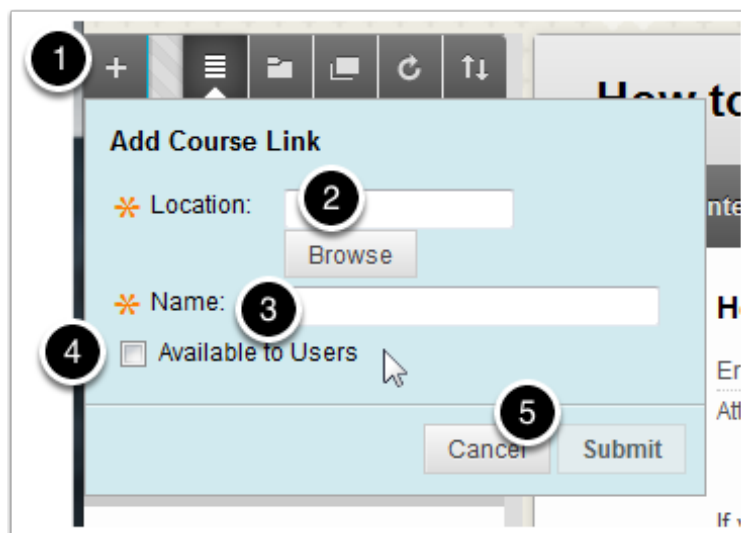
Available to Users

Cancel Submit

## 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.



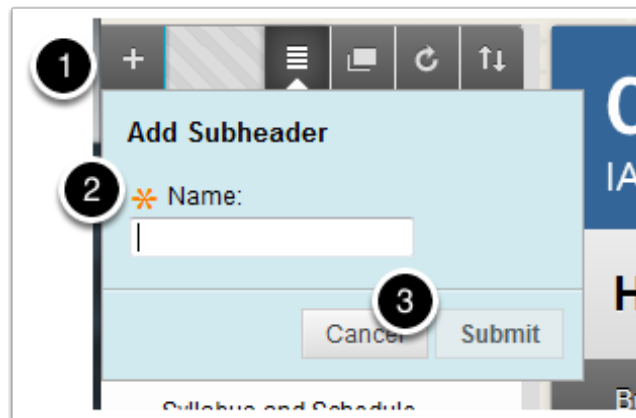
The image shows a screenshot of a web application interface for adding a course link. A light blue dialog box titled "Add Course Link" is centered on the screen. The dialog box contains the following elements: a "Location:" label with an asterisk icon and a text input field, a "Browse" button below it, a "Name:" label with an asterisk icon and a text input field, a checkbox labeled "Available to Users" with a mouse cursor hovering over it, and "Cancel" and "Submit" buttons at the bottom right. Five numbered callouts (1-5) are overlaid on the dialog box: 1 points to the top toolbar, 2 points to the "Location:" input field, 3 points to the "Name:" input field, 4 points to the "Available to Users" checkbox, and 5 points to the "Submit" button.

## 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 you 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.

