



Blackboard Quick Reference Guide 8.0

Customize Course Navigation Menu



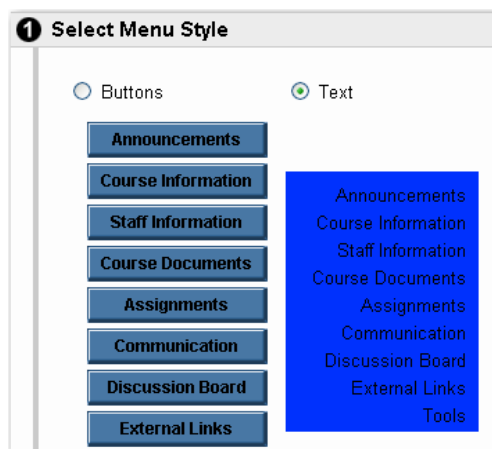
In addition to personalizing the style and color scheme of the navigation (course) menu, you can also rename the navigation links, add new ones (such as content areas, tools, course links, or external links), and choose the order of the course menu links.

Change Course Menu Design

Step 1: From the Control Panel, under *Course Options*, click **Course Design**.

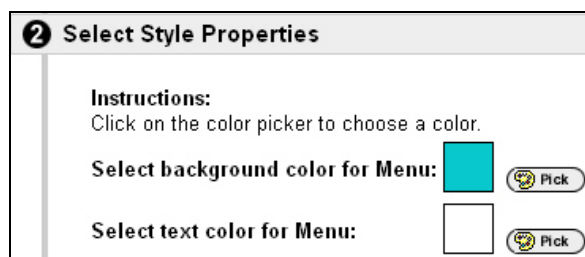
Step 2: Click **Course Menu Design**.

Step 3: Select either Buttons or Text button. (Because Buttons are not ADA compliant, it is recommended you select Text.)



Step 4: Choose options in the *Select Style Properties* section.

- If you chose **Text** the following style properties will display:



Step 5: Once you have made your selections, click **Submit**.

Step 6: Click **OK** twice.

Rename a Course Menu Item

Step 1: From the *Control Panel* under *Course Options*, click **Manage Course Menu**.

Step 2: Click **Modify** next to the course menu item you wish to change.

Step 3: Select a Name from the drop-down list or enter one of your own choosing.

The screenshot shows a dialog box titled "1 Set Area Properties". The "Type" is "Staff Information". The "Name" field has a dropdown menu with "Faculty Information" selected and a text input field containing "About Your Instructor". Below the name field, there is a red warning: "Suggested maximum 18 characters. Longer names or names that use wide characters may cause problems with the button Menu style. See Course Menu Design under Course Design to change Menu style." There are three checkboxes: "Allow Guest access" (unchecked), "Allow Observer access" (unchecked), and "Available for Student/Participant users" (checked).

Step 4: Click **Submit**, then **OK**.

Add a Course Menu Item

Here are the course menu types you can add:

- **Content Area** – for storing course content you create/upload.
- **Tool Area** – add course menu item for function normally behind Communications or Tools area (e.g., Discussion Board).
- **Course Link** – add link to another part of course.
- **External Link** – provide link to website outside of Blackboard.

To add a Content Area link:

Step 1: From **Manage Course Menu**, click **Content Area** from the action bar.

Step 2: Select a Name from the drop-down list or enter one of your own choosing.

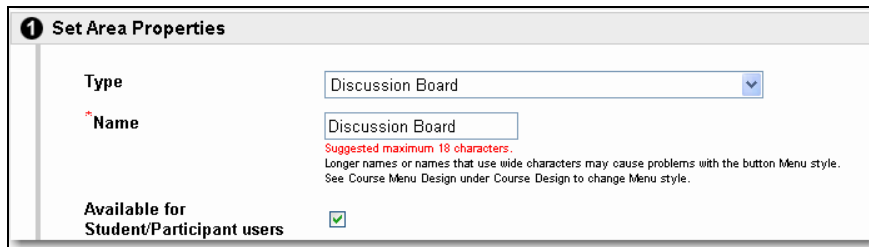
The screenshot shows a dialog box titled "Add New Area" with a sub-header "1 Set Area Properties". The "Type" is "Content Area". The "Name" field has a dropdown menu with "Assignments" selected and a text input field containing "Assignments". Below the name field, there is a red warning: "Suggested maximum 18 characters. Longer names or names that use wide characters may cause problems with the button Menu style. See Course Menu Design under Course Design to change Menu style." There are three checkboxes: "Allow Guest access" (unchecked), "Allow Observer access" (unchecked), and "Available for Student/Participant users" (checked).

Step 3: Click **Submit**, then **OK**.

To add a Tool Link:

Step 1: From **Manage Course Menu**, click .

Step 2: Select the Type from the drop-down menu.



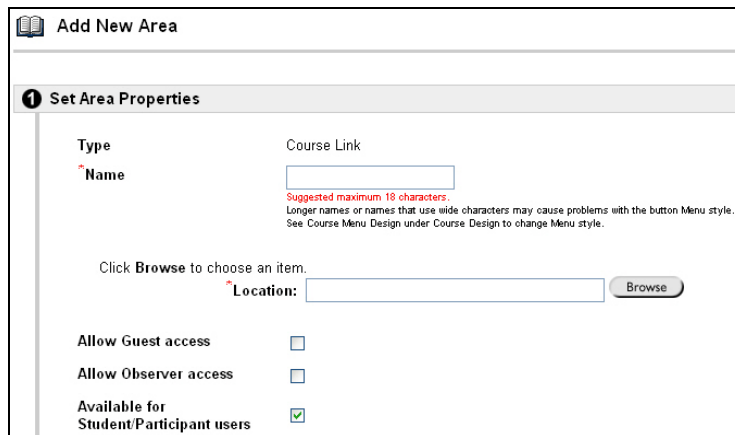
Step 3: Accept the default Name or enter a name of your choice.

Step 4: Click , then .

To add a Course Link:

Step 1: From **Manage Course Menu**, click .

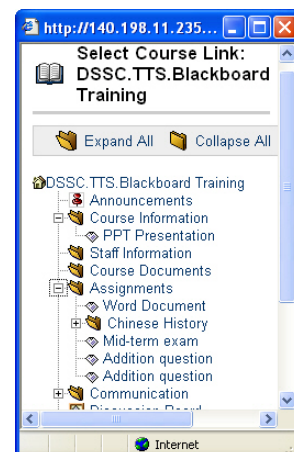
Step 2: Enter a Name for the course link.



Step 3: Click . The Course Map displays.

Step 4: Select the item for the menu link. The location of the course link will appear in the Location field.

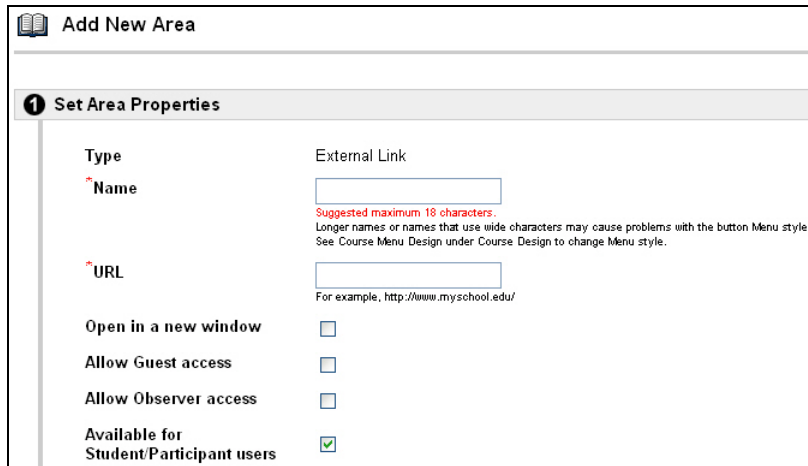
Step 5: Click , then .



To add an External Link:

Step 1: From **Manage Course Menu**, click .

Step 2: Enter a Name for the external link.



Add New Area	
1 Set Area Properties	
Type	External Link
*Name	<input type="text"/> <small>Suggested maximum 18 characters. Longer names or names that use wide characters may cause problems with the button Menu style. See Course Menu Design under Course Design to change Menu style.</small>
*URL	<input type="text"/> <small>For example, http://www.myschool.edu/</small>
Open in a new window	<input type="checkbox"/>
Allow Guest access	<input type="checkbox"/>
Allow Observer access	<input type="checkbox"/>
Available for Student/Participant users	<input checked="" type="checkbox"/>

Step 3: Enter the URL (web address) – be sure to include the full address, for example: <http://www.maricopa.edu>.


Step 4: If you want the web site to open in a new window (recommended), click in the *Open in a new window* checkbox.

Step 5: Click , then .

Re-order the Course Menu

Step 1: From **Manage Course Menu**, use the number drop-down arrows to select the new order of the menu items.

Remove a Menu Item

 Do not remove any menu links that contain course content behind them as that will delete the course content along with the menu link.

Step 1: From **Manage Course Menu**, click  next to the menu item.

Step 2: Click .

Hide a Menu Item


Step 1: From **Manage Course Menu**, click  next to the menu item.

Step 2: Clear the checkbox for *Available for Student/Participant users*.

Step 3: Click , then .

Step 4: Check the message below the item to make sure it has been disabled.

13  **Bb Training Evaluations**
This item is currently unavailable.
Content Area

 The content in that area will still be available for you to view through the Control Panel. You can always make the menu item available to students again in the future.

Hide Specific Tools in Communication or Tools Area

If you don't plan to use some of these tools, it's recommended you hide them from student view.

Step 1: From the *Control Panel*, under *Course Options*, click **Manage Tools**.

Step 2: Click **Tool Availability**.

Step 3: For any tools you don't plan to use in your course, clear the *Available* radio button.

Step 4: Click , then  .