
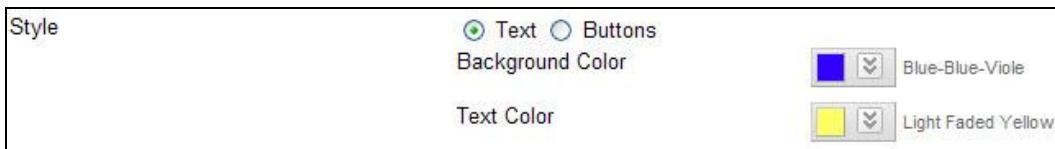


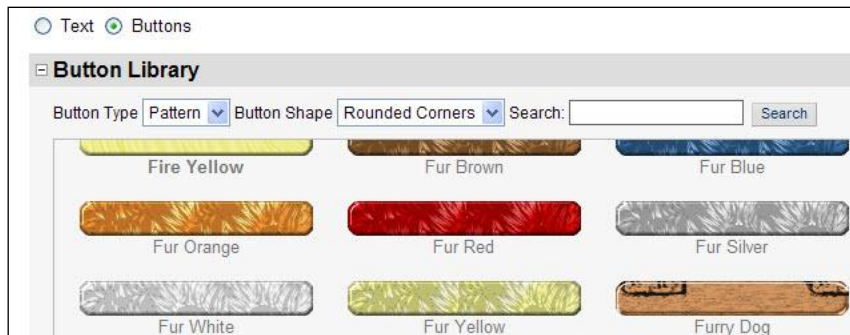
In addition to personalizing the style and color scheme of the course navigation menu, you can also rename the navigation links, add new ones (such as content areas, tools, course links, or external links), and choose the order of the course menu links.

### Change Course Menu Design (Buttons or Text Links)

1. From the Control Panel, under Customization, click Style.
2. Select the radio button for Text or Buttons. (Because Buttons are not ADA compliant, it is recommended you select Text.)
  - If you select Text, you may then use the double chevron  symbol to select the Background Color for the menu and the Text Color.



- If you select Buttons, click the + to display the Button Library.
- Next to Button Type, use the drop-down menu to select Pattern, Solid, or Striped.
- At Button Shape, use the drop-down menu to select Rounded Corners, Rectangular, or Rounded Ends.
- Then click the button you wish to use.



3. Once you have made your selections, click Submit.

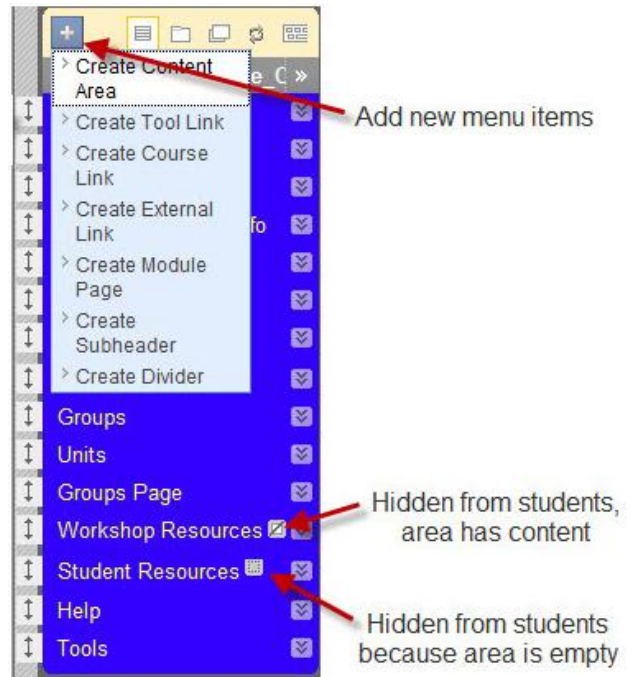
## Add Course Menu Items

Here are some course menu types you can add:

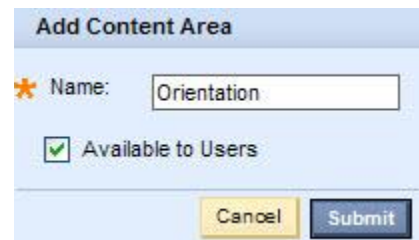
- **Content Area** – for storing course content you create/upload.
- **Tool Link** – add course menu item for a function normally found behind Tools area (e.g., Discussion Board).
- **Course Link** – add link to another part of the course.
- **External Link** – provide link to website outside of Blackboard.

### To add a Content Area link:

Content Areas are containers for storing and organizing course materials such as lecture notes and assignments. They can also include folders, files, links to websites, tests, and surveys.



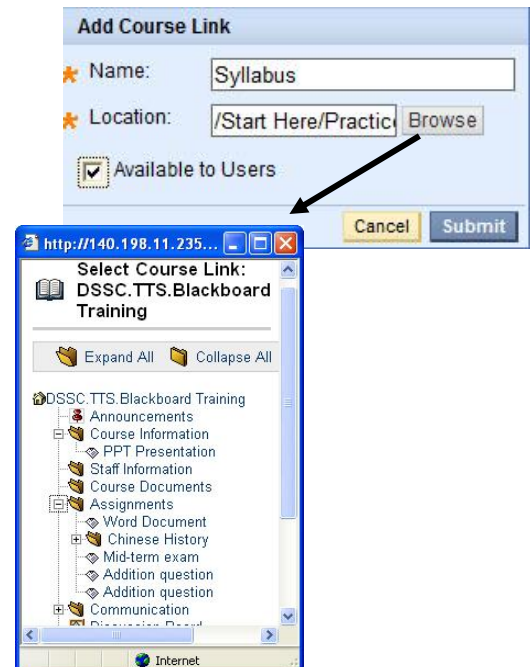
1. With **Edit Mode: ON** click the **+** icon above the Course Menu, then select Create Content Area.
2. Enter a name for the Content Area.
3. Click the Available to Users check box to grant access to Students.
4. Click Submit.



### To add a Course Link:

A Course Link is used to add a course menu item that links to another part of the course.

1. With **Edit Mode: ON** click the **+** icon above the Course Menu, then select Create Course Link.
2. Enter a Name for the course link.
3. Click **Browse...**. The Course Map will display.
4. Select the course item for the menu link.
5. Click the Available to Users check box to grant access to Students.
6. Click Submit.

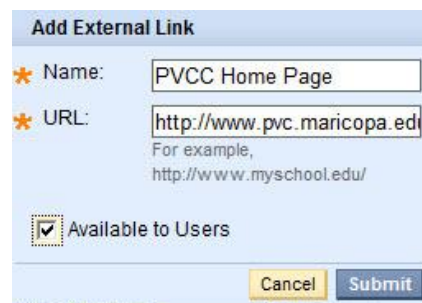


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### To add an External Link:

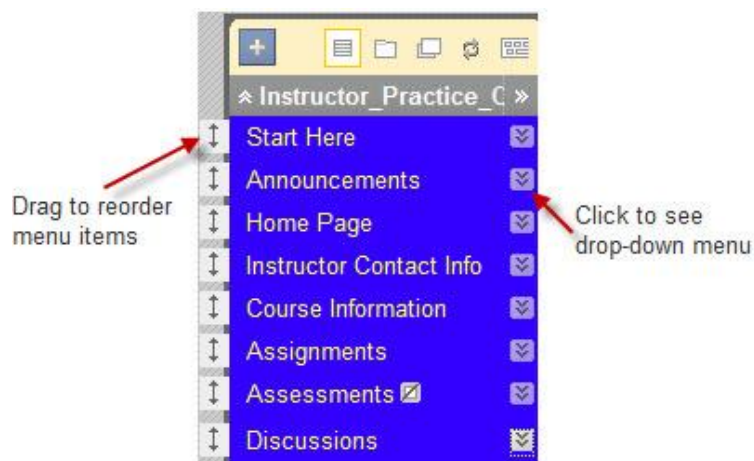
An External Link is used to provide a menu link to a website outside of Blackboard.

1. With **Edit Mode: ON** click the **+** icon above the Course Menu, then select Create External Link.
2. Enter a Name for the external link.
3. Enter the URL (web address) – be sure to include the full address, for example: <http://www.maricopa.edu>.
4. Click the Available to Users check box to grant access to Students.
5. Click Submit.




### Re-order the Course Menu


1. With **Edit Mode: ON** press the mouse pointer on the move icon  next to the item.
2. Drag the item to the new location within the menu.




### Rename a Course Menu Item


1. Click the item's double chevron  symbol and select Rename Link from the menu.
2. The name will be highlighted. Type the new name and press Enter.

### 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.

1. With **Edit Mode: ON** click the double chevron  symbol next to the menu item you wish to remove to display a menu.
2. Click Delete.
3. At the prompt, "Are you sure you want to delete?" click OK.

### Hide a Menu Item

1. With **Edit Mode: ON** click the double chevron  symbol next to the menu item you wish to hide to display a menu.
2. Click Hide Link
3. Add Tools to the Course Menu

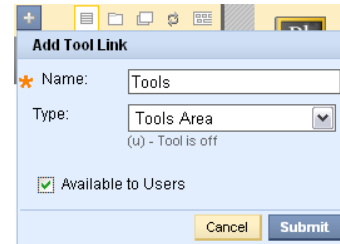
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## Add Tools to the Course Menu

There are a number of Blackboard features (including but not limited to messages, email, groups, collaboration tools, My Grades, and discussion board) that are accessible from the Tools Area. In order for students to access these tools you must be sure the Tools Area link is in the Course Navigation Menu. Alternatively, if you will only be using a few of these tools in your course (My Grades and Discussion Board, for example) you could add those tools individually to the Course Navigation Menu rather than having the students go through the Tools area to access them.

### Add the Tools Area to the Course Menu

1. With **Edit Mode:**  **ON** click the **+** icon above the Course Menu, then select Create Tool Link
2. Enter a name for the area (e.g. Tools).
3. Select Tools Area from the Type drop-down menu.
4. Click the Available to Users check box to grant access to Students.
5. Click Submit.



### Add an Individual Tool Link to the Course Menu:

A Tool Link can be used to add a course menu item for individual functions normally found behind the Tools area (e.g., Discussion Board, Email, My Grades, etc. ).

1. With **Edit Mode:**  **ON** click the **+** icon above the Course Menu, then select Create Tool Link.
2. Select the Type of tool from the drop-down menu.
3. Click the Available to Users check box to grant access to Students.
4. Click Submit.



### Change Tool Availability

If you don't plan to use some of the tools, it is recommended you make them unavailable. For example, if the Messages tool will not be used, make it unavailable. No one can see it or access it, including the instructor, until it is made available again.

1. From the Control Panel, click Customization. Then click Tool Availability.
2. To make a tool Available, select the tool's check box. To make a tool unavailable, clear the tool's check box.
3. Click Submit.