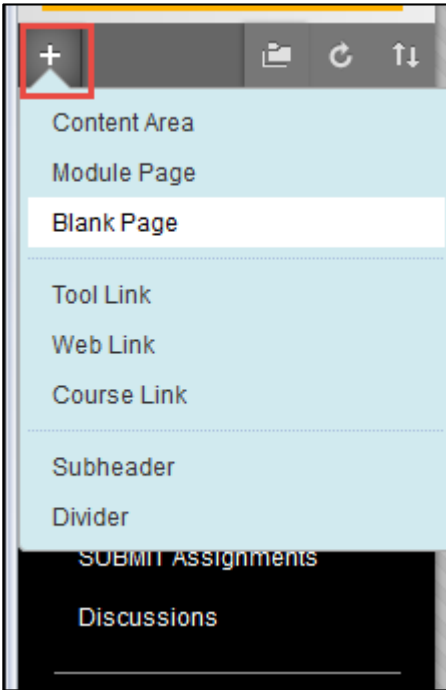


Customizing the Course Menu

Blackboard’s Course Menu provides access to a course’s content. The menu items and the order in which they appear are fully customizable. Menu customization takes place within the Course Menu by clicking on several action links or buttons. This document outlines the steps and options for adding items to or customizing your course menu.

Note: These features are only available if the Edit Mode is ON in the upper right corner of any page of your course. Only instructors have the option to customize the course menu.

1. Hover over the plus sign (+) in the upper right corner of the menu. The following options will appear:



- **Content Area** – Adds a place to store materials.
- **Module Page** – Adds a page where you can add a variety of modules, such as To Do lists and Alerts.
- **Blank Page** – Adds a blank page that you can build just like a Word document or mini-Web page.
- **Tool Link** – Links to a Blackboard course tool such as Discussions, Groups or Grades.
- **Web Link** – Creates a link to a website.
- **Course Link** – Links to a specific part of the course (such as a key document, assignment or discussion forum).
- **Subheader** – Allows you to create section headers to organize your menu (e.g., “AIC Resources”).
- **Divider** – Creates a divider line to organize your menu.

2. Fill out the details for the type of menu item you would like to add, such as Name and tool type. Be sure to check the box next to “Available to Users” so that students will be able to see the link.

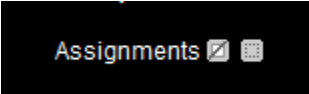
Add Tool Link

* Name:

Type:

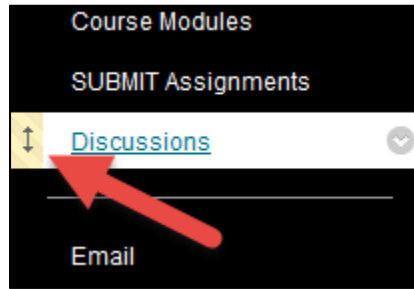
Available to Users

3. Click **Submit** to add the link to your course menu. You may see several icons next to the link name:

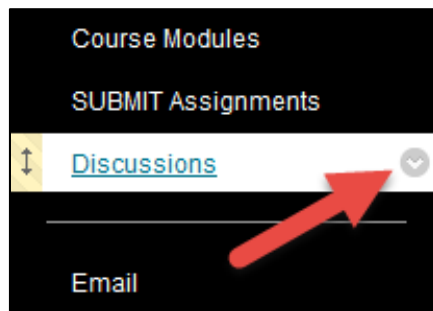


- A white square with a line through it means that the link is unavailable to students.
- A dotted-line square means that the link contains no content. It will not be visible to students until content is added.

- By default, the new menu item will be placed at the end of the menu. To move it to another position in the menu, hover your mouse over the item you just created. A double-headed arrow will appear, allowing you to drag the menu item up or down. Click on the arrow to move the item up or down within the course menu.



- To edit a link in the course menu, hover your mouse over the item. A drop-down menu button will appear, providing you with options such as renaming or adjusting availability.



- For additional options to customize the view of the menu, click on the icons in the top right corner of the course menu. These allow you to view the menu as collapsible folders, refresh the menu view, or reorder items.

