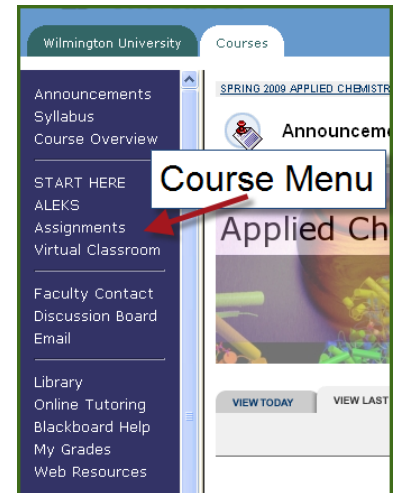


Overview

When you enter your Blackboard course, you are presented with a list of links in the navigation menu on the left side of the page – this is the Course Menu. Instructors can modify these links by changing the link names, adding new links, or eliminating unused links.

The Course Menu may contain links to any of the following types of content items of tools:

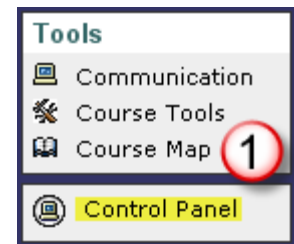
- Folders that hold course information such as Course Documents or Announcements
- Specific items such as a course syllabus
- A number of course Tools, such as Groups or the Discussion Board
- External Links which link to URL's outside of the course
- Course Links which link to other areas within the course



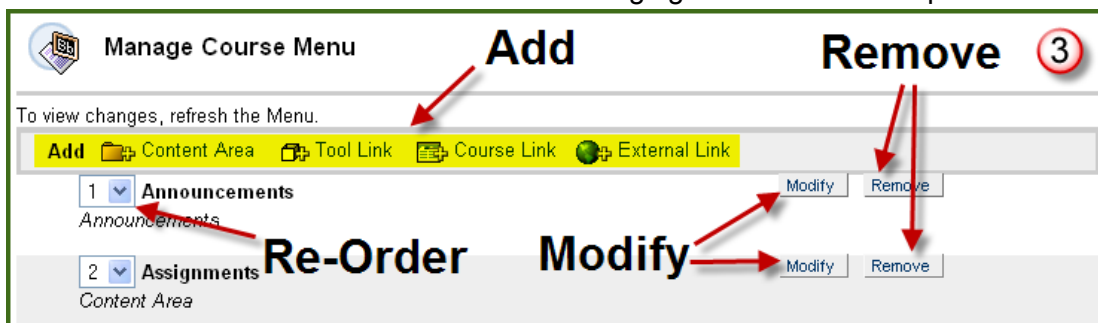
This tutorial will describe how to add, modify, and remove menu items from your Course Menu.

Manage Course Menu

1. Navigate to the **Control Panel** in your course.
2. Under **Course Options**, click on **Manage Course Menu**.



3. You will now see a list of all Course Menu items listed in your course as well as buttons for adding, modifying or removing items. There are also drop-down numbers if you wish to re-order the Content Menu items. Directions for changing each of these are provided below.



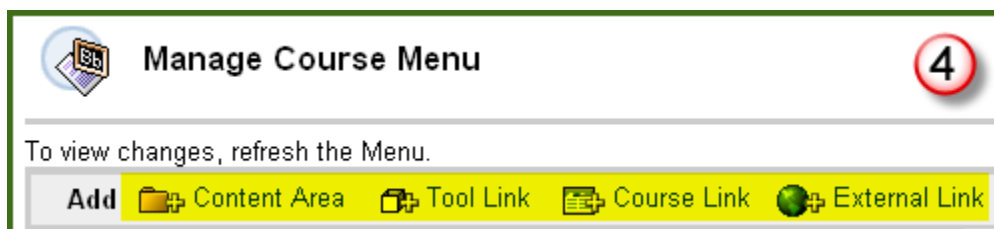
Adding a Course Menu Item

Blackboard divides items that can be linked from the Course Menu into 4 types, as follows:

Content Area	Tool Link	Course Link	External Link
<ul style="list-style-type: none"> • Assignments • Bibliography • Books • Content • Course Documents • Course Information • Course Materials • Documents • Homework • Information • Labs • Lectures • Projects • Syllabus • Textbooks 	<ul style="list-style-type: none"> • Address Book • Adobe Connect (for select courses) • Announcements • Calendar • Collaboration • Communications Area • Course Objectives • Discussion Board • Dropbox • Email • Glossary • Groups • Homepage • IDEA Online Connector • Manual • Messages • My Grades • My Scholar Home • Observer Tools • Respondus LockDown Browser • Roster • Scholar Course Home • Smarthinking Application • Staff Information • Tasks • The Electric Blackboard • Tools Area 	<p>A direct link to any Content or Tool area within your course from your Course Menu.</p>	<p>A direct link to any Website from your Course Menu.</p>

You can always choose a new name for each of the types of items listed above, but you must add one of these items to create a new link on your Course Menu.

4. Click the appropriate **Add** button for what you'd like to add to your Course Menu (see table above). For instance, for this example Groups will be added and is listed as a Tool Link in the table above, so Add Tool Link was clicked.



5. In the Add New Area form, give your Course Menu item a **Name** (you may use the default name or provide your own name).
6. Select any additional options as asked (for instance, provide a URL for an External Link, or Browse to the correct Course Area if adding a Course Link).
7. Make sure Available for Student/Participant is selected to make the link available to students.
8. Finally, click **Submit**.

The screenshot shows the 'Add New Area' form. It has a title bar with a '153' icon and the text 'Add New Area'. Below the title bar is a section titled '1 Set Area Properties'. This section contains a 'Type' dropdown menu set to 'Groups', a '* Name' dropdown menu also set to 'Groups' (with a yellow highlight and a circled '5'), and a checkbox for 'Available for Student/Participant users' which is checked (with a circled '7'). Below the name field, there is a red warning message: '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.' Below the 'Set Area Properties' section is a section titled '2 Submit'. It contains a '* Required Field' label and the text 'Click **Submit** to finish. Click **Cancel** to quit.' At the bottom right of the form are 'Cancel' and 'Submit' buttons (with a circled '8').

Modify a Course Menu Item

To change the name or properties of a Course Menu item, follow steps 1 and 2 above, then:

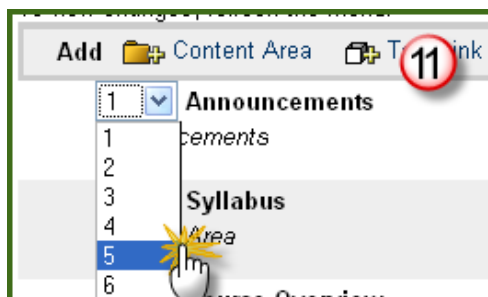
9. Click on the **Modify** button for the item you wish to change.
10. Edit the options as appropriate and click Submit to save any changes.

The screenshot shows the 'Manage Course Menu' interface. It has a title bar with a '153' icon, the text 'Manage Course Menu', and a circled '9'. Below the title bar is the text 'To view changes, refresh the Menu.' Below this is a toolbar with 'Add' and icons for 'Content Area', 'Tool Link', 'Course Link', and 'External Link'. Below the toolbar is a list of menu items. The first item is '1 Announcements' (with a dropdown arrow) and 'Announcements' below it. To the right of this item are 'Modify' and 'Remove' buttons. A mouse cursor is pointing at the 'Modify' button.

Reorder Course Menu Items

You can move Course Menu items within the listing by using the drop-down menu provided. To move a Course Menu item follow steps 1 and 2 above, then:

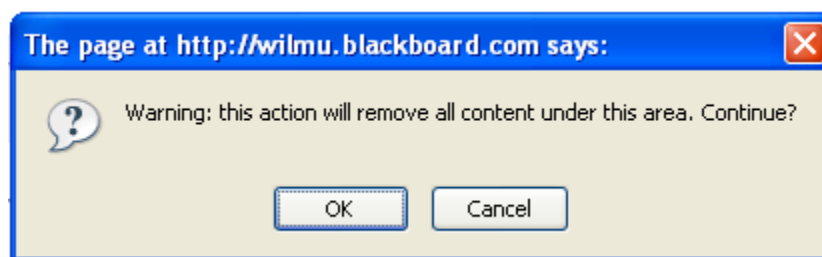
11. Click on the **number drop-down menu** button for the item you wish to change.
12. Select the position within the list that you want the item to appear as.



Remove a Course Menu Item

It is sometimes important to remove items no longer needed from your Course Menu. Keep in mind that if you remove a Content Area (see table above), it is removed from the Course Menu and the Course Control Panel, and all of its contents are deleted. To remove a Course Menu item, follow steps 1 and 2 above, then:

13. Click on the Remove button for the item you wish to remove.
14. Click OK when asked to verify your Remove choice.



For more information . . .

Additional support for Blackboard tools can be found at <http://esupport.wilmu.edu>, by clicking on the Help! button in Blackboard, at <http://www.wilmu.edu/instructionaltech/index.aspx> and in the User Manual linked from the *Control Panel* in Blackboard.