

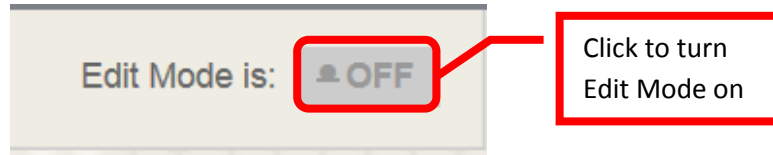
## Blackboard Course Menu

### Edit Mode:

Edit mode must be “ON” in order for changes to be made to the course. Edit mode is displayed in the upper right corner of the Course Home Page.



If “Off” is displayed, click it and Edit mode will be turned back on.



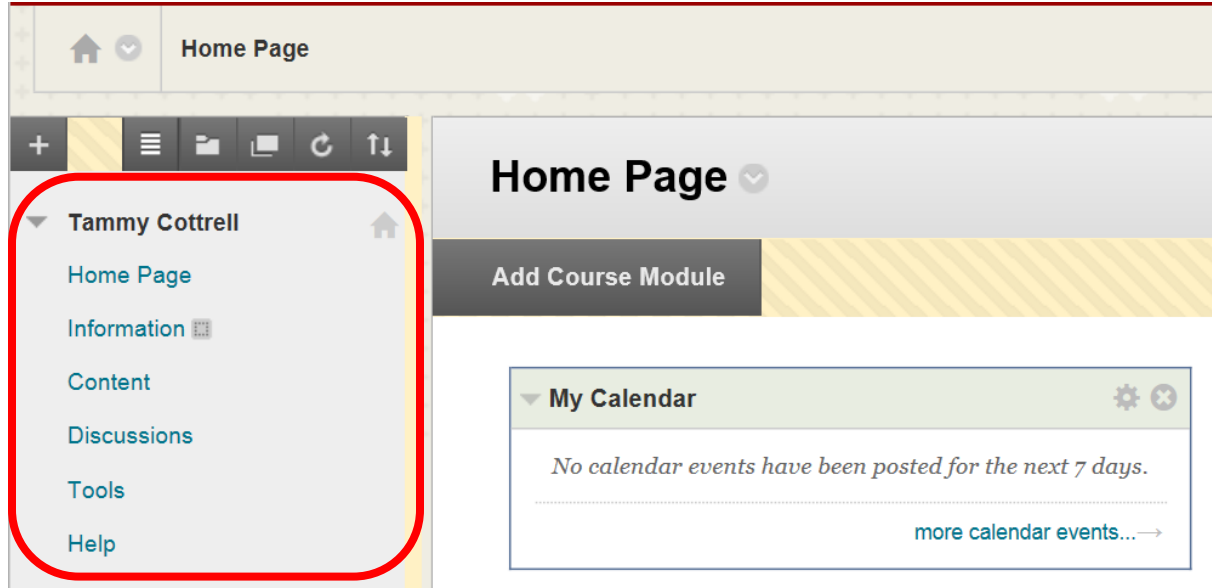
To view the course from the student perspective, turn Edit Mode “Off.” To turn Edit Mode off, click “On.” In this view, no hidden links or content will be visible.



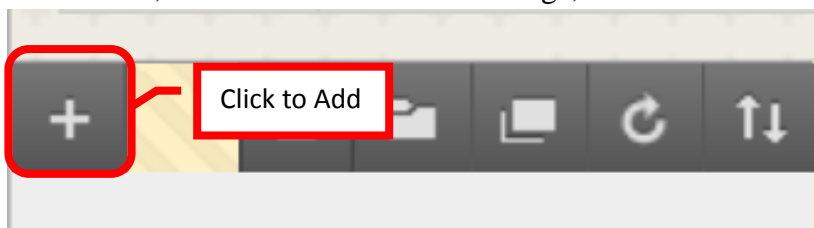
***NOTE: Any changes to the Course Menu and Content Modules is made for both the instructor and students. This allows the instructor to customize the look and functionality of the course for the students, while preventing students from deleting critical course content.***

## Course Menu Overview:

1. The course menu is located on the upper left menu bar on the Course Home Page. The course menu allows navigation through the course by clicking on “Home Page,” “Information,” “Content,” “Discussions,” “Tools,” or “Help.”



- Home Page = the Course Home Page
  - Information = Content Area (can be changed, hidden or renamed)
  - Content = Content Area (can be changed, hidden or renamed)
  - Discussions = Discussion Board
  - Tools = Student toolbox (e.g. Announcements, Help, Journals, etc.). This can be customized by the instructor for the student.
  - Help = Blackboard Help
2. The Course Menu Tool Bar at the top allows the user to Add, List View, Folder View, Display Course Menu in a Window, Refresh the Course Home Page, and Reorder the Course Menu.

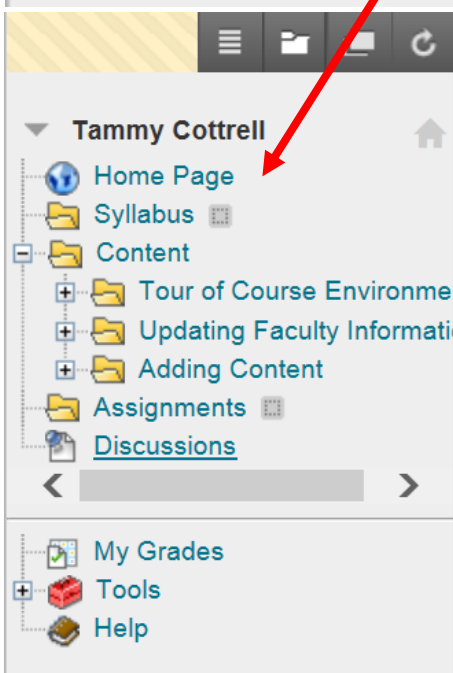
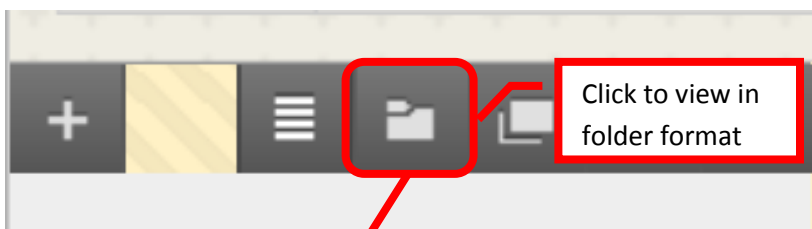


- Add is the first icon on the left. This allows instructors to add content area, module pages, blank pages, tool links, web links, course links, subheaders and dividers.
  - Content Area = Adds a new content area
  - Module Pages = Adds a link directly to a specific module (Alerts, Support, Announcements, Calendar, etc.) on the menu. Links can be added for frequently used modules for quick, easy access.
  - Blank Pages = Adds a blank page
  - Tool Links = Adds a link directly to a specific tool (e.g. Announcements, Calendar, Email, etc.) on the menu. Links can be added for frequently used tools for quick, easy access.
  - Web Links = Add external web links to sites, articles, videos, etc.

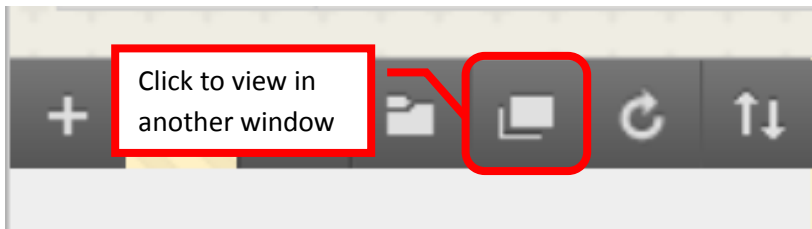
- Course Links = Links to a specific spot within the course (e.g. an article, video or document)
- Subheader = Creates a bold subheader in the course menu. This subheader can be moved by dragging and dropping or using the Reorder Menu Items icon from the tool bar.
- Divider = Inserts a line divider in the course menu. This divider can be moved by dragging and dropping or using the Reorder Menu Items icon from the tool bar.



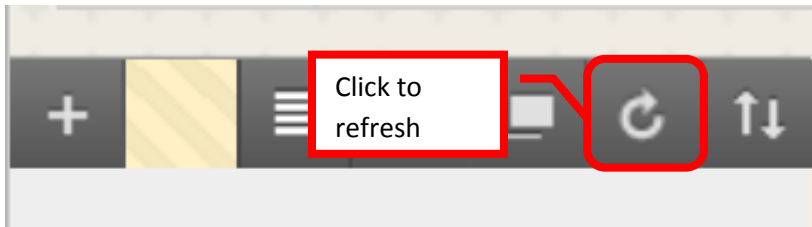
- List is the second icon from the left. This allows users to view the content menu in a list view. List is the default view.



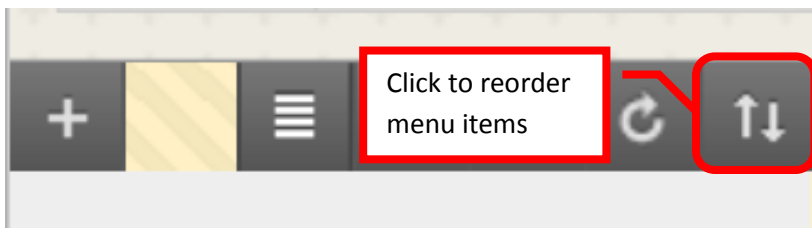
- Folder is the third icon from the left. This allows users to view the content menu in a folder view. This is a very helpful view for students, as it will show the folder structure and allows students to expand to see all the class materials.



- Display Course Menu in a Window is the fourth icon from the left. Clicking this icon will open a new browser window and display the course menu.



- Refresh is the fifth icon from the left. Clicking this icon will refresh the window with newly added content on the course menu.

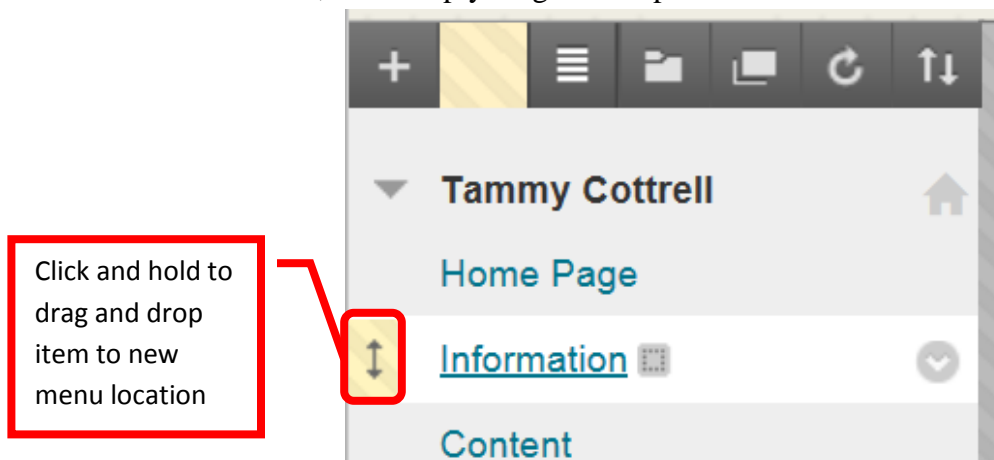


- Keyboard Accessible Reordering: Menu Items is the icon all the way to the right. This allows users to move items in the Course Menu.

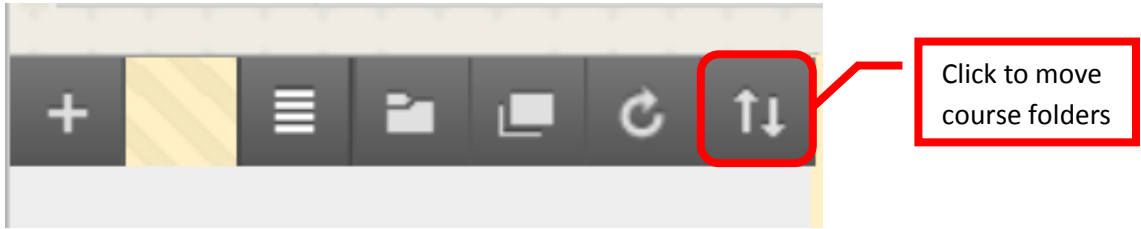
## Reorganizing / Customizing the Course Menu:

### Reordering the Course Menu:

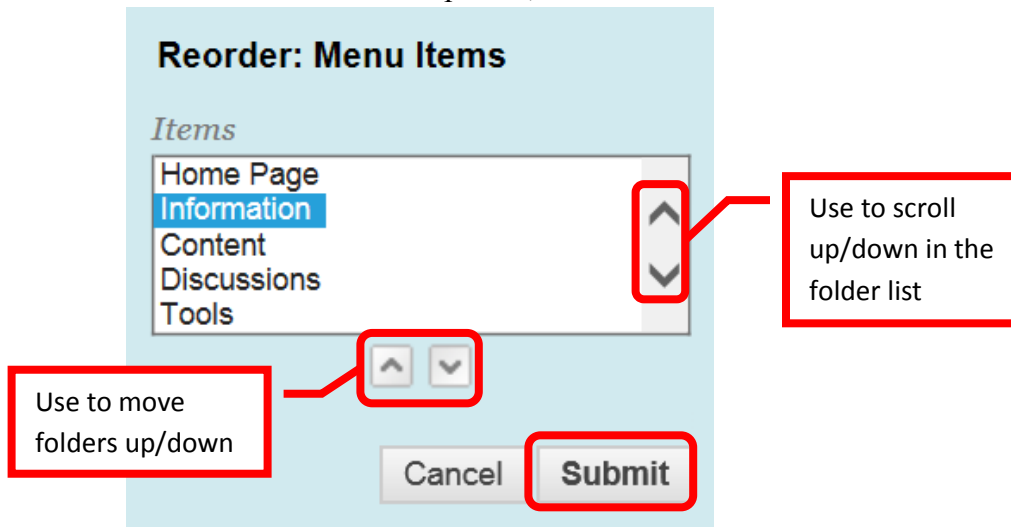
1. The course menu is customizable. To reorder the course folders, hover over the item, then click the arrow to the left side, then simply drag and drop the folders in the desired location.



2. Folders can also be moved by clicking the up/down arrows located on the far right of the Course Menu Toolbar.



3. The Course Menu “Reorder: Menu Items” dialog box will appear on the screen. Click the name of the folder to be moved, then use the up (^) and down (v) arrows to move the folder to the desired location. If there are numerous folders, use the scroll bar on the right side to access the folders at the bottom of the list. When all the folders have been placed, click “Submit” to continue.

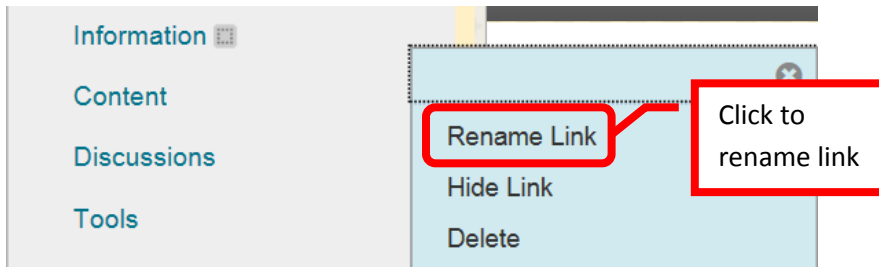


### Renaming Content Items:

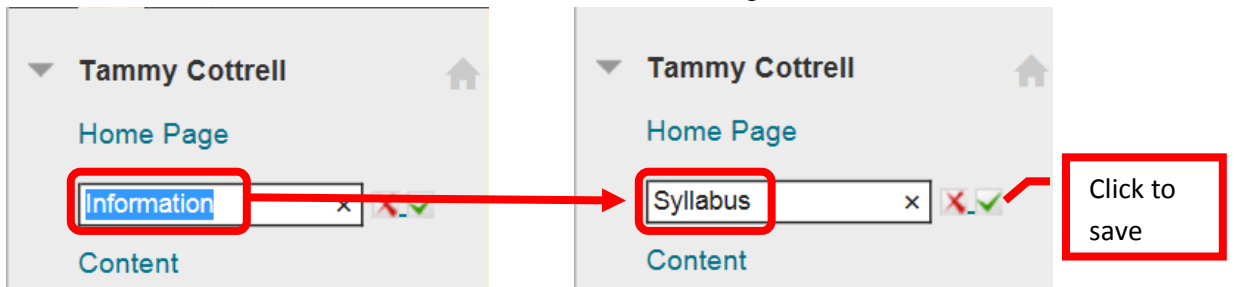
1. The default content items can be renamed. To rename an item, hover over it and click the down (v) arrow or chevron.



2. Select the “Rename Link” option from the menu.



3. The link will be selected. Enter the new link name, then click the green check mark to save.

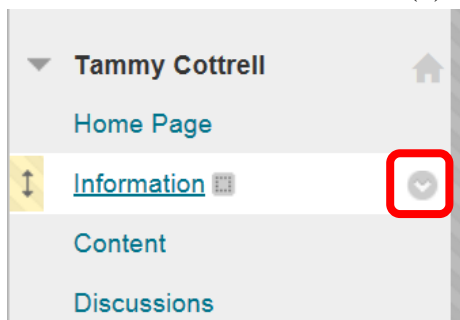


4. The new name will be displayed on the content menu.

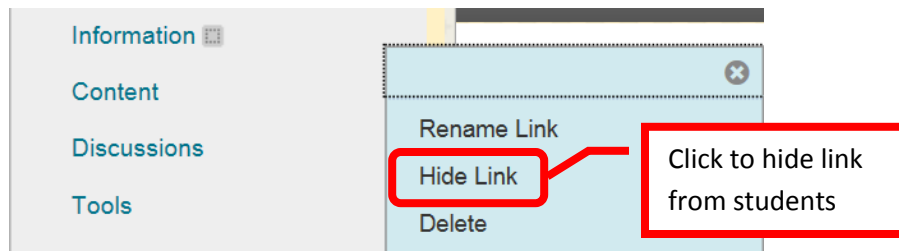


### Hiding, Showing and Deleting Content Menu Items:

1. Content Menu items can be hidden from students, shown to students or deleted (not recommended). To hide an item, hover over it and click the down (v) arrow or chevron.



2. Select “Hide Link” from the menu.



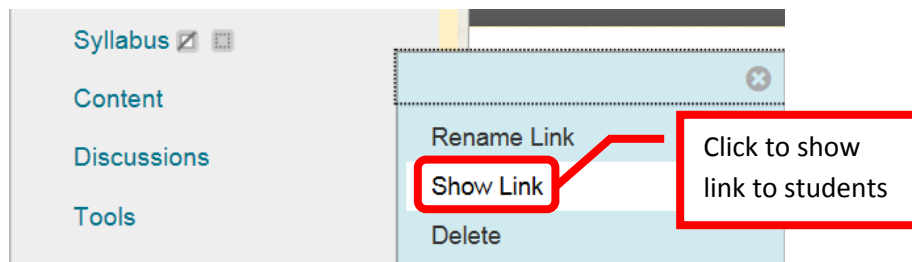
3. A hidden link icon, represented by a box with a line through, will appear next to the hidden link.



4. To unhide an item, hover over it and click the down (v) arrow or chevron.



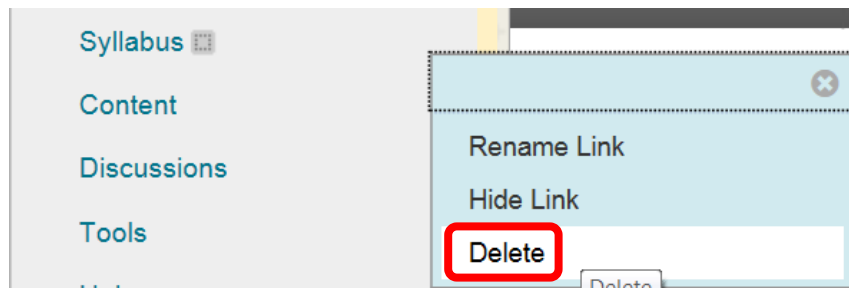
5. Select “Show Link” from the menu.



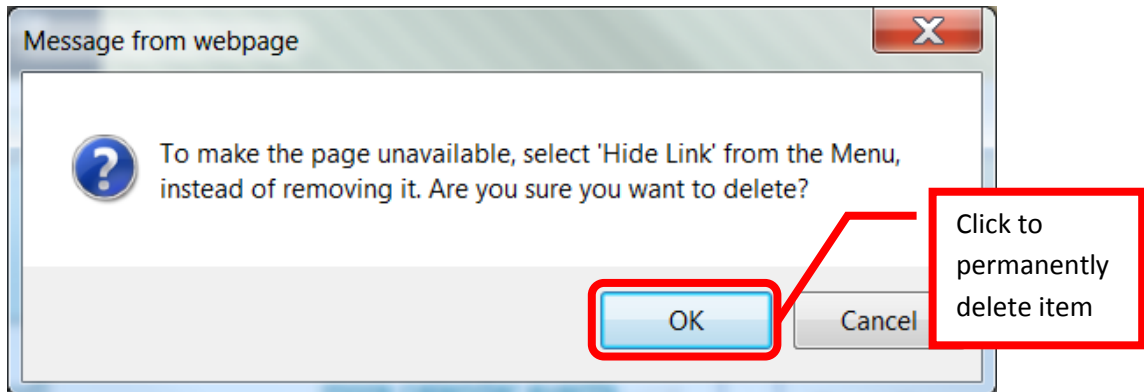
6. Menu Items can be deleted, however, this will *delete the folder and all content permanently*. *The content cannot be recovered once it has been deleted*, so this is not recommended unless the folder is completely empty and unused. To remove an item from the student’s view, “Hide” is recommended. To delete an item, hover over it and click the down (v) arrow or chevron.



7. Select “Delete” from the menu.

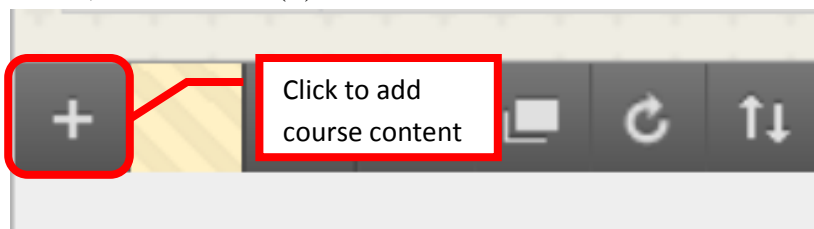


8. A dialog box will confirm the deletion of the item. Click “OK” to permanently delete the item. *Deleted items cannot be recovered.*

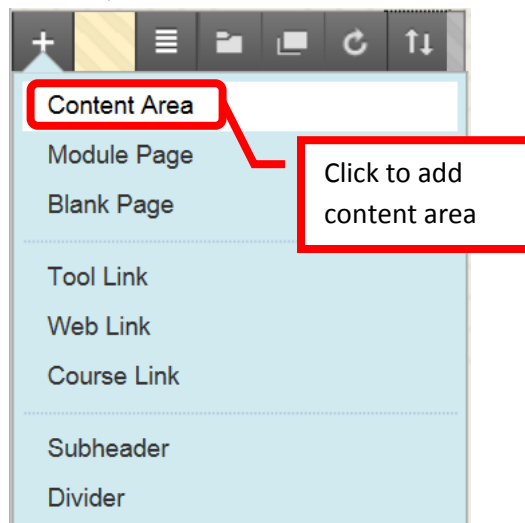


### Adding Content Links:

1. To add a content area, click the add (+) icon in the left of the tool bar.

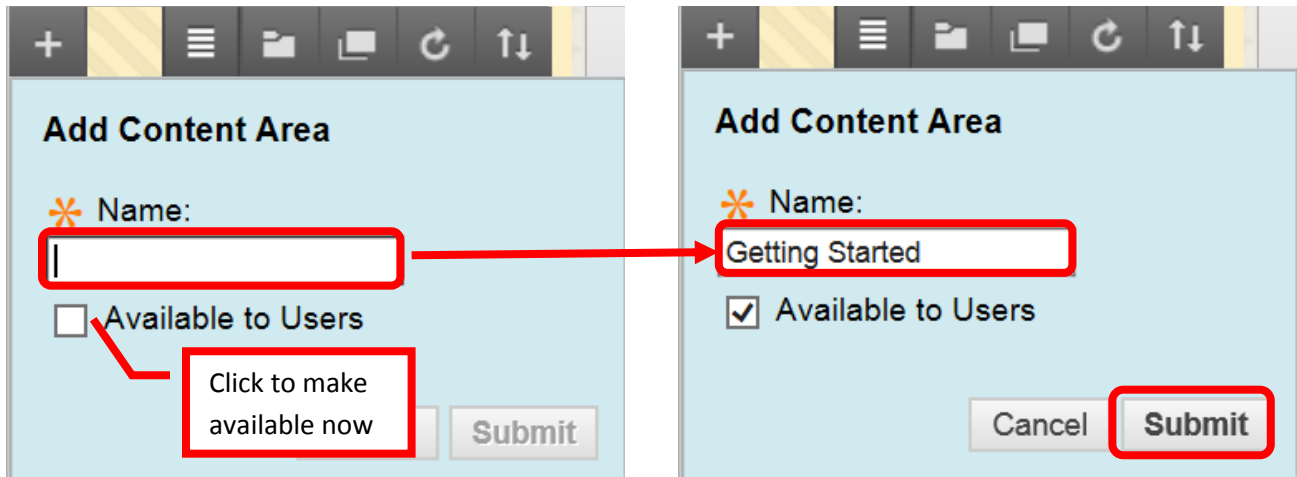


2. Click “Content Area” from the list of menu items to select it. Module Pages, blank pages, tool links, web links, course links, subheaders and dividers can also be added from this menu.

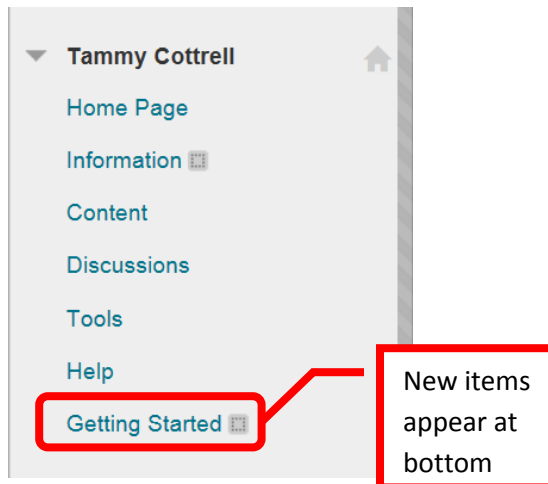




3. An “Add Content Area” dialog will appear. Enter the name of the new folder in the “Name” field. To make the folder immediately available to users, click the check box next to “Available to Users.” Click “Submit” to create the folder.



4. The new content area will be displayed at the bottom. This can be moved by dragging and dropping or using the Reorder Menu Items.



5. Module Pages, Blank Pages, Tool Links (direct links to specific tools for students), Web Links (direct links to external websites, articles, etc.), Course Links (link to a specific place or document within the course), Subheaders, and Dividers can be added in the same way. All added links will appear at the bottom and may need to be reordered.

