

Customizing the Course Menu

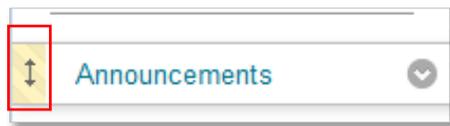


The **Course Menu** is an important navigational feature of your Blackboard course. It should be organized in such a way so that your students are able to navigate your course efficiently. This tutorial will explain how to rename links in the course menu, show/hide links, add subheaders, add dividers and delete links.

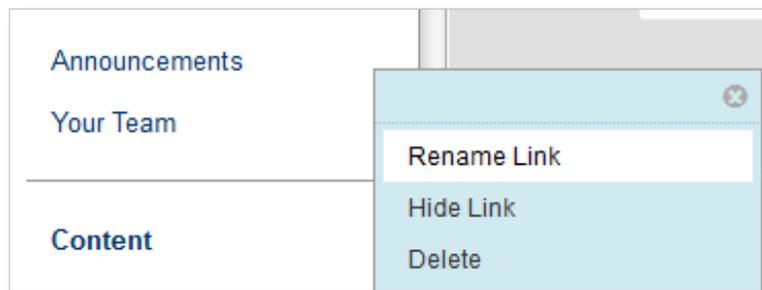
Renaming Links in the Course Menu

Sometimes the link names on the course menu are not descriptive enough or do not match your terms. For example, renaming a link called “Assignments” to “Weekly Summaries” might flow better with your course syllabus and make more sense to your students.

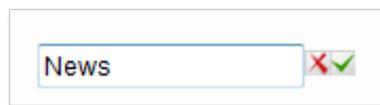
1. To rename a link in the **Course Menu**, hover over the link so that the down arrow appears to the right of it



2. Click on the down arrow and select **Rename Link**.



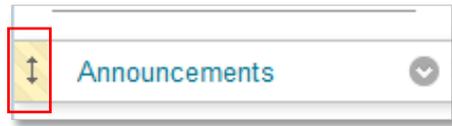
3. Type in the new name you wish for the link and click on the **Green Check** to save it.



Show/Hide Links in the Course Menu

Hiding links in the course menu makes them invisible to students. One reason you might want to hide a link is to prevent students from accessing content that isn't ready yet.

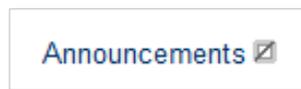
1. To hide a link in the **Course Menu**, hover over the link so that the down arrow appears to the right of it



2. Click on the down arrow and select **Hide Link** or **Show Link**.



3. A square with a slash through it should appear next to the link if it is hidden



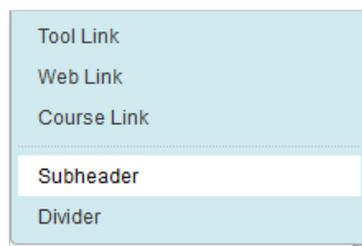
Adding Subheaders

Adding subheaders and dividers to your course menu are an excellent way to organize your links if you have many of them.

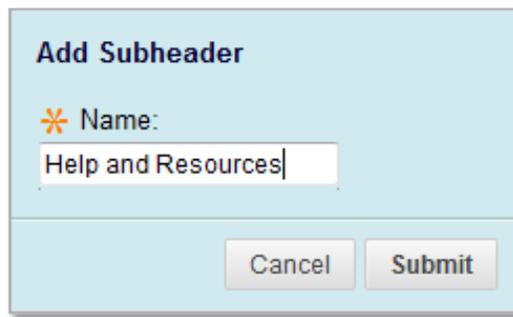
1. To add a **Subheader**, click on the plus sign at the top left corner of the **Course Menu**.



2. Select **Subheader** from the drop down menu.



3. Give your **Subheader** a **Name**.



4. Click on **Submit** to create your **Subheader**.

5. Move your mouse over the **Subheader** you just created and select the double arrow on the left and drag it into position.

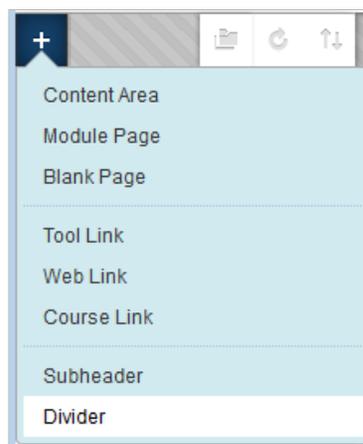


Adding Dividers

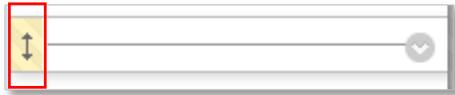
1. To create a divider, click on the Plus sign at the top left corner of the **Course Menu**.



2. Select **Divider** from the drop down menu.



3. The **Divider** will appear at the bottom of your **Course Menu**. Move your mouse over the **Divider** you just created, select the double arrow on the left and drag it into position.



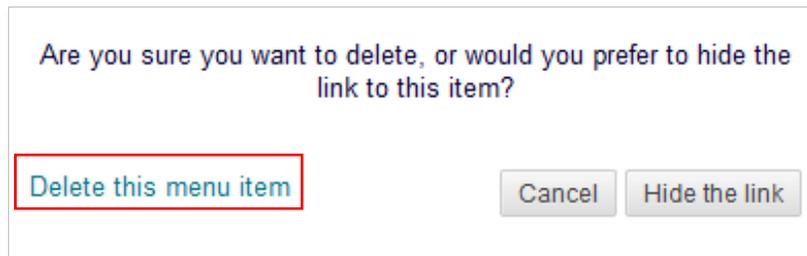
Deleting Course Menu Links

Having unused links on the Course Menu can make it appear cluttered and can cause frustration for students who may click on them looking for something that's not there. Deleting these unnecessary links, dividers, or subheaders will greatly clean up the look of your Course Menu and make finding important content easier for your students.

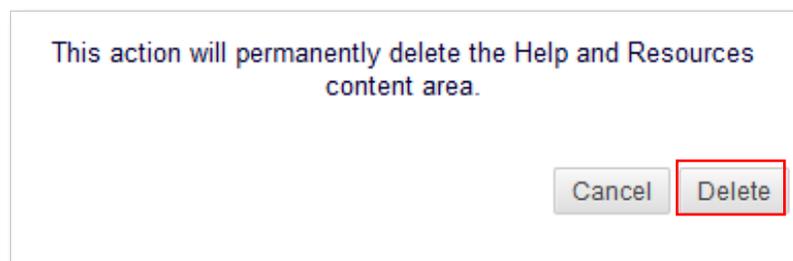
1. To delete a Course Menu item, click on the down arrow that appears next to it and select **Delete**.



2. A pop up will appear asking if you are sure you want to delete the item or to hide it or to cancel. If you are sure, click on **Delete this menu item**.



3. Another pop up will appear, informing you that by deleting the item, it will permanently delete it. For Content Areas, this includes the content contained within it. Click on **Delete** if you are sure you want to or click cancel.



4. Once you hit **Delete**, check to make sure it has been deleted.