

## Managing the Course Menu

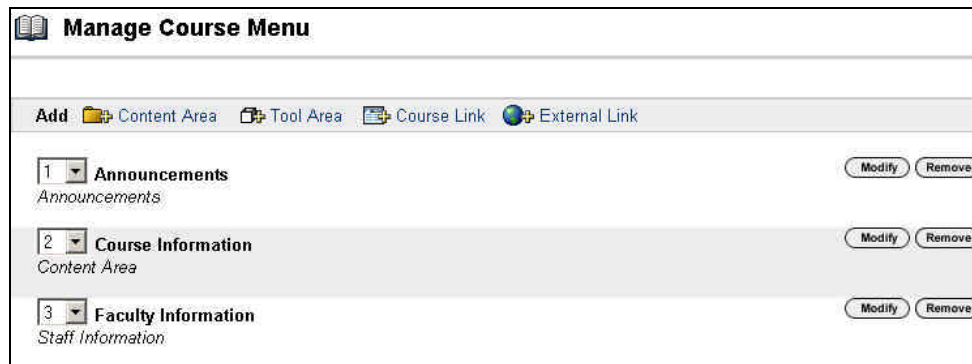
The Manage Course Menu feature allows Instructors to customize their Blackboard course. Instructors can create a navigation menu specifically for each course with titles and functions of their choice. This feature creates additional content areas and adds tool functions to the navigation menu. Instructors can also rename any of the navigation buttons/links.

From the Control Panel:

1. Click on the **Manage Course Menu** link in the Course Options section.



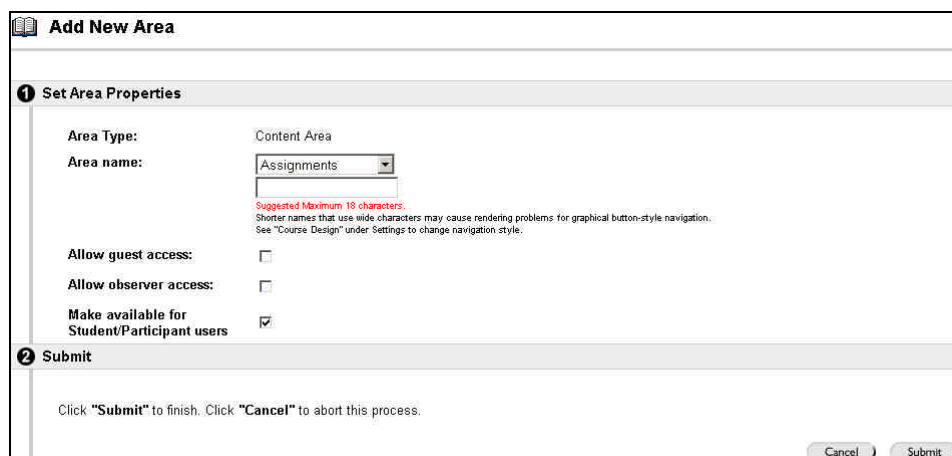
2. Click on one of the **Add** icons in the gray bar at the top of the page. Instructions for each provided below.



3. Scroll down to the bottom of the page and click the **Submit** button.

### Add Content Area:

1. Click on the Add Content Area icon.

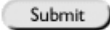


A screenshot of the 'Add New Area' form. The form is titled 'Add New Area' and has a sub-header 'Set Area Properties'. The form contains the following fields and options:

- Area Type:** Content Area
- Area name:** Assignments (with a dropdown arrow)
- Allow guest access:**
- Allow observer access:**
- Make available for Student/Participant users:**

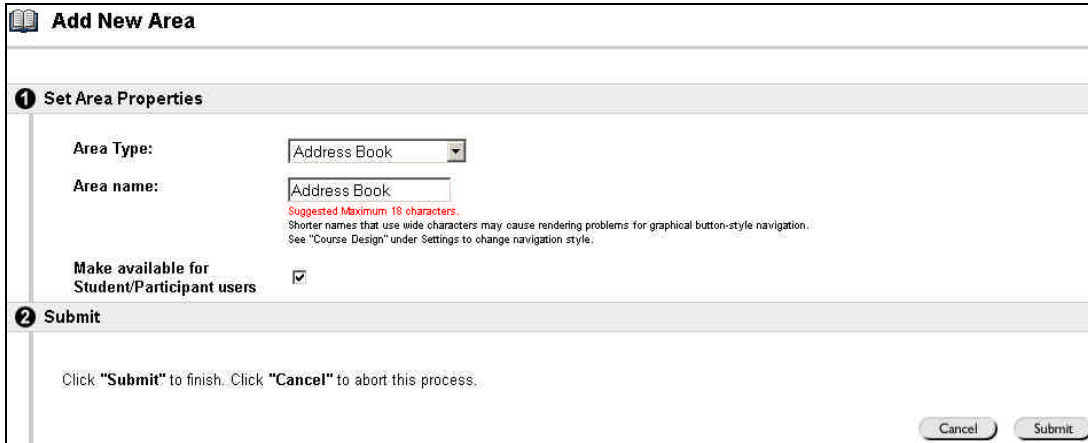
Below the form, there is a 'Submit' button and a 'Cancel' button. A note at the bottom of the form reads: 'Click "Submit" to finish. Click "Cancel" to abort this process.'

2. Choose a name from the pull-down list, or create a unique name into the **Area Name** field.


3. Scroll down to the bottom of the page and click the  button.

### Add Tool Area:

1. Click on the  Tool Area icon.

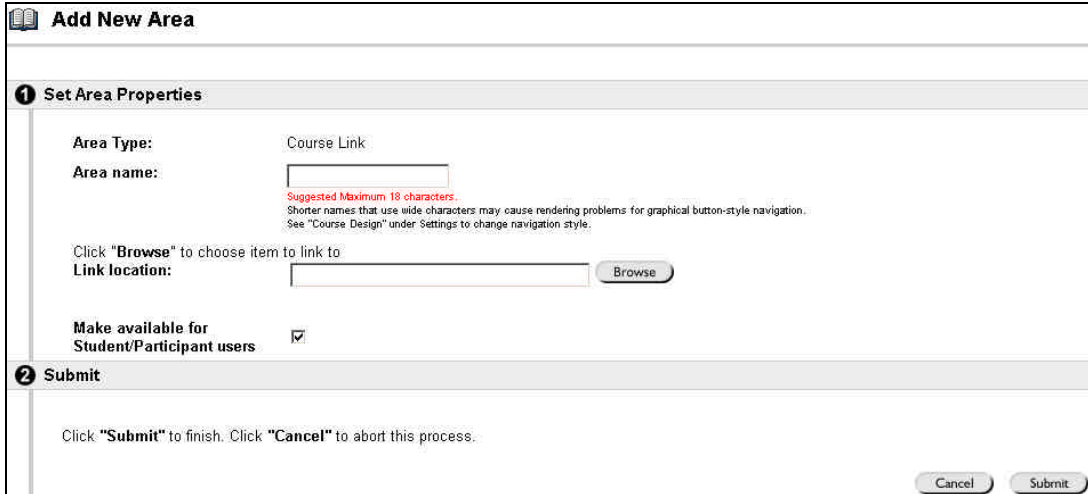


The screenshot shows the 'Add New Area' form. The 'Area Type' is set to 'Address Book'. The 'Area name' is 'Address Book'. There is a note: 'Suggested Maximum 18 characters. Shorter names that use wide characters may cause rendering problems for graphical button-style navigation. See "Course Design" under Settings to change navigation style.' The 'Make available for Student/Participant users' checkbox is checked. The 'Submit' section contains the instruction: 'Click "Submit" to finish. Click "Cancel" to abort this process.' There are 'Cancel' and 'Submit' buttons at the bottom right.

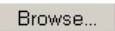
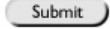
2. Choose a tool type from the pull-down list.
3. Scroll down to the bottom of the page and click the  button.

### Add Course Link:

1. Click on the  Course Link icon.



The screenshot shows the 'Add New Area' form. The 'Area Type' is set to 'Course Link'. The 'Area name' field is empty. There is a note: 'Suggested Maximum 18 characters. Shorter names that use wide characters may cause rendering problems for graphical button-style navigation. See "Course Design" under Settings to change navigation style.' Below the note, it says 'Click "Browse" to choose item to link to'. The 'Link location' field is empty, and there is a 'Browse' button next to it. The 'Make available for Student/Participant users' checkbox is checked. The 'Submit' section contains the instruction: 'Click "Submit" to finish. Click "Cancel" to abort this process.' There are 'Cancel' and 'Submit' buttons at the bottom right.

2. Type a name into the **Area Name** field.
3. Click on the  button.
4. Click the check box to make the link available to students
5. Scroll down to the bottom of the page and click the  button.

### Add External Link:

1. Click on the  External Link icon.

**Add New Area**

**1 Set Area Properties**

Area Type: External Link

Area name:

Suggested Maximum 18 characters.  
Shorter names that use wide characters may cause rendering problems for graphical button-style navigation.  
See "Course Design" under Settings to change navigation style.

Target:


Launch in a new window:

Make available for Student/Participant users:

**2 Submit**

Click "Submit" to finish. Click "Cancel" to abort this process.

Cancel Submit

2. Type a name into the **Area Name** field.
3. Type a desired website in the **Target** field where the new area will link to.
4. Scroll down to the bottom of the page and click the  button.

## Frequently Asked Questions

**Q:** If I change the navigation items, will it be permanent?

**A:** As with many of the other features of Blackboard, the instructor can modify or edit the navigation menu at any time during the course duration.

**Q:** What are the benefits of changing the names on the navigation or course menu?

**A:** Many Instructors feel limited by the standard names and areas types. Instructors can customize the titles to names that make more sense for them. For example, instead of "Assignments," an Instructor may want to call the section "Book reviews" for a literature class, or "Experiments" for a chemistry class.

**Q:** What are the benefits of adding tools or external links to the menu?

**A:** In some courses, students spend much of their time online looking at specific websites. Instructors can make a direct link to the site on the navigation menu. For example, a public health class could have a direct link to the National Institute of Health website right on the front page of the course.