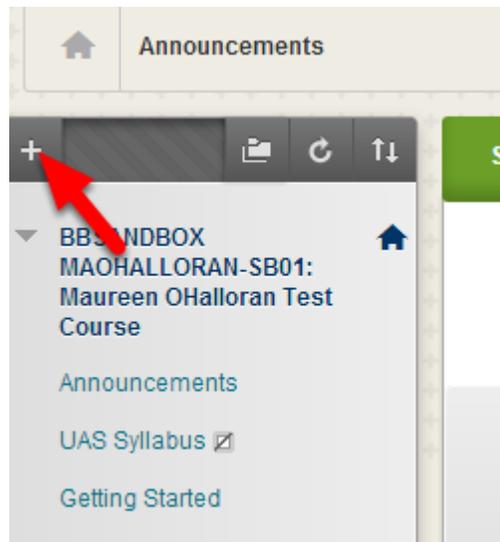# Manage Course Menu (Bb 9.1.13)

The **course menu** is the set of buttons or links on the left side of the Blackboard course site. You can customize this - adding new content areas, tools and link.
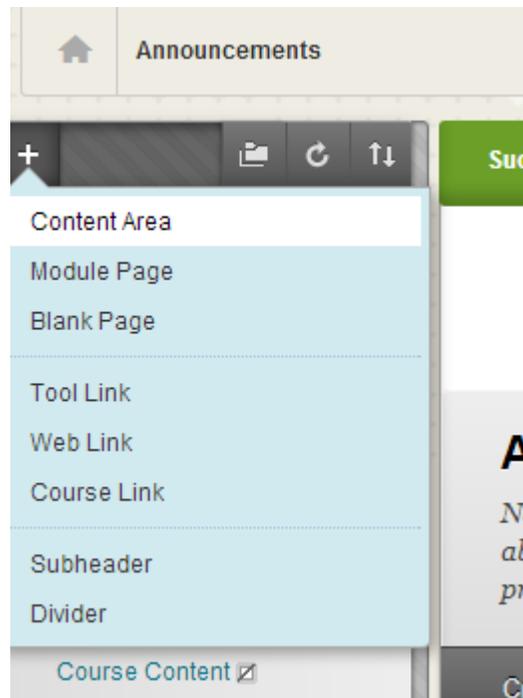
Make sure that editing is turned on

In the upper right click on the ON/OFF button and make sure it is on

Use the plus sign to add to the course menu

Click on the + in the upper left above the course to add new items to the course menu

Add new items to the course menu

From the menu you get by clicking on the big +, you can add a new
- **content area** (an area in which you can add items, tests, assignments etc),
- **module page** (this is a page like the new "Home Page" that lets you add a bunch of tools such as announcements, calendar etc),
- **blank page** (this is the same as an "item" - a page to which you can add formatted text and attachments),
- **tool link** (link to a tool such as Discussion, Calendar or My Grades),
- **web link** (link to a website or URL),
- **course link** (link to somewhere in the course),
- **subheader or divider** (text or dividers to make your menu more readable.)

One of the most common things you'll add is a Content Area - the default content areas are "Getting Started" and "Course Content" but you are not limited to these - you can organize your course content and activities as you like.

Subheaders and Dividers are good ways to break down a long menu by dividing them into smaller groups - groups of 5 to 7 related items are easier to remember and understand than a very long, undivided course menu.

The Amazing Disappearing Editing Tools!!!! Now you don't see them, now you do!

Mouse-over a menu item to see editing tools
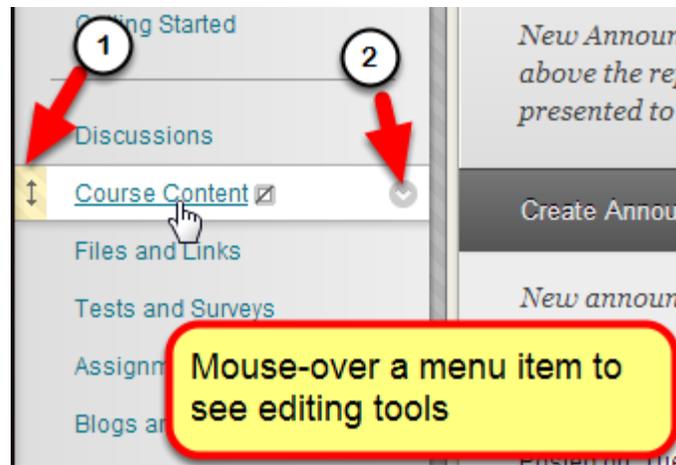
In previous versions of Blackboard, editing tools were visible as long as Edit Mode was on - now the interface is more "elegant" and the tools are hidden until you mouse-over the item they are linked to.

As you move over a menu item you'll see an "up-down" arrow to its left (1) and a circle with down-arrow to its right (2).

Re-order the menu, Show/Hide Links

Drag these arrows to reorder

Click on circle-arrow next to menu items to modify
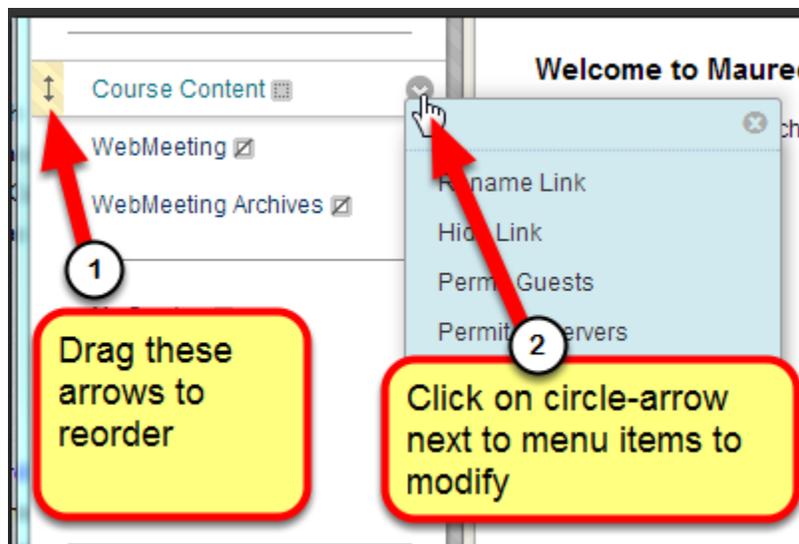
(1) You can "drag" on the up-down arrows to move the menu item up or down
(2) Clicking on the circle-arrow gives you a drop-down menu to modify that particular course menu item - after clicking choose one of the links on the list
- Rename Link - change the name of that menu entry
- Hide Link - the link will be hidden from students
- Permit Guest - allow Guests (not just Students but anyone from the public) to see and use

that menu entry. If the menu says "Deny Guests" then Guests are currently permitted and you can change it to Permit Guests.   (Note that if you see "Observers" in the menu - that is a special role that is not generally used.)

• Delete - remove that menu item

Icons next to menu items
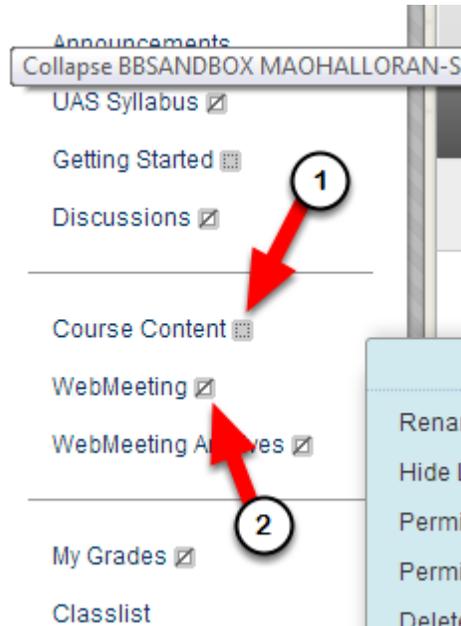
When you are in edit mode, the little icons next to the menu items tell you when a content area is empty because it shows a square with dashed line next to it (1) or when it is hidden from the students because it shows a sqaure with slash next to it (2). Empty content areas will also not show to students until something is added to them. If you forget what the icons mean you can hover over them.

Note - Discussions, Webmeetings and "My Grades" (the students view of the gradebook) are hidden by default - if you use those tools you will need to "Show Link" to make them available to students. The UAS Syllabus tool is hidden from students until the first day of class but you may choose to show it as soon as you have loaded your syllabus.

End of Tutorial

This tutorial has shown you how to modify the course menu by adding new items and by deleting, renaming or re-ordering existing items.