

The **Course Menu** may contain any of the following types of links:

Content Areas that hold course information such as **Course Documents** or **Assignments**.

Tool Links which link to anyone of Blackboard tools such as the discussion board or the chat tool.

External Links which link to URLs outside of the course.

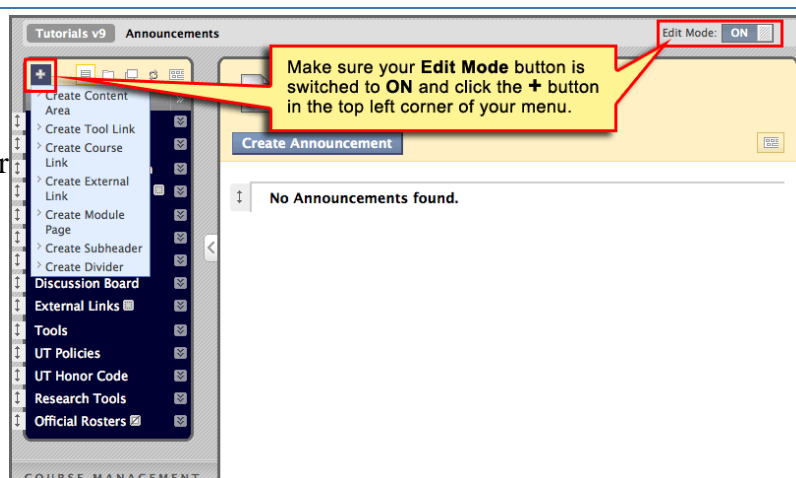
Course Links which link to other areas within the course.

Sub Headers that allow you to categorize the menu.

Dividers that allow you to divide your menu.

Adding Menu Items

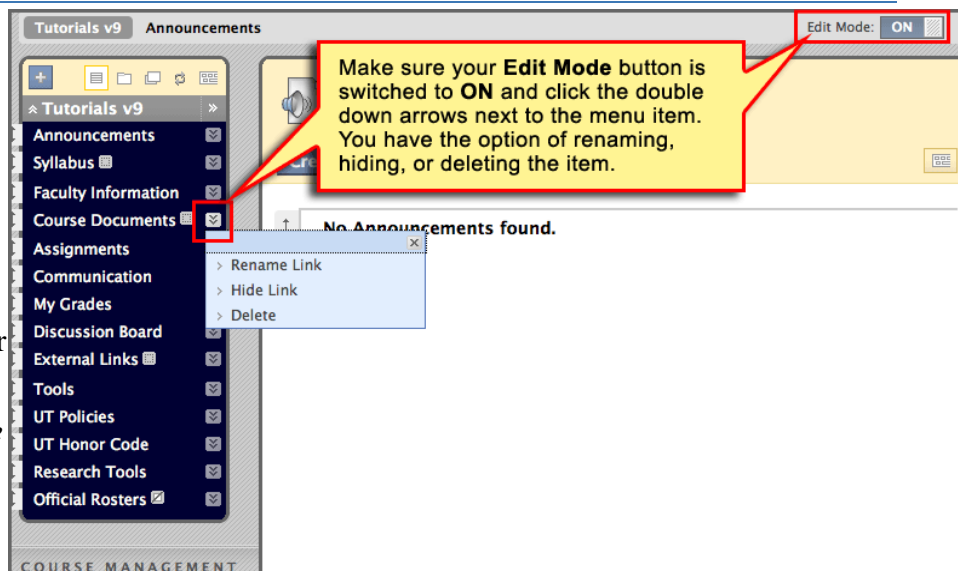
1. Make sure your **Edit Mode**: button is switched to **ON** and click the **+** button in the top left corner of your menu.



Modifying, Removing, and Hiding Menu Items

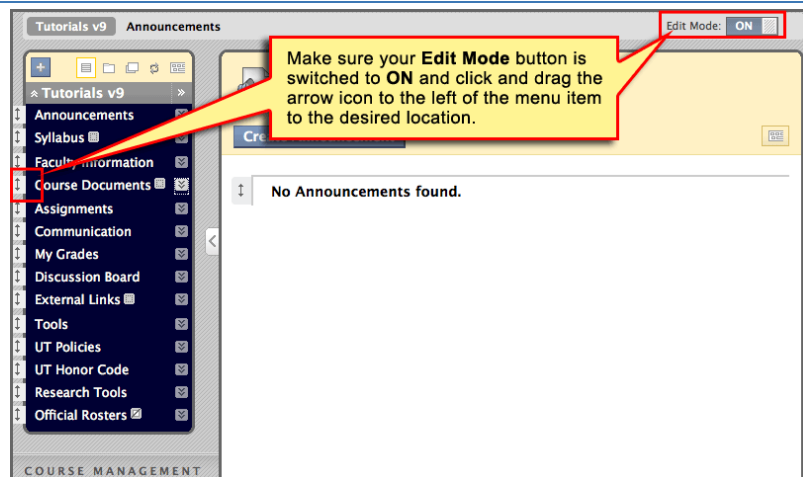
1. Make sure your **Edit Mode**: button is switched to **ON** and click the **double down arrows** next to the menu item. You have the option of renaming, hiding, or deleting the item.

*Note: If you **remove a Content Area** all of its contents are deleted.*



Moving Menu Items

1. Make sure your **Edit Mode** button is switched to **ON** and click and drag the **arrow** icon to the left of the menu item to the desired location.

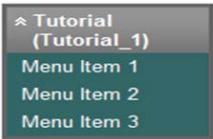


Personalizing the Main Menu

1. In the **Control Panel** area, select **Customization** and click **Style**.
2. By default the menu style is set to “**text**” style.
3. You can change the background color or the text color by clicking the **double "v"** icon for the color option

1. Select Menu Style

Preview



Style

Text Buttons

Background Color

Text Color

2. Course Menu Display

Choose the default view of the Course Menu.

Default Menu View

Folder View List View

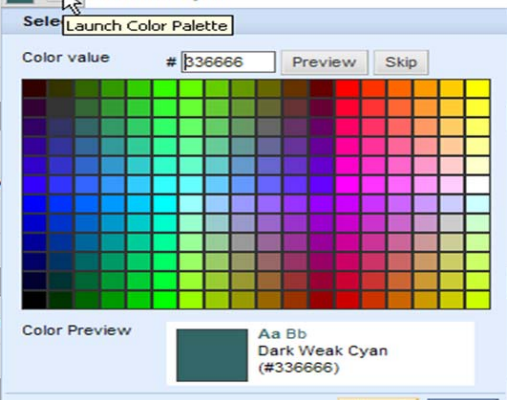
Permit Both Views

3. Default Content View

Content View

Icon Only Text Only

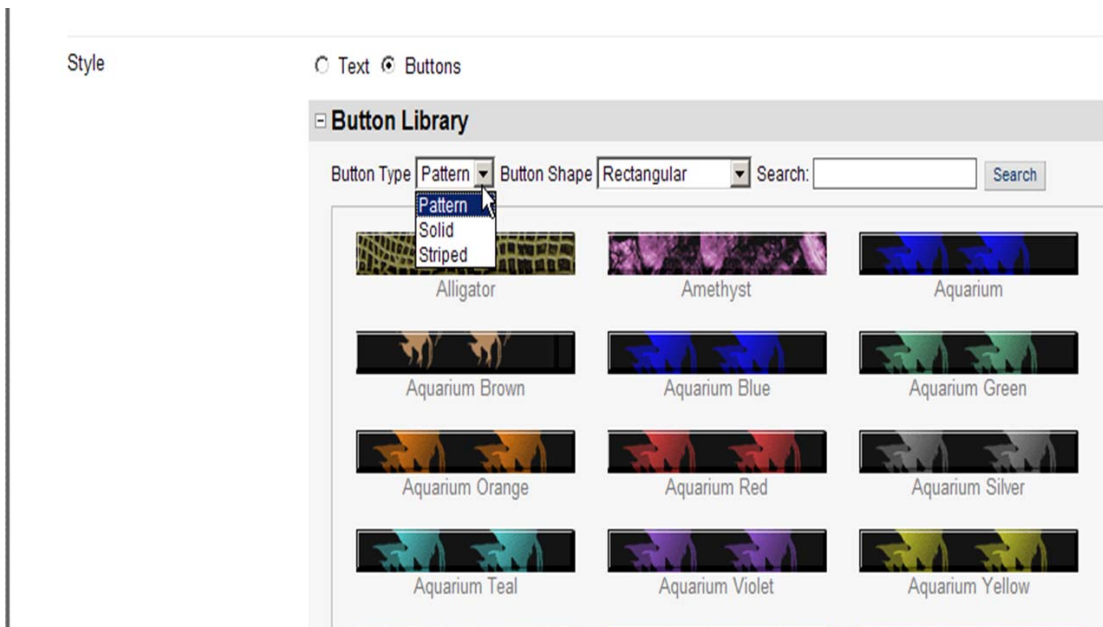
4. Select Course Entry Point



- 4 Or you can change to the “**Button**” style Main Menu, by selecting the “**Button**” option.



- 2 You can also personalize the buttons.



Changing the Course Entry Point

1. In the **Control Panel** area, select **Customization** and click **Style**.
2. Select the Main Menu item from the dropdown options that you need to be the entry point for the course.

The screenshot shows the 'Select Course Entry Point' section of the Blackboard interface. At the top, there are radio buttons for 'Content View', 'Icon Only' (selected), 'Text Only', and 'Icon and Text'. Below this is a section header '4. Select Course Entry Point' with the instruction: 'Select the first page users see when entering the Course from the list below.' An 'Entry Point' dropdown menu is open, showing options: Home, Home, Groups (highlighted with a mouse cursor), Discussions, Tools, and Help. Below this is a section header '5. Select Banner' with the instruction: 'The banner appears at the top of the course's entry point page.' and a label 'Current Banner Image'.

Uploading a Course Banner

1. In the **Control Panel** area, select **Customization** and click **Style**.
2. Click "**Browse**" in the **Select Banner** section.
3. Find the Banner image you want to upload to the course.

The screenshot shows the 'Select Banner' section of the Blackboard interface. At the top, there is an 'Entry Point' dropdown menu set to 'Home'. Below this is a section header '5. Select Banner' with the instruction: 'The banner appears at the top of the course's entry point page.' There are labels for 'Current Banner Image' and 'New Banner Image'. Under 'New Banner Image', there is an 'Attach File' button and a 'Browse for Local File' button (highlighted with a mouse cursor). Below the 'Attach File' button is another 'Browse for Local File' button. At the bottom of the section is a section header '6. Submit' and two buttons: 'Cancel' and 'Submit'.