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.*

Blackboard 9.0 online resource: [http://www.fhsu.edu/ctelt/bb9/](http://www.fhsu.edu/ctelt/bb9/)
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

Blackboard 9.0 online resource: http://www.fhsu.edu/ctelt/bb9/
4. Or you can change to the “Button” style Main Menu, by selecting the “Button” option.

2. You can also personalize the buttons.

Blackboard 9.0 online resource: http://www.fhsu.edu/ctelt/bb9/
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.

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.

Blackboard 9.0 online resource: http://www.fhsu.edu/ctelt/bb9/