

Modifying the Course Menu (Navigation Links or Buttons)

From the **Manage Course Menu** area, instructors can modify the appearance of the course menu (navigation links/buttons on the left side of the course) by modifying the course areas.

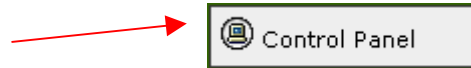
Modifying Course Areas

Course areas are displayed as navigation links or buttons in the course menu. Modifying the course areas includes:

- ~ Changing the Order of Course Areas
- ~ Removing Course Areas
- ~ Modifying the Name of a Course Area

1. To modify your course areas, open a course that you are teaching.

2. Enter the **Control Panel**.

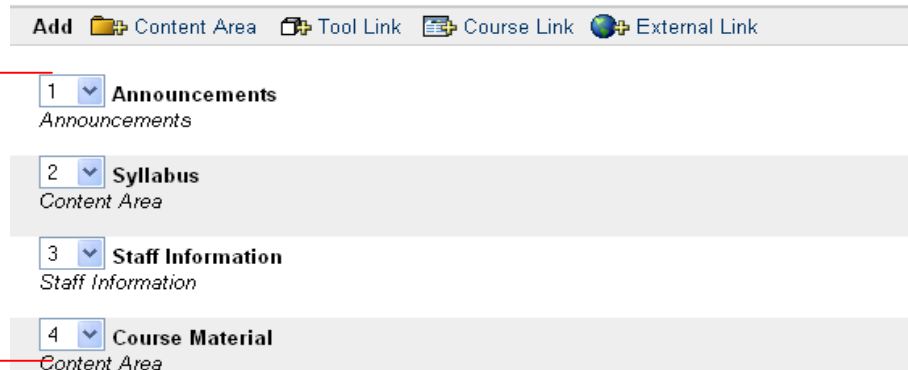


3. Under **Course Options**, click **Manage Course Menu**.



4. Once you enter the **Manage Course Menu** area, you will see a list of all current course areas (navigation links or buttons).

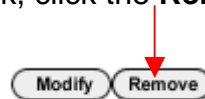
Manage Course Menu



- To **change the order** of the course areas, click the drop-down menu beside each item and change the numerical order. (Changing the numerical order will also change the order of the navigation links/buttons on the main page of the course.)



- To **remove** an area/navigation link, click the **Remove** button, which is located to the right of each area.



- To **modify the name** of a course area/navigation link, click the **Modify** button, which is located to the right of each area.



- After you click **Modify**, you will be taken to a **Set Area Properties** section. (Features of this section may vary, depending on the area selected.)

1 Set Area Properties

Type	Content Area	Type - Identifies the "type" of area or navigation link used. There are four (4) different types.
*Name	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Syllabus</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-top: 2px;">Syllabus</div> <p style="font-size: small; margin-top: 5px;">Suggested maximum 18 characters. Longer names or names that use wide characters may cause problems with the button Menu style. See Design under Settings to change the Menu style.</p>	Name - Suggested names provided by Blackboard. Click the drop-down menu to select an item or create your own.
Allow Guest access	<input checked="" type="checkbox"/>	Customize or create a "Name" by typing in the desired name for the area. (Longer names may alter the look of the navigation link.)
Allow Observer access	<input checked="" type="checkbox"/>	
Available for Student/Participant users	<input checked="" type="checkbox"/>	

- To modify the name of the area (the name that will appear on the navigation link or button), **type** the new name in the white space or **select** a choice from the drop-down menu (see figure in number 8 above).
- After modifying the name, make the item available to the desired users (guest, observer, or student/participant).
- Click **Submit**.