



Blackboard Basics – Navigation Menu

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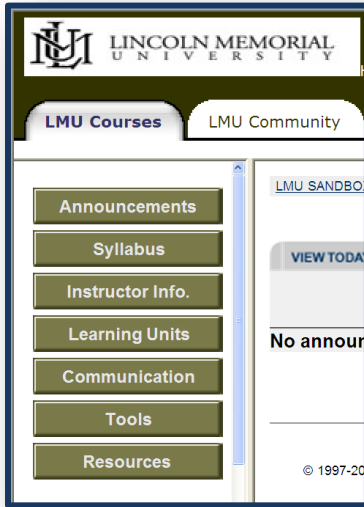
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Add, Remove or Modify Course Navigation Menu Items

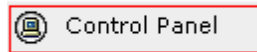
Faculty can add, remove, or modify the course navigation menu items as necessary for their course. The following graphic depicts the standard navigation buttons the LMU template requires and will be present:



Add a Menu Item

To add an item:

Step 1: Click the Control Panel button on the left side of the screen in your Course homepage.



Step 2: Under Course Options click **Manage Course Menu**

Once the **Manage Course Menu** opens, a series of buttons along the top will display. These buttons assist in adding different content. These are described below:



To view changes, refresh the Menu.



- **Content Area:** Instructors can create content areas to organize their course material. Multiple types of content data can be placed into the content areas, such as, documents, video, graphics, assignments or web links, etc.





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- **Tool Link:** This button helps in adding a menu item which links to any specific tool in Blackboard, such as the Calendar, Discussion Board or the Grade Center.
- **Course Link:** Using this button Instructors can create a link to an existing area of their course or to an area of another course they are teaching. **Note:** The instructor must be listed as instructor in both courses for the link to occur.
- **External Link:** Instructors can use this button to create links to external online resources or websites

Example of Adding a Content Area

In this example, a Tool Link will be added linking the grade center.

Step 1: Click on the Tool Link button.



Step 2: Under Type click the drop down menu and then click the type of item to be added. In this example, the link is to be with the grade center or “My Grades”. Choose the item My Grades in the drop down box.

1 Set Area Properties

Type: Announcements ▼

* Name:

Allow Guest access:

Allow Observer access:

Available for Student/Participant users:

Discussion Board ▲

Dropbox

Email

Glossary

Groups

Homepage

Manual

Messages

My Grades

My Scholar Home

Observer Tools

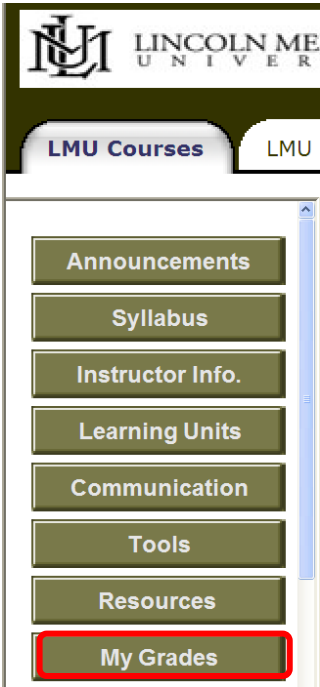
Step 3: Click the **Submit** button.





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The new menu item is added to the navigation menu. By default added items will always appear at the bottom of the list. This order can be manipulated within the **Manage Course Items** by clicking on the pull down arrow next to the name and changing the order. This step is outlined later in this section.



Modify a Menu Item

Step 1: Click the Control Panel button on the left side of the screen in your Course homepage.



Step 2: Under Course Options click Manage Course Menu .





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Step 3: Click the Modify button corresponding to the item to be modified.

7	External Links	Modify	Remove
<i>Content Area</i>			
8	My Grades	Modify	Remove
<i>My Grades</i>			

Step 4: Modify the options as necessary (in the below example the Name was changed from My Grades to Grade Center).

1 Set Area Properties

Type	My Grades
*Name	Grade Center

Step 5: Click the **Submit** button.

The navigation menu item name is changed from My Grades to Grade Center.

- Tools
- Resources
- Grade Center

Change the Order of the Items

Step 1: Click the **Control Panel** button on the left side of the screen in your Course homepage.

Control Panel





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Step 2: Under **Course Options** click **Manage Course Menu** .



Step 3: Click the drop down menu located on the left side of the item(s), and click the new position for the item(s).

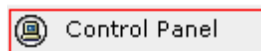


Step 4: Click the **OK** button.

Temporarily Disable an Item

Instructors can make an item temporarily unavailable to the students by:

Step 1: Click the Control Panel button on the left side of the screen in your Course homepage.





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Step 2: Under Course Options click Manage Course Menu .

Course Options	
Manage Course Menu	Course Copy
Course Design	Import Course Cartridge
Manage Tools	Import Package

Step 3: Click the Modify button corresponding to the item to be temporarily disabled.

7	External Links <i>Content Area</i>	Modify	Remove
8	My Grades <i>My Grades</i>	Modify	Remove

Step 4: Click Available for Student/Participant users to remove the check mark.

1 Set Area Properties

Type	My Grades
*Name	<input type="text" value="My Grades"/> <p><small>Suggested maximum 18 characters. Longer names or names that use wide characters may cause issues. See Course Menu Design under Course Design to change Menu Design.</small></p>
Available for Student/Participant users	<input type="checkbox"/>

Remove an Item

Step 1: Click the Control Panel button on the left side of the screen in your Course homepage.

Control Panel





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Step 2: Under Course Options click Manage Course Menu .

Course Options	
Manage Course Menu	Course Copy
Course Design	Import Course Cartridge
Manage Tools	Import Package

Step 3: Click the Remove button corresponding to the item to be removed.

Add Content Area Tool Link Course Link External Link

1	▼	Announcements Announcements	Modify	Remove
2	▼	Staff Information Staff Information	Modify	Remove

Step 4: Click OK in the warning dialogue box that opens. Click Cancel to cancel the removal.

Note: *There will be a warning dialog box open warning the user the action will remove all content under this area. To continue, click OK but to cancel the action click Cancel.*

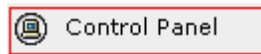




Customize the Look of the Course Navigation Menu

The course navigation menu in a Blackboard course displays text in button links by. These text links can be changed into button images as follows:

Step 1: Click the **Control Panel** button on the left side of the screen in your Course homepage



Step 2: Under **Course Options** click **Course Design**



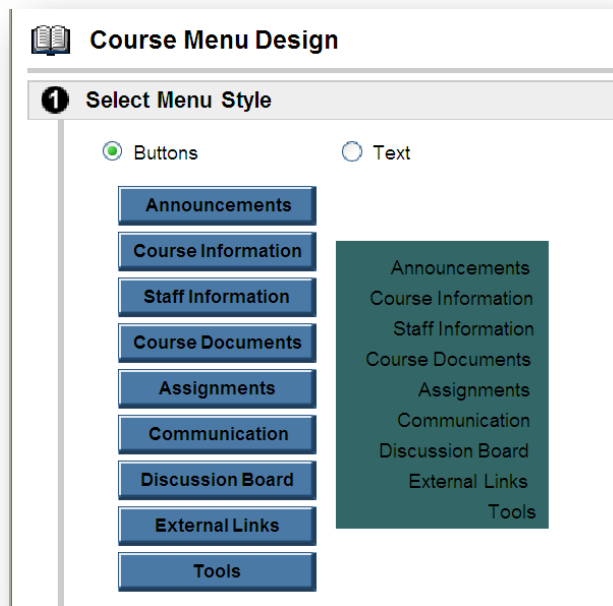
Step 3: Click **Course Menu Design**





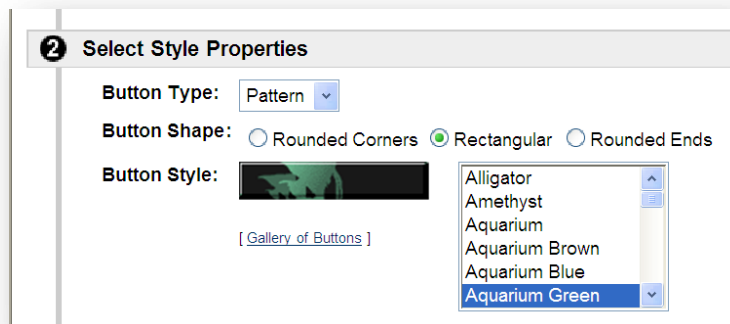
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Step 4: Under Select Menu Style click Buttons.



Step 5: Under **Select Style Properties** select:

Button Type, Button Shape, and Button Style by clicking the desired options.



Step 6: Click the **Submit** button. The Navigation Menu buttons will reflect the style changes.

