

How to Work with the Course Menu

If you want to modify the Course Menu items in your course, you can do so directly from the **Course Menu**. With the **Course Menu Edit** menu, you can add **Content Areas**, a blank page, a link to a **Tool** (like a blog or a wiki), a link to a course item (Collaboration, Podcasts, etc.) and more. You can also add subheaders and dividers in the **Course Menu** for organization.

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Step-by-step guides

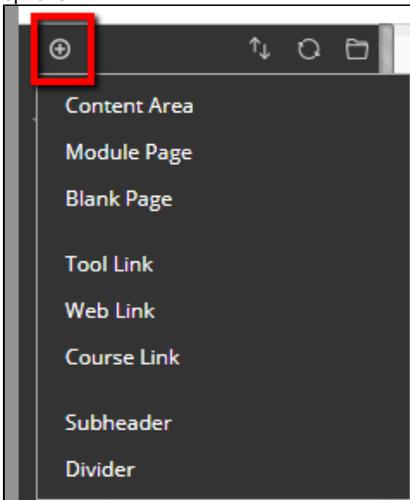
Adding Content to the Course Menu

You can add several types of content to the Course Menu in addition to the items that are included by default.

To add a Content Area

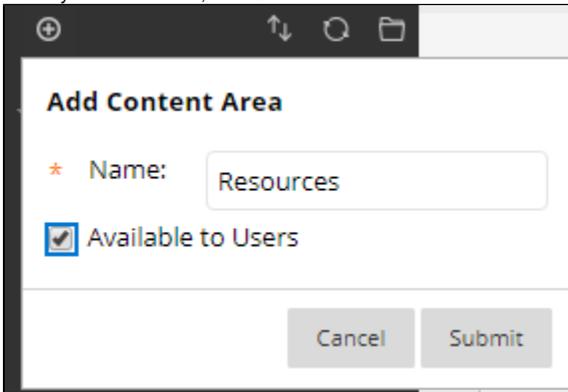
A **Content Area** allows you to add files, media, assessments, and tools to a page for students to access. This is the most popular page type used in Blackboard for course content.

1. Point to the **Add Menu Item** list (the plus sign at the top left of the menu), to view the drop-down options.



2. Click **Content Area**
3. In the **Name** box, type a name for the Content Area.
4. If you want to make the area available to students, select **Available to Users**.

5. When you are finished, click **Submit**.

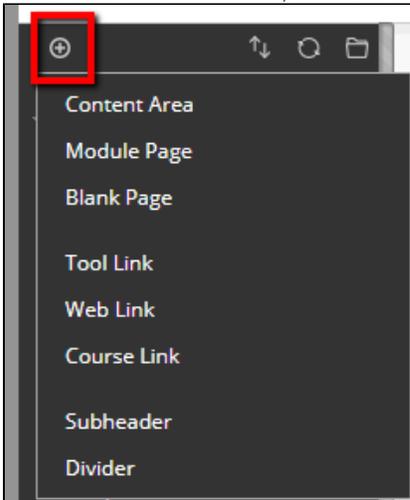


The screenshot shows a dialog box titled "Add Content Area". It has a "Name:" label with a red asterisk and a text input field containing "Resources". Below this is a checkbox labeled "Available to Users" which is checked. At the bottom right, there are two buttons: "Cancel" and "Submit".

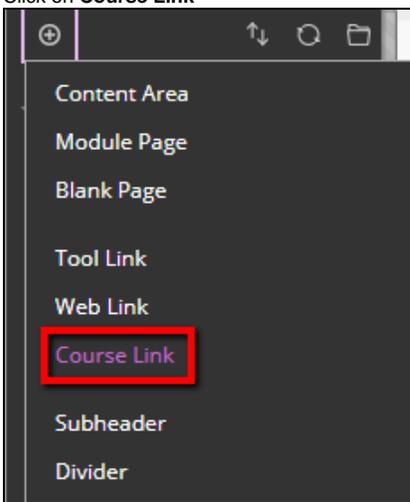
To add a Course Link

A **Course Link** will allow you to link an item on the Course Menu with a location in your course. This location could be a folder within your course, a content area, or a specific item.

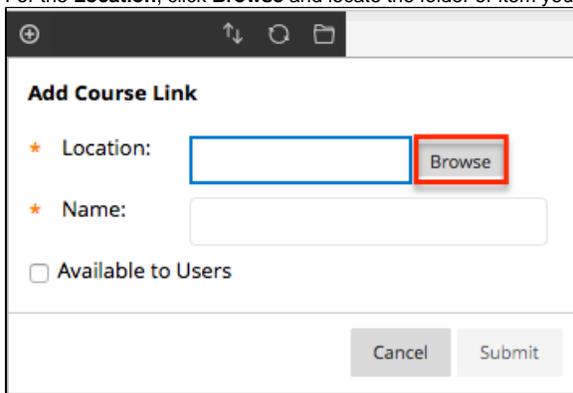
1. Point to the **Add Menu Item** list, to view the drop-down options



2. Click on **Course Link**



3. For the **Location**, click **Browse** and locate the folder or item you want to link to.



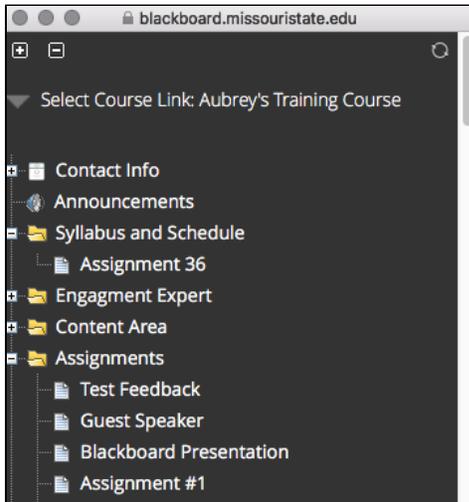
Add Course Link

* Location: **Browse**

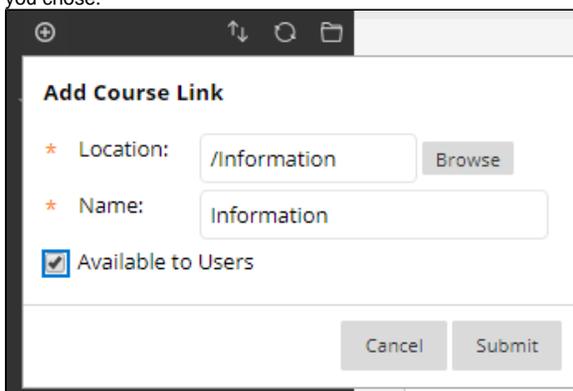
* Name:

Available to Users

Cancel Submit



4. In the **Name** box, type a name for the link. You can also use the default provided by the location you chose.



Add Course Link

* Location: **Browse**

* Name:

Available to Users

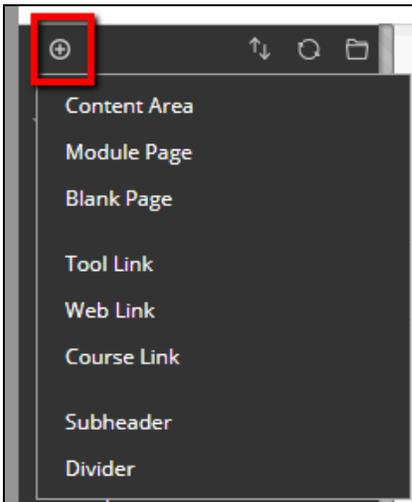
Cancel Submit

5. If you want to make the area available to students, select **Available to Users**.
6. When you are finished, click **Submit**.

To add an Web Link

A **Web Link** allows you to add an external web link to your course menu. Creating a link to Google or the Help Desk website is an example of this.

1. Point to the **Add Menu Item** list, and then click **Create Web Link**.

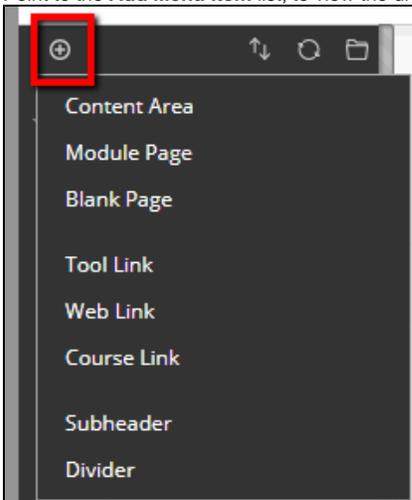


2. In the **Name** box, type a name for your link. (This is what will show up in the sidebar for students to click on.)
3. In the **URL** box, type the exact URL for the link of your choice. You can also copy and paste the URL from your browser's address bar.
4. If you want to make the area available to students, select **Available to Users**.
5. When you are finished, click **Submit**.

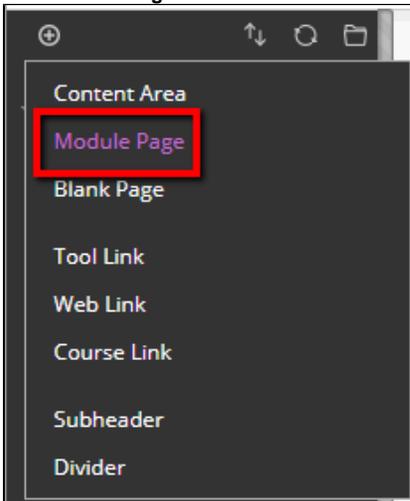
To add a Module Page

A **Module Page** allows you to add Blackboard modules, such as the Tasks list, To-Do list, and Announcements list.

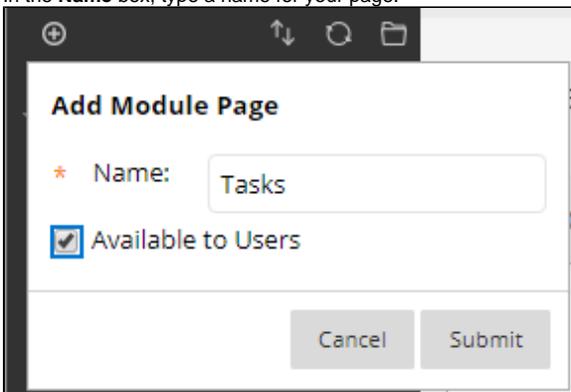
1. Point to the **Add Menu Item** list, to view the drop-down options



2. Click **Module Page**



3. In the **Name** box, type a name for your page.



4. If you want to make the area available to students, select **Available to Users**.

5. When you are finished, click **Submit**.

i This function is not the same as learning modules or lesson modules. A module page will include the boxes you find on what used to be called the course "Home Page" (such as the calendar, To Do list, My Announcements, etc.)

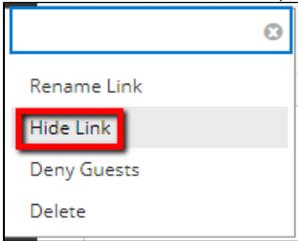
Organizing the Course Menu

There are several ways you can organize the Course Menu. You can add organization items like dividers and headers, hide items, or delete items.

To hide (or show) an item

1. Click the drop-down arrow to open the **Contextual Menu** next to the item you wish to hide.

- From the list, select **Hide Link** (or **Show Link** if the item is hidden).

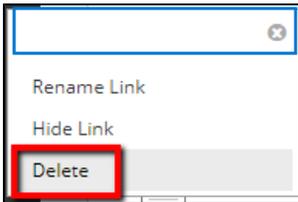


- Your changes will take place immediately. You will see a gray box with a line through it next to the item; this icon means the item is no longer visible to students. If you want to students to see an item that you have hidden, follow the steps above, and from the list, click **Show Link**.

 The **Hide Link** and **Show Link** options do not function correctly if the course is unavailable. For example, you may notice that a hidden course link will show **Hide Link**, and that courses that should be visible will not be if you toggle **Edit Mode** off. Making the course available resolves these issues.

To delete an item

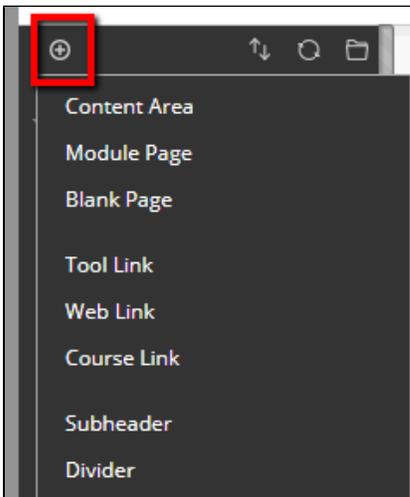
- Click the drop-down arrow to open the **Contextual Menu** next to the item you wish to delete.
- From the list, select **Delete**.



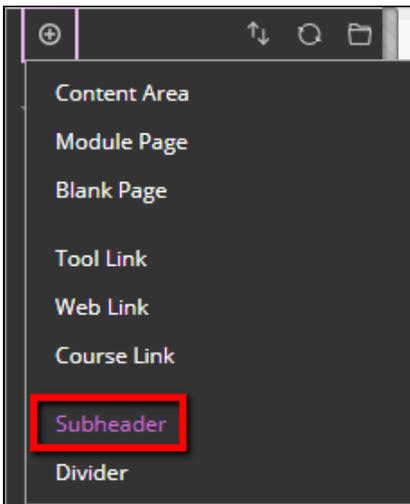
- Your changes will take place immediately. You will not see the item or link in the Course Menu. Any content you have added to the Content Area or item should remain in your Course Files. We recommend adding content to the Course Files first by uploading, and then adding those files to a Content Area. This way, you can be sure your files will always remain on your course.

To add a subheader

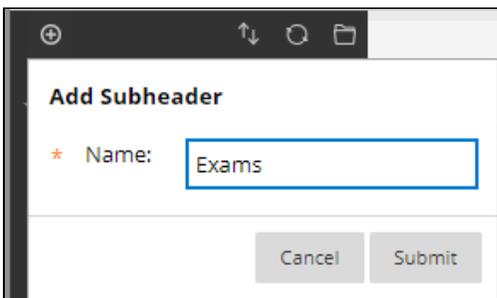
- Point to the **Add Menu Item** list, to view the drop-down options



- Click **Subheader**



3. In the **Name** box, type a name for your subheader, and then click **Submit**. You will see the subheader at the bottom of the course menu.



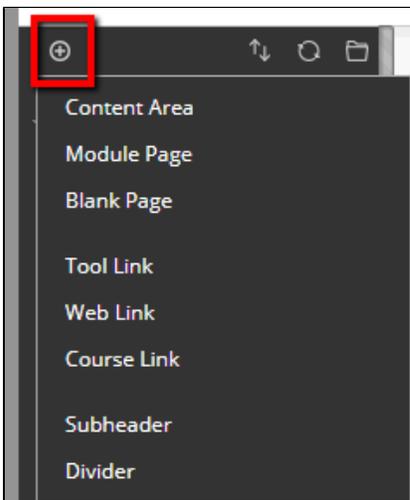
4. To move the subheader, click the **double arrow** on the left of the subheader and drag it to the position you want.



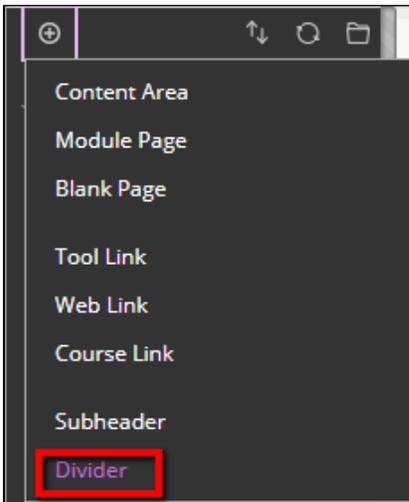
5. Your changes will be immediate. If you need to adjust the placement of the subheader further, you can click the double arrows and drag it to a new position. If you want to rename the subheader or delete the subheader, click the contextual menu and make the appropriate selection.

To add a divider

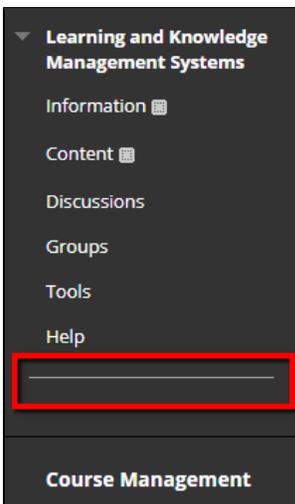
1. Point to the **Add Menu Item** list, to view the drop-down options



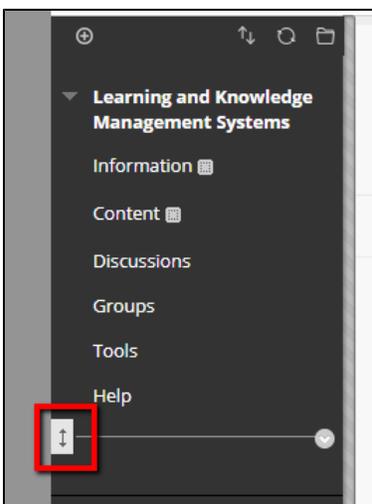
2. Click **Divider**



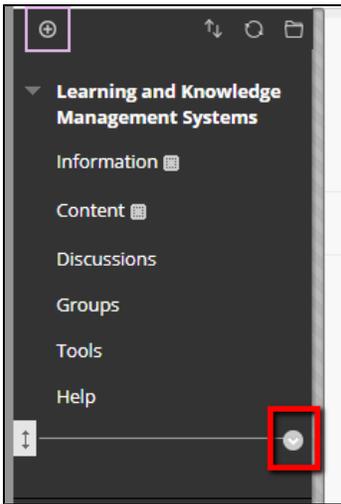
3. The divider will appear in your content area



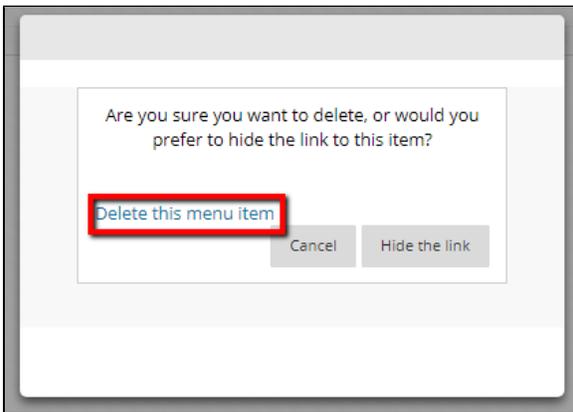
4. You will see the changes immediately; the divider will be placed at the bottom of the course menu. To **move** the divider, click the **double arrow** on the left of the divider and drag it to the position you want.



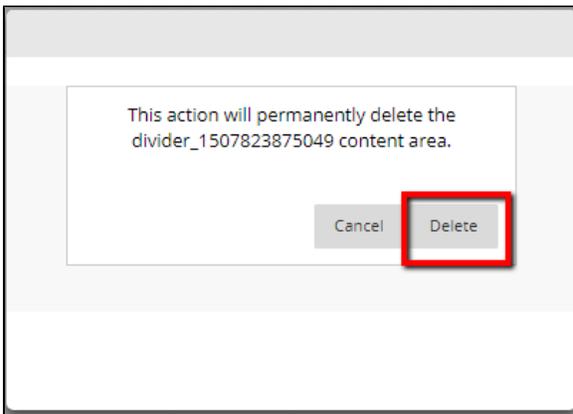
5. If you want to adjust the placement of the divider further, you can click the double arrows and drag it to a new position.
6. To **delete** the divider, hover over the divider with your mouse and click the drop-down **arrow**



- 7. Click **Delete**
- 8. Click **Delete this menu item**



- 9. Click **Delete**



Course Menu Example

The following is an example of a course menu with subheaders and dividers.

Course

Announcements

Instructor Information

Syllabus and Schedule

Assignments

Discuss

Student Resources

Experts Knowledge Base

My Grades

Blackboard Help

For questions or comments, contact the Computer Services Help Desk
HelpDesk@MissouriState.edu
417-836-5891