



Course Menu Customization

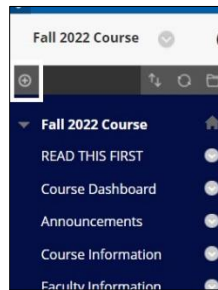
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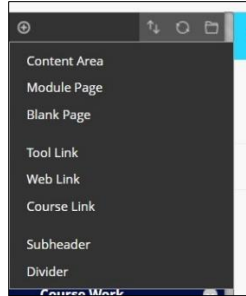
Instructors can customize their course menu to better fit their course materials and content. John Jay Blackboard Support supplies a course template for all courses which have the most used menu items. Instructors can make edits, but we recommend keeping the John Jay Blue color for accessibility requirements.

Add Menu Items to Course Menu

1. In the course, with **Edit Mode ON**, select the **Add Menu Item Plus Symbol** above the course menu.



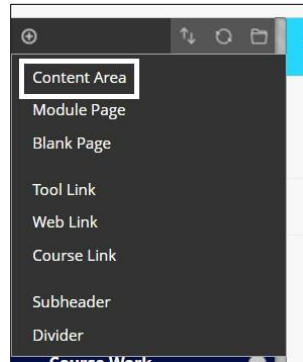
2. From the drop-down menu, select which item or tool needs to be added.



Add a Content Area

Content areas are where materials and assessments are housed for example, Course Materials or Assignments. Instructors can customize and add their own content areas by selecting Content area from the Add Menu Item drop down.

1. Select **Content Area** from the dropdown menu. Enter a Name for the Content area. Make sure to select **Available to Users** for students to be able to see and access it on the menu. **Press Submit** to save item.



Add Content Area

* Name:

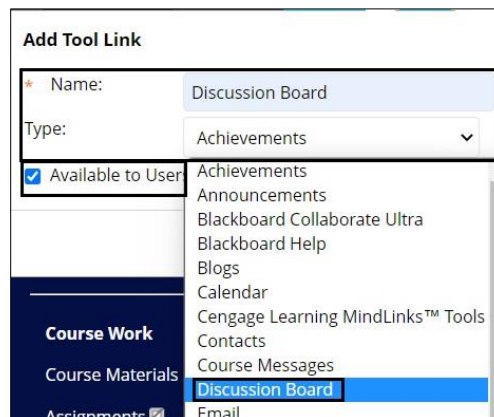
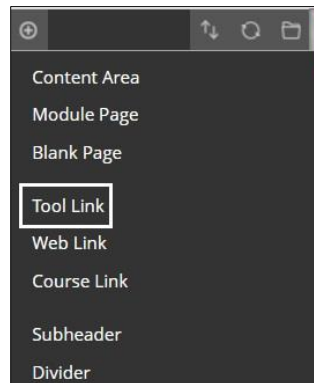
Available to Users

Note: Whenever a new menu item is added, it will display at the **BOTTOM** of the course menu. Instructors can drag and drop it into place.

Add a Tool Link

A tool link on a course menu will bring users directly to that tool, for example the Discussion Board tool link.

1. Select **Tool link** from the dropdown menu. Enter a **Name for the Tool**. Make sure to **select the corresponding tool from the dropdown menu**. Select **Available to Users** to show to students. **Press Submit** to save.

A screenshot of the 'Add Tool Link' form. The form has the following fields:

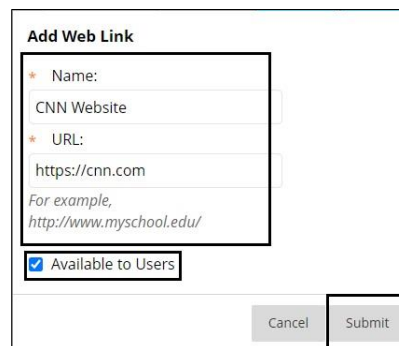
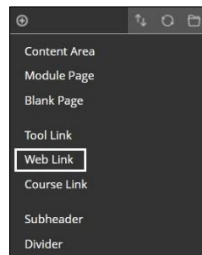
- Name: Discussion Board
- Type: Achievements (dropdown menu)
- Available to User:

A list of tool types is shown below the 'Available to User' checkbox, with 'Discussion Board' highlighted in blue. The list includes: Achievements, Announcements, Blackboard Collaborate Ultra, Blackboard Help, Blogs, Calendar, Cengage Learning MindLinks™ Tools, Contacts, Course Messages, Discussion Board, and Email. On the left side of the form, there are sections for 'Course Work', 'Course Materials', and 'Assignments'.

Add a Web Link

A web link can be added directly to the course menu to bring students to an outside web site for example CNN.com.

1. Select **Web link** from the Add Menu Item dropdown. On the Add Web Link box, **enter a name for the website**. Enter the **full URL including the https://** in the address name. Select **Available to Users box** to show to students. **Select Submit** to Save.

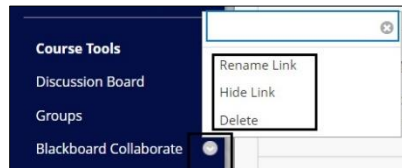
A light-colored dialog box titled "Add Web Link". It contains two text input fields: "Name:" with the value "CNN Website" and "URL:" with the value "https://cnn.com". Below the URL field is a note: "For example, http://www.myschool.edu/". At the bottom, there is a checkbox labeled "Available to Users" which is checked. There are "Cancel" and "Submit" buttons at the bottom right.

Edit the Course Menu

Instructors can make changes and edits to the course menu if needed by renaming menu items, hiding items from students and deleting items.

1. Make sure the **Edit Mode is ON** in the upper right to make any edits in the Course. For any menu items that need editing, select the **downward arrow to**

the right of the name. From the dropdown menu **select Rename Link, Hide Link or Delete.**

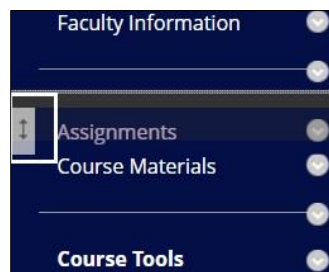


Note: Hiding the link will hide it from Student View. To show the link, select the downward arrow and select **Show Link. Deleting the link will delete AND its content completely.** Once deleted, this cannot be reverted.

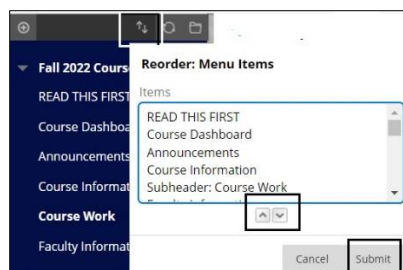
Organize the Course Menu

Instructors can move around menu items to as they see fit by either dragging and dropping items into place or using the navigation arrows.

1. **To drag and drop**, place the mouse over the left-hand side of the menu item. Select and hold, dragging the menu up or down. Release the mouse to choose the place for the item.



2. **To use the Navigation arrow**, select the arrows at the top of the Course Menu. From the drop down, select and highlight an item and use the up down arrows to move the position of the item.



For more information access [Course Navigation](#)

For more information and assistance, please email DOES Blackboard Support at blackboard@jjay.cuny.edu