The Course Menu

The Course Menu in Blackboard is located on the left side of the screen when inside of a course. It is the primary means of navigation through the course.

Course Menu Buttons

1. The double-arrow icon is used for drag and drop rearranging of course menu items*.
2. This menu is used to add items to the course menu*.
3. This button will display the course menu into a list view (default).
4. This button will change the course menu into the detail (tree-like) view.
5. This button will launch the left frame (Course Menu and Control Panel) in a new window.
6. The refresh button will refresh the entire page to update any changed content.
7. This button allows for rearranging course menu items. This provides the same function as using the drag and drop feature*.
8. This button allows for renaming, hiding, or the removal of any Course Menu item*.
9. This symbol indicates a content area that is empty. Empty content areas are automatically hidden from the student view.
10. This symbol indicates a content area that has been hidden and is unavailable to students.

*Denotes a feature that is only visible if Edit Mode is turned on.
Rearranging the Course Menu
1. Enable **Edit Mode** by clicking on the button in the upper right-hand corner.

2. Find the Course Menu item to be moved. Click and hold the double arrow icon, moving it in the position that is desired. When the item can be dropped, a dotted line will appear.

Renaming Course Menu Items
1. With Edit Mode enabled, click on the **Action Menu** button for the Course Menu item to be renamed.

2. Click **Rename Link**.
3. In the text field that appears, enter the desired name for the link and click the green check mark to accept. Click the red X to cancel.

**Removing Course Menu Items**

**NOTE:** Removing a Course Menu item will permanently remove the content contained therein. **Deleted content cannot be recovered.**

1. With Edit Mode turned on, find the Course Menu item to be removed and click the **Action Menu** button.

2. In the **Action Menu**, click **Delete**.

3. When the dialogue appears, click **OK** to delete.

**Adding Course Menu Items**

1. With Edit Mode turned on, hover over the + button and select the desired course menu item:

   1.1. **Create Content Area:** This will create an area in which documents can be uploaded. When the box appears, enter a name, check to make available if desired, and click **Submit**.
1.2. **Create Tool Link**: This will create a link in the course menu to a pre-selected course tool, such as Announcements, Blogs, Calendar, etc. When the box appears to add, enter in the name as it will appear in the course menu, select the corresponding tool in the drop-down list, check to make available to users if desired, and click **Submit**.

![Add Tool Link](image)

1.3. **Create Course Link**: This will create a link to a specified area in the course. Links can be created to help students navigate quickly to a discussion board, Wimba classroom, specific assignment, etc. When the box appears, enter a name for the item, browse and select the specified course item, check to make available to users if desired, and click **Submit**.

1.4. **Create External Link**: This allows for an external webpage to be linked directly from the Course Menu. When the box appears, enter a name, enter the URL for the website, check to make available to users if desired, and click **Submit**.

1.5. **Create Module Page**: A module page can be created, where course modules, such as Announcements, a student’s Report Card, and a module showing a list of newly added items can be created.

1.6. **Create Subheader**: A subheader provides a division of the course menu. It does not create a link, but rather bold text and a black divider line that can be used to section the course menu.

1.7. **Create Divider**: A divider is a division line that can be placed in the course menu. It is similar to a subheader, however there is no text.