Blackboard courses are created with a default course menu (text links on a green background and default content areas). You can structure your course menu the way you want it. You can customize your course menu with your own wording, order, colors and styles.

Get into the **Control Panel** in the course that you want to customize and select **Manage Course Menu** in the Course Options section.

### Reorder, Remove, and Modify Course Menu Items

**A) Reorder** - to change the order of the different areas, click the drop down arrow and select the order.

**B) Remove** - click on the **Remove** button for the item to remove it from the course menu.

**C) Modify** – click **Modify** for the item that you want to change. The Update Area page should open. Use the drop down menu to choose the area name or type in your own title.
Add New Area in Course Menu

You can add 1) a content area, 2) tool link, 3) course link, and/or 4) external link. To add a new area, click on the button for the desired area and follow the directions for that area as shown below.

1. **Add Content Area** – click on the pull down arrow to select a name for the area or create a new name in the space below. Select the options for guess and observer access, and whether the area is available to students enrolled in your course. Click on the **Submit** button when you are done.

2. **Add Tool Link** - click on the pull down arrow to select a tool to add to the Course Menu. Enter a name for the Tool. The name you enter will appear on the Course Menu. Click the check box if you want the tool link to be available to students enrolled in your course. Click on the **Submit** button when you are done.
Add New Area in Course Menu (continued)

3 Add Course Link - click on the Browse button to navigate to an area in your course that you want to link to. The Course Map will appear. Select a folder or item within the Course Map to link to. Note: Clicking the + signs will expand the area so that you can locate the page or item you want to link to. You will be returned to the course link window when you click on the folder or item you want to link to. Select the options for guess and observer access, and whether the area is available to students enrolled in your course. Click on the Submit button when you are done.

4 Add External Link – Enter the name to be displayed for the external link in the Name field. Enter a Web site address for the link to access. Enter the URL as http://www.xula.edu, not www.xula.edu or xula.edu.

Select the check box to open the URL in a new window when it is accessed by a user. Select the options for guess and observer access, and whether the area is available to students enrolled in your course. Click on the Submit button when you are done.
**Personalize the Course Menu**

You can personalize the course menu by choosing to use buttons or text links and select colors and design features.

Get into the **Control Panel** in the course that you want to customize and select **Course Design** in the Course Options section.

![Course Options](image1)

Then click on **Course Menu Design**

![Course Design](image2)

Choose **buttons** or **text** as the menu style for your course menu

![Course Menu Design](image3)

Continued on next page.
If you choose **buttons**, select from the button options of button type, button shape and button style in the select style properties. If you choose **text**, select the text color and background colors in the select style properties.

**Button style properties:**

**Text style properties:**

Click **Submit** when you are done.
Choose How Course Menu is Displayed

You can choose how users can view the course menu.

Get into the Control Panel in the course that you want to customize and select Course Design in the Course Options section.

Then click on Manage Menu Display Options

Two views can be made available to users; if both views are available users may toggle between them.

Continued on next page.
• **Quick View** – Displays top-level of Course materials. Links may be displayed as buttons or text.
• **Detail View** – Displays Course materials as seen in the Course Map. This view expands to show the hierarchy of Course navigation.

Click **Submit** when you are done.