

Customizing the Course Menu

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.

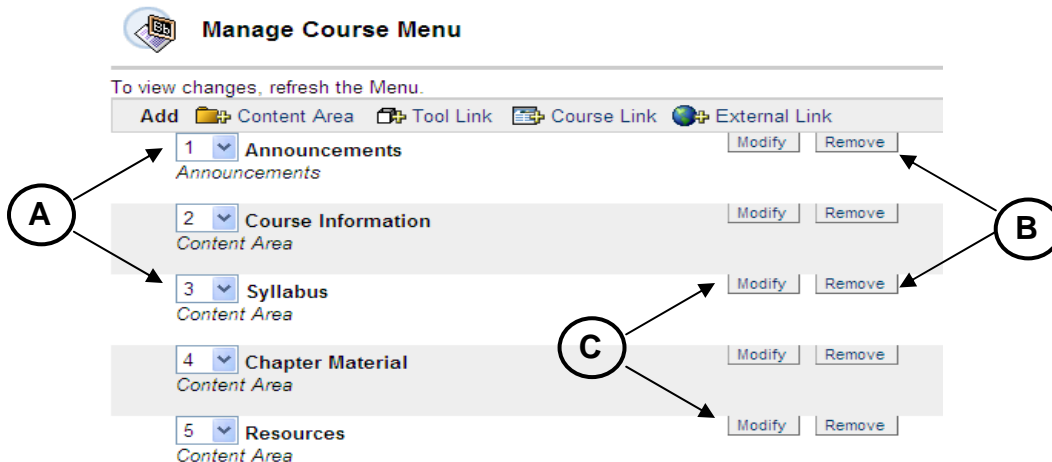
Get into the **Control Panel** in the course that you want to customize and select **Manage Course Menu** in the Course Options section.



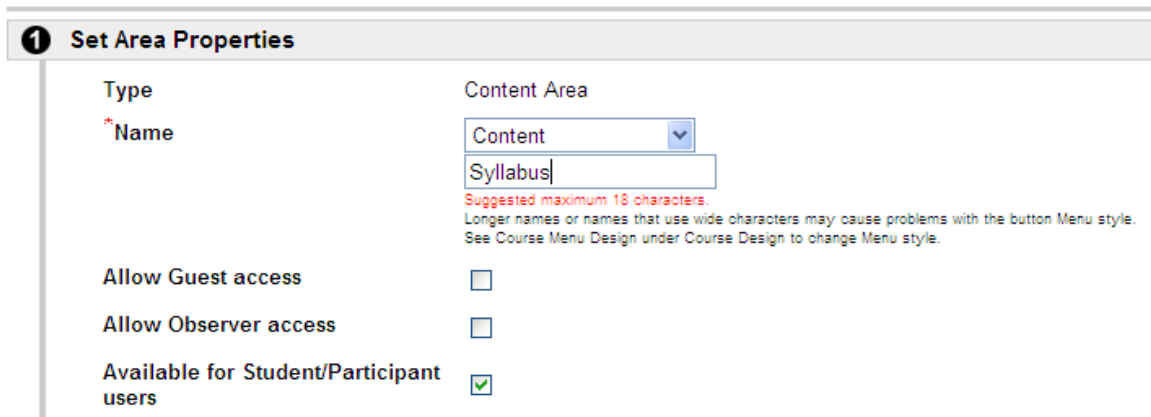
Reorder, Remove, and Modify Course Menu Items

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.

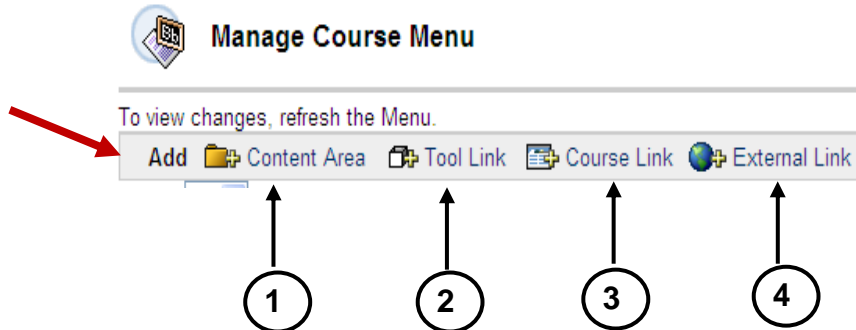


C) Modify – click **Modify** for the item that you want to change. The Update Area page should open. Use the drop down menu to choose the area name or type in your own title.



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.

1 Set Area Properties

Type: Content Area

*Name: Assignments (dropdown), Assignments (text input)

Suggested maximum 18 characters.
Longer names or names that use wide characters may cause problems with the button Menu style.
See Course Menu Design under Course Design to change Menu style.

Allow Guest access:

Allow Observer access:

Available for Student/Participant users:

- 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.

1 Set Area Properties

Type: Address Book

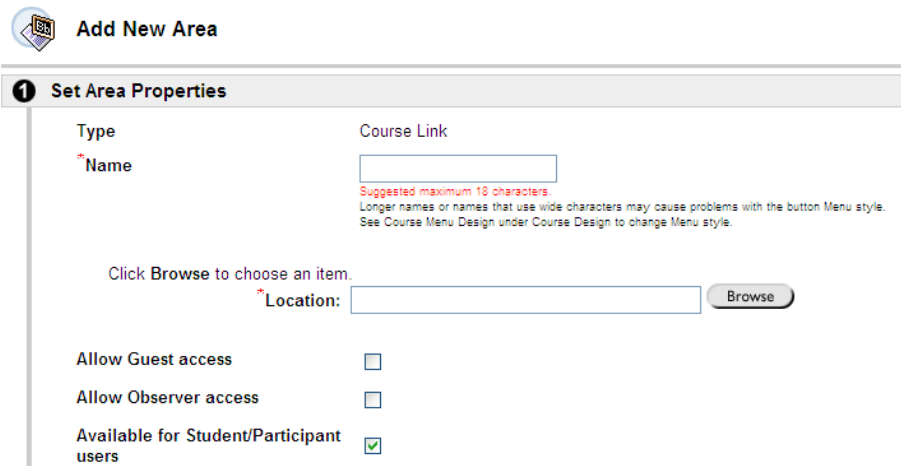
*Name: Address Book (dropdown), Address Book (text input)

Suggested maximum 18 characters.
Longer names or names that use wide characters may cause problems with the button Menu style.
See Course Menu Design under Course Design to change Menu style.

Available for Student/Participant users:

Add New Area in Course Menu (continued)

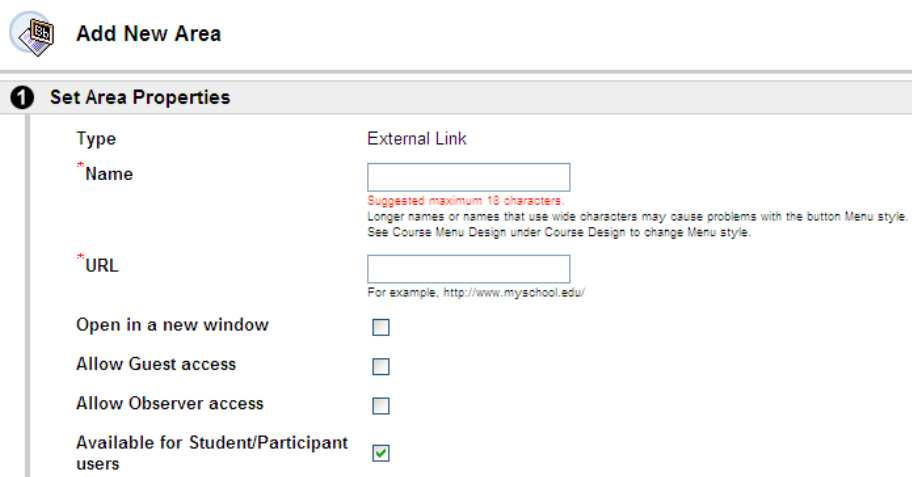
- 3 **Add Course Link** - click on the **Browse** button to navigate to an area in your course that you want to link to. The Course Map will appear. Select a folder or item within the Course Map to link to. Note: Clicking the **+** signs will expand the area so that you can locate the page or item you 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.



The screenshot shows the 'Add New Area' interface. At the top, there is a 'Set Area Properties' section. The 'Type' is set to 'Course Link'. The 'Name' field is empty, with a red note below it stating 'Suggested maximum 18 characters. Longer names or names that use wide characters may cause problems with the button Menu style. See Course Menu Design under Course Design to change Menu style.' Below the name field, there is a 'Location' field and a 'Browse' button. The 'Location' field is empty. There are three checkboxes: 'Allow Guest access' (unchecked), 'Allow Observer access' (unchecked), and 'Available for Student/Participant users' (checked).

- 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.



The screenshot shows the 'Add New Area' interface for an external link. The 'Set Area Properties' section shows the 'Type' as 'External Link'. The 'Name' field is empty, with the same red note as in the previous screenshot. The 'URL' field is empty, with a red note below it stating 'For example, http://www.myschool.edu/'. There are three checkboxes: 'Open in a new window' (unchecked), 'Allow Guest access' (unchecked), 'Allow Observer access' (unchecked), and 'Available for Student/Participant users' (checked).

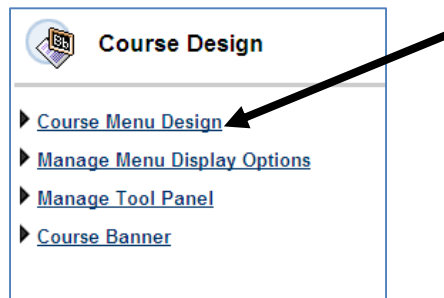
Personalize the Course Menu

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

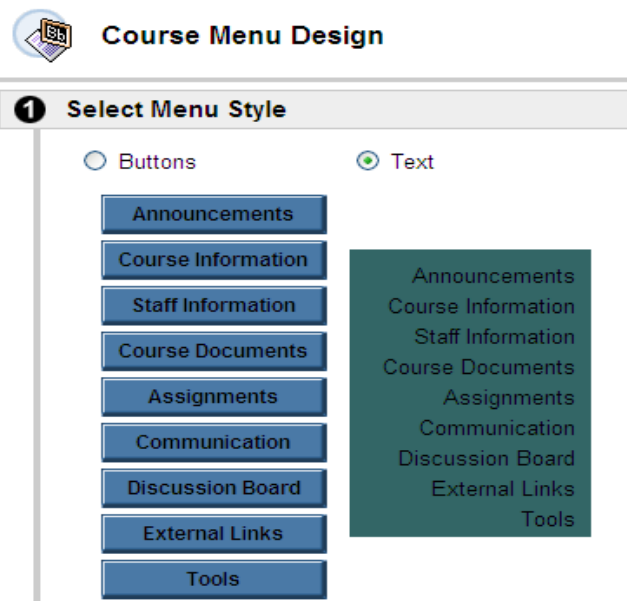
Get into the **Control Panel** in the course that you want to customize and select **Course Design** in the Course Options section.



Then click on **Course Menu Design**



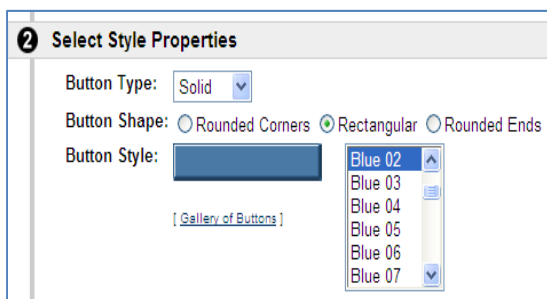
Choose **buttons** or **text** as the menu style for your course menu



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.

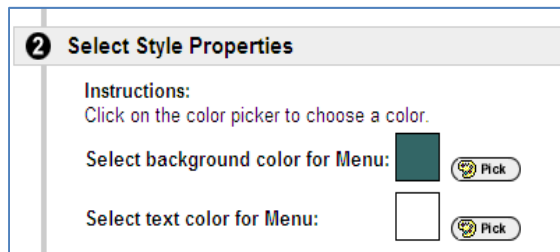
Button style properties:



The screenshot shows a dialog box titled "2 Select Style Properties". It contains the following controls:

- Button Type: A dropdown menu with "Solid" selected.
- Button Shape: Three radio buttons labeled "Rounded Corners", "Rectangular" (which is selected), and "Rounded Ends".
- Button Style: A color swatch showing a blue color, followed by a list box containing "Blue 02", "Blue 03", "Blue 04", "Blue 05", "Blue 06", and "Blue 07".
- A link labeled "[Gallery of Buttons]" is located below the list box.

Text style properties:



The screenshot shows a dialog box titled "2 Select Style Properties". It contains the following controls:

- Instructions: A text block that says "Click on the color picker to choose a color."
- Select background color for Menu: A dark green color swatch followed by a "Pick" button.
- Select text color for Menu: A white color swatch followed by a "Pick" button.

Click **Submit** when you are done.

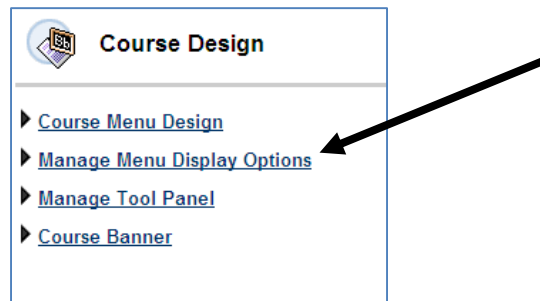
Choose How Course Menu is Displayed

You can choose how users can view the course menu.

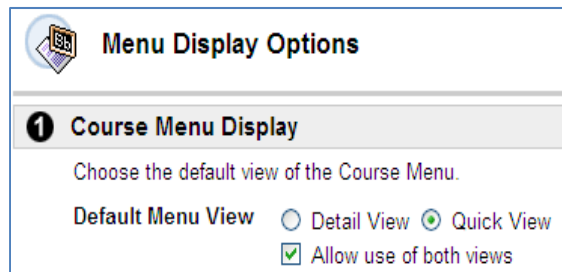
Get into the **Control Panel** in the course that you want to customize and select **Course Design** in the Course Options section.



Then click on **Manage Menu Display Options**



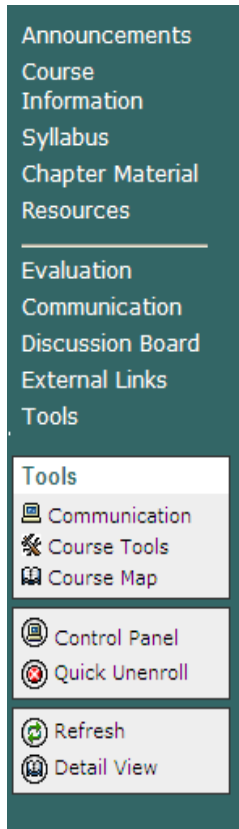
Two views can be made available to users; if both views are available users may toggle between them.



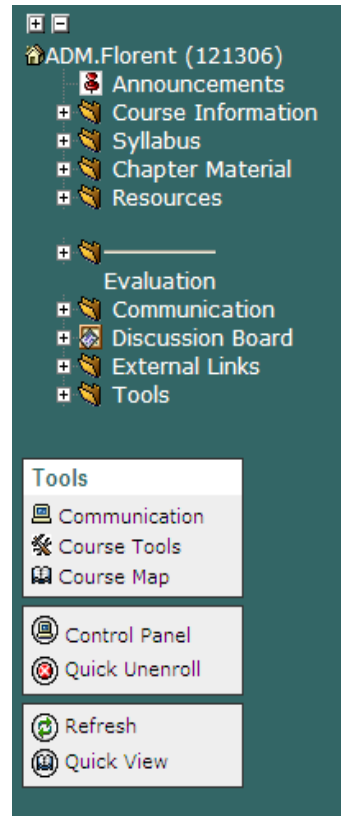
Continued on next page.

- **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.

Quick View



Detail View



Click **Submit** when you are done.