

Manage Course Menu

The Manage Course Menu feature allows instructors to customize their Blackboard course. Instructors can create a navigation menu specifically for each course with titles and functions of their choice. This feature creates additional content areas and adds tool functions to the navigation menu. Instructors can also rename any of the navigation buttons/links.

From the Control Panel:

1. Click on the **Manage Course Menu** link in the Course Options section.
2. Click on one of the **Add** icons in the gray bar at the top of the page.
3. Scroll down to the bottom of the page and click the **Submit** button.

Add Content Area:

1. Click on the **Add Content Area** icon.
2. Choose a **name** from the pull-down list, or type one of your own into the Area Name field.
3. Scroll down to the bottom of the page and click the **Submit** button.

Add Tool Area:

1. Click on the **Add Tool Area** icon.
2. Choose a **tool type** from the pull-down list.
3. Scroll down to the bottom of the page and click the **Submit** button.

Add Course Link:

1. Click on the **Add Course** link icon.
2. Type a **name** into the Area Name field.
3. Click on the **Browse** button.
4. Scroll down to the bottom of the page and click the **Submit** button.

Add External Link:

1. Click on the **Add External Link** icon.
2. Type a **name** into the Area Name field.
3. Scroll down to the bottom of the page and click the **Submit** button.

More Information

Academic Technology Services

Q: If I change the navigation items, will it be permanent?

A: As with many of the other features of Blackboard, the instructor can modify or edit the navigation menu at any time during the course duration.

Q: What are the benefits of changing the names on the navigation or course menu?

A: Many instructors feel limited by the standard names and areas types. Instructors can customize the titles to names that make more sense for them. For example, instead of “Assignments,” an instructor may want to call the section “Book reviews” for a literature class, or “Experiments” for a chemistry class.

Q: What are the benefits of adding tools or external links to the menu?

A: In some courses, students spend much of their time online looking at specific websites. Instructors can make a direct link to the site on the navigation menu. For example, a public health class could have a direct link to the National Institute of Health website right on the front page of the course.