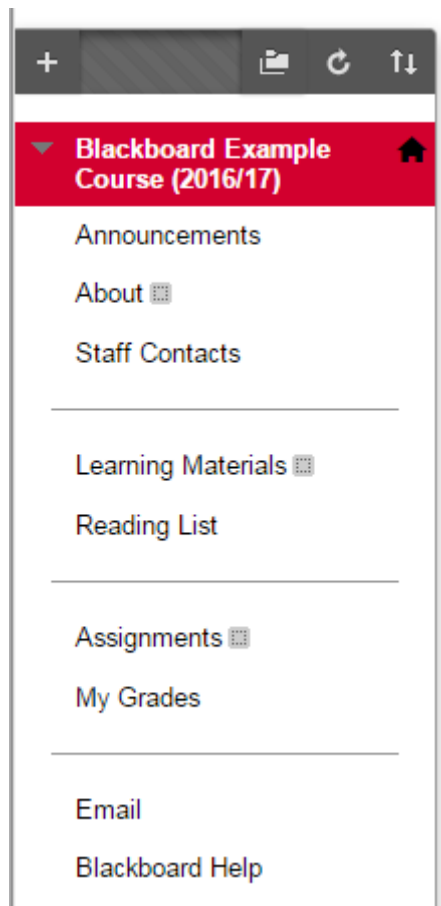


Customising a Blackboard course menu

To help increase consistency and assist students in navigating courses on Blackboard, a default menu structure for course areas has been provided and applied to new empty modules created in the rollover for 2016–17 (displayed below). It aims to provide a minimum set of consistent headings and menu items, whilst leaving the opportunity for the menu to be added to and customised as appropriate.



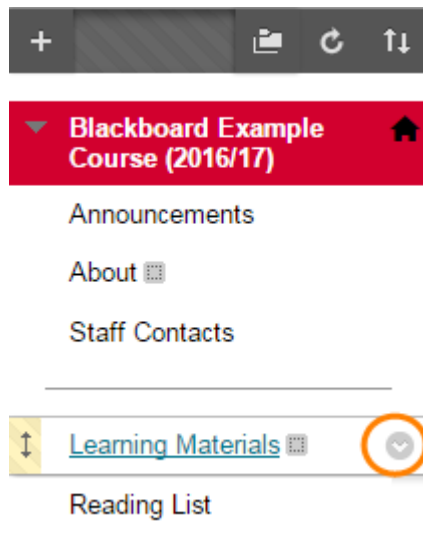
Default course menu

If your module has been rolled over from a previous year, you will not see this menu. You can, however, customise your menu to resemble this new suggested format.

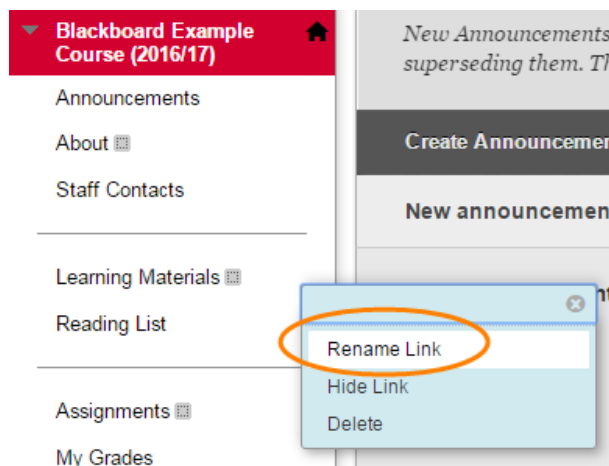
What follows is a guide showing you how to customise a course menu in Blackboard, including: adding, renaming and reordering items; creating subheaders and dividers, and adding web links and tool links.

How to rename existing menu buttons

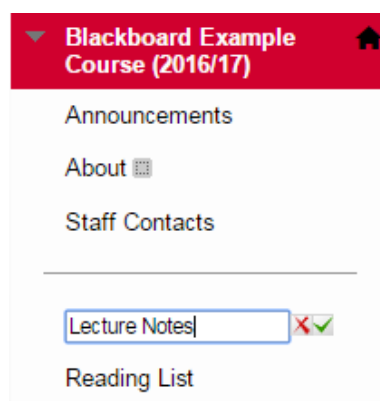
Click on the editing arrow to the right of the menu item name:



Select Rename Link:

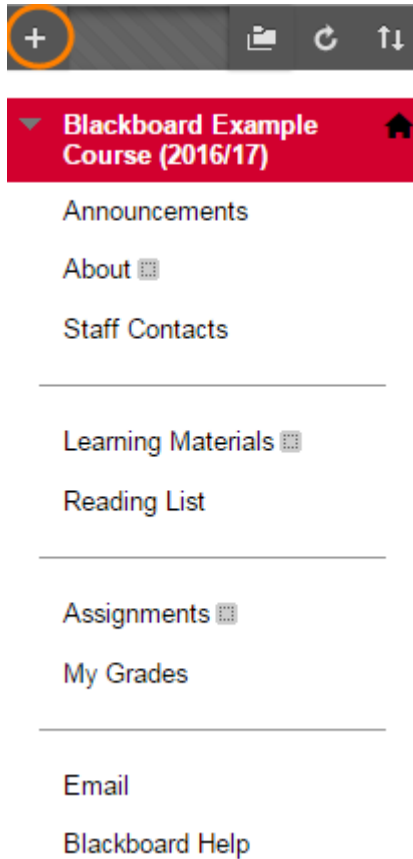


Type in the new name and click the green tick to save.

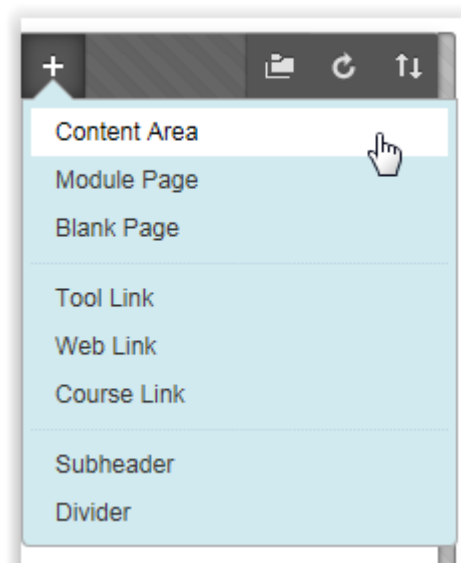


How to add new items to the menu

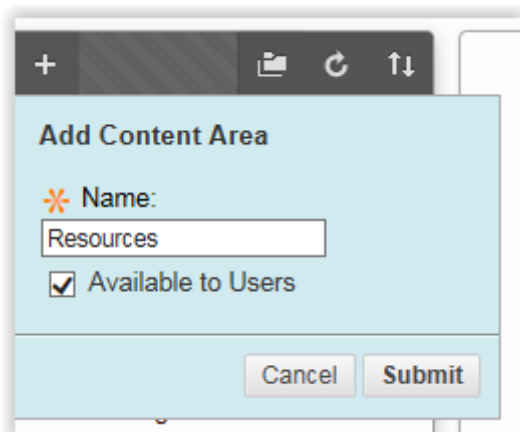
Add a content area



Click on the + on the bar just above the menu, then select **Content Area**.

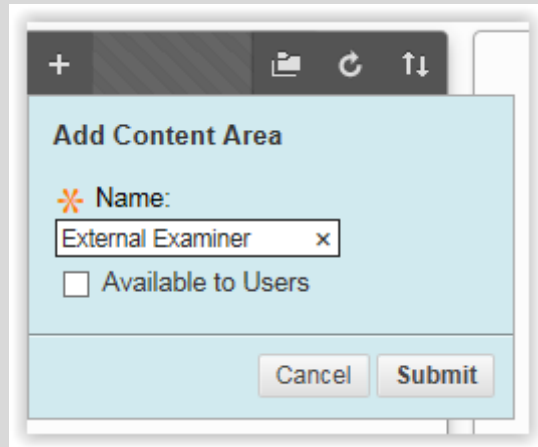


Give the area a name, and tick 'Available to Users' in order for students to be able to access this area:



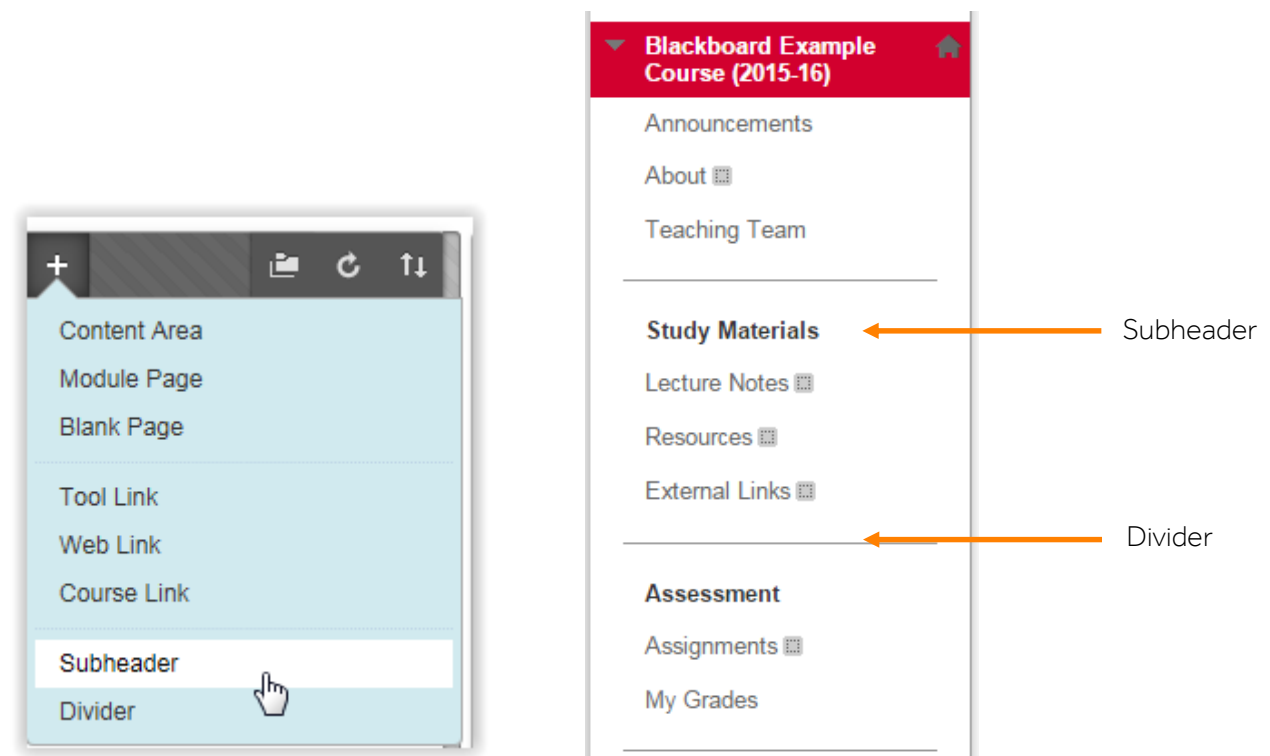
Staff-only areas

You may sometimes want to set up an area which is accessible only to staff, or which contains information for external examiners. In this case, leave 'Available to Users' unticked, and the area will be unavailable to students:



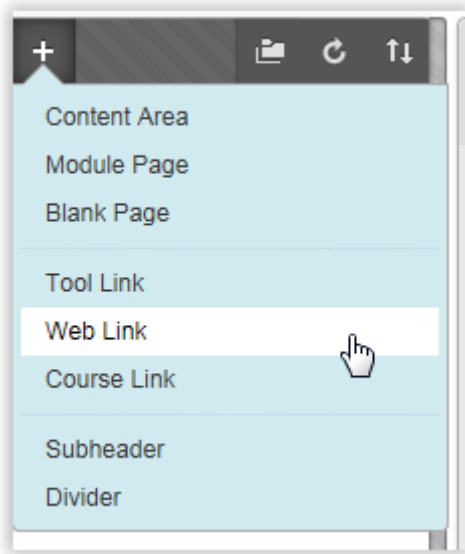
Add subheaders and dividers

These can help to distinguish the various sections of your course menu:

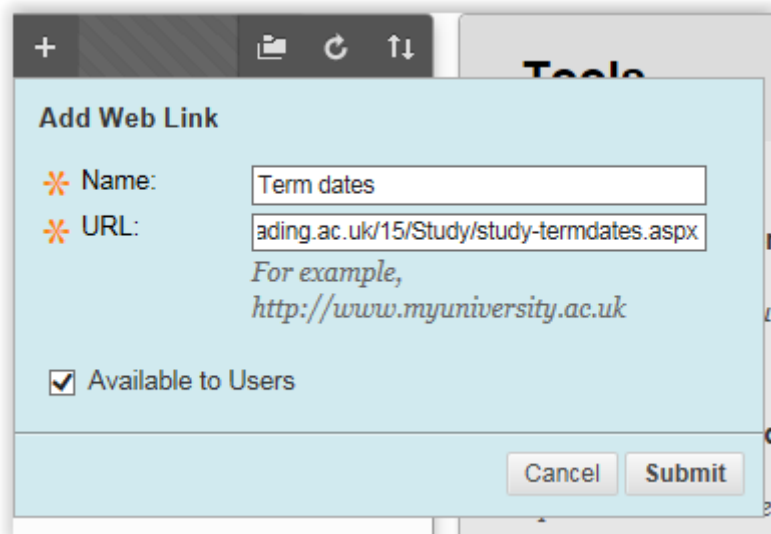


Adding a web link to your menu

This allows you to link from the course menu to any website or web page.

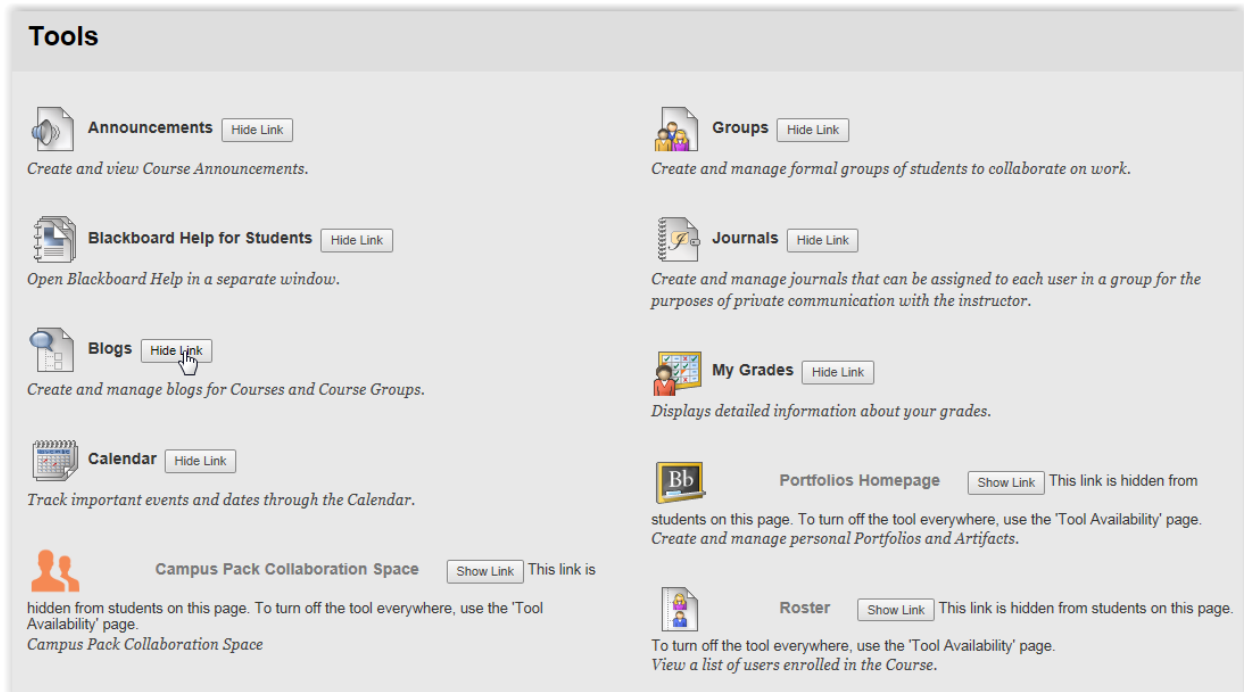


Provide a name (i.e. what will appear on the menu) and the URL of the website (including the http:// or https:// prefix):

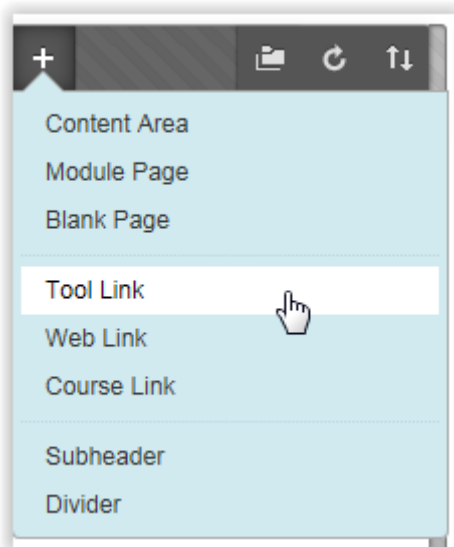


Adding tools to the menu

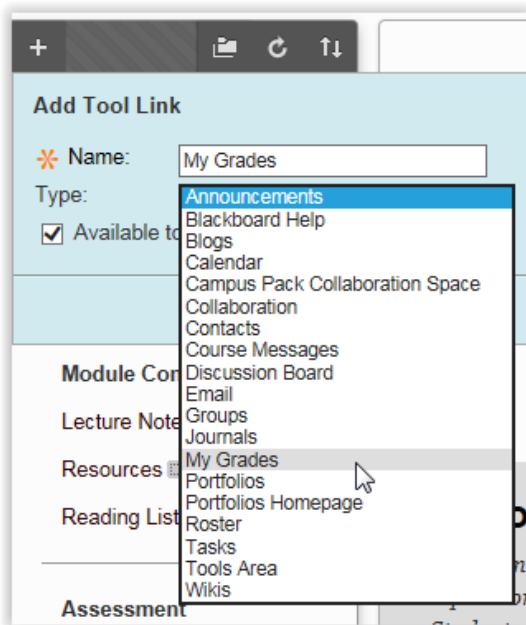
You can add a link to any Blackboard tool which you are using on the course. This includes Blogs, Discussion Boards, Journals and Wikis.



You can simply provide a menu link to the Tools Area (i.e. a list of all tools which are enabled on the course). However, we recommend that you link to the individual tools which you will be using.



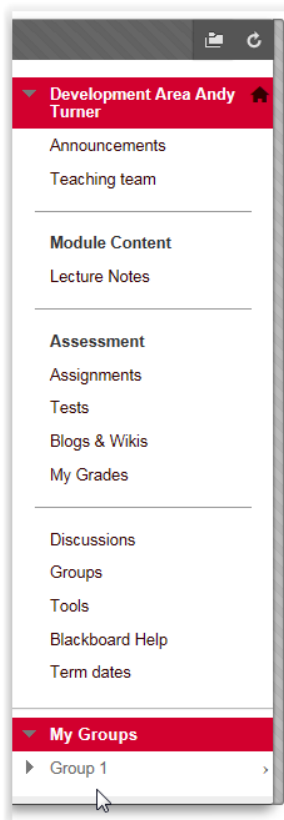
Provide a name (i.e. what will appear on the menu), then select the appropriate tool from the drop-down list:



We recommend that you provide a link on all course menus to these tools:

- Blackboard Help
- My Grades
- Contacts (labelled as 'Teaching Team')

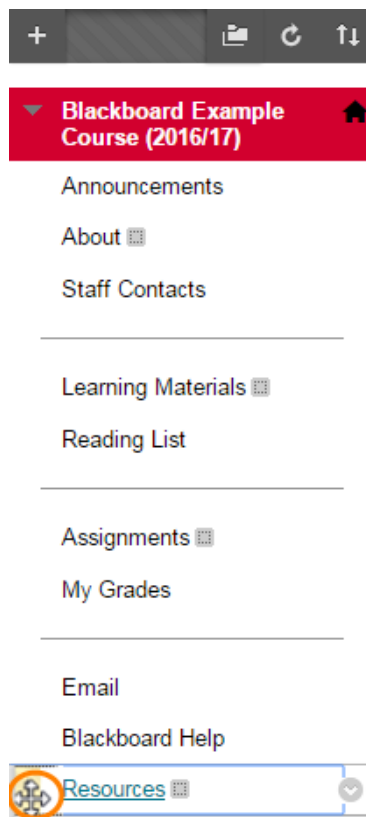
You may find that it is no longer necessary to add a menu link to Groups, since students who are members of a group will see this listed just below the main course menu – as shown below:



However, staff can access any group via **Control Panel > Users and Groups > Groups**.

How to reorder the menu

Hover your mouse to the left of the menu item you wish to move, and a four-headed arrow appears. Now move the menu item up or down to the desired position, and release the mouse:



Further help

Please see this short video, which shows how to edit the course menu:

<https://www.youtube.com/watch?v=YfQ--kd23ts&index=2&list=PLontYaReEU1tzu1T5gfiX-JQA5nBc3isN>

For more information and a more detailed explanation of the rationale for having a consistent/minimum-content course menu, please see the guide [Blackboard course area default menu for new modules/programmes 2015–16](#) located on the Support for Staff tab in Blackboard.



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