Blackboard allows instructors to fully customize the course menu that students see when entering the course. Instructors can have as few as three buttons or as many as they need. It is also possible to isolate tools so that they have their own unique button, rather than be buried down within another page. For instance, instead of having a Communication button that takes students to the Communications Area, you could have a separate Email button that takes students directly to Blackboard’s email tool.

The default course menu buttons for a new course are as follows:

- **Home Page** – This takes users to the default entry page for a Blackboard course that contains the modules the students have configured for their individual home pages.

- **Content** – A generic content button that can be used for the primary course content or additional content for your course.

- **Assignments** – This takes users directly to the Assignments area for posted homework or tests.

- **Discussions** – This takes users directly to the Discussion Board tool area.

- **Groups** – This takes users directly to the Groups tool area.

- **Tools** – This takes users to the Tools area, which contains links to all of the different tools available in Blackboard. **NOTE:** You can go to this area while in Edit mode and hide any tools that you don’t want students to see or use (e.g. if you are not using blogs, you can hide the Blog Tool).

- **Tegrity Classes** – This takes users to Tegrity recordings which the instructor has recorded for the class. **WARNING:** This button should NOT be deleted by the instructor.
**ICONS**

- ![Create Item button](image1.png) – used to add buttons to the Blackboard course menu
- ![Menu item options](image2.png) – Rename Link, Hide Link, Deny Guests, Delete
- ![Link has no content](image3.png) – only shows up on content links
- ![Link is unavailable](image4.png) – Link is unavailable to students, still available to instructors
- ![Open course menu](image5.png) in a new window
- ![Refresh](image6.png) information in content pane
- ![Reorder](image7.png) course menu buttons
CREATING A NEW BUTTON ON THE COURSE MENU

1. Mouse-over Create Item button and select an option from the drop-down list.

- **Content Area** – Place to put documents and other files.
- **Module Page** – Add a page in Blackboard where you can insert modules such as Alerts, Calculator, Dictionary, and so forth.
- **Blank Page** – A blank page inside of Blackboard.
- **Tool Link** – Access other areas of Blackboard content such as Email, Blogs, Wikis, or Announcements.
- **Web Link** – Point students to web sites external to Blackboard.
- **Course Link** – Point students to specific content areas of the course.
- **Subheader** – You can organize course menu items into groups and use subheaders to identify the groups.
- **Divider** – Like subheaders, dividers can be used to organize course menu items into groups.
2. Depending on which option you have selected above, you will have slightly different options for adding the new button.

- **Content Area**

  ![Add Content Area](image)

  a. Type in a Name for the new content area.

  b. Select Available to Users so your students will be able to see it.

  c. Click Submit.

- **Module Page**

  ![Add Module Page](image)

  a. Type in a Name for the module page.

  b. Select Available to Users so your students will be able to see it.

  c. Click Submit.

  d. Click the newly created button to go to the Module page.

  e. Click Add Course Module to add modules to the Module page. Modules include items such as a Calculator, Dictionary, and Thesaurus.
• **Blank Page**

![Add Blank Page](image1)

a. Type in a **Name** for the blank page.

b. Select **Available to Users** so your students will be able to see it.

c. Click **Submit**.

• **Tool Link**

![Add Tool Link](image2)

a. Type in a **Name** for the tool you are linking.

b. Select **Type** from the dropdown list. **NOTE:** Some tools may not be available due to system-wide policies set by the campus Blackboard Administrators.

c. Select **Available to Users** so your students will be able to see it.

d. Click **Submit**.
• **Web Link**

![Add Web Link](image)

- a. Type in a **Name** for the external link.
- b. Type in the **URL** (or copy and paste from your browser’s address bar). You will need the full URL including `http://` or `https://`.
- c. Select **Available to Users** so your students will be able to see it.
- d. Click **Submit**.
**Course Link**

![Add Course Link dialog box](image)

- **Location:** JContent
- **Name:** Course Link
- **Available to Users**

a. Click **Browse** to navigate to a location within your course. This is where the button will point to when it is created.

![Browse](image)

b. Type in a **Name** for the course link.

c. Select **Available to Users** so your students will be able to see it.

d. Click **Submit**.
• Subheader

![Add Subheader]

a. Type in a **Name** for the subheader.

b. Click **Submit**.

c. The subheader will show up at the bottom of the course menu. You will need to rearrange the course menu (see below) in order to put the subheader in the right place in your course menu.

• Divider

a. Simply select **Create Divider** from the Create Item menu.

b. The divider will appear at the bottom of the course menu. You will need to rearrange the course menu (see below) in order to move the divider to the right place in your course menu.

![Divider added and moved up in course menu]
MODIFYING / DELETING COURSE MENU ITEMS

It is possible to rename, hide, and delete course menu items.

To rename a course menu item:

1. Click the menu item options button on the course menu item you want to rename.
2. Click Rename Link.
3. Type in a new name for the button.
4. Press ENTER or click the Save icon (green checkmark) to complete the button name-change process.

To hide a course menu item:

1. Click the menu item arrows on the course menu item you want to hide.
2. Click Hide Link.
3. The button will now appear with the link is unavailable icon. You will still be able to see the course menu item, but students will no longer see it.
To show a course menu item:

1. Click the menu item options on the course menu item you want to show.
2. Click **Show Link**.
3. The button will no longer appear with the link is unavailable icon. Students will now be able to see the course menu item.

To remove a course menu item:

1. Click the menu items arrows on the course menu item you want to delete.
2. Click **Delete**.
3. Click **OK** to confirm the delete process.

**WARNINGS:**

Deleting a course menu item that has content associated with it will “orphan” the content! The content associated with the button will still be in Blackboard and tied to your course, but it will require intervention from a Blackboard Administrator to retrieve the content. Be careful when attempting to delete a course menu item!

Deleting the **Tegrity Classes** button WILL require intervention from a Blackboard Administrator to restore the button. This is because Tegrity is not a tool integrated into Blackboard, but a third-party application that feeds information into Blackboard. **If you will not be using Tegrity for your classes, EdTech STRONGLY recommends hiding the button from student view instead of deleting the button.**
REARRANGING COURSE MENU ITEMS

When you create course menu items using the Create Item button, any new items you create will be placed at the bottom of the course menu. However, it is possible to rearrange course menu items to fit your own course organization.

To rearrange your course menu:

1. Click **Reorder: Course Menu** button.

2. Select an item in the list.

3. Click the **Move Up** or **Move Down** buttons to move the course menu item around in the list.
   - You can rearrange all course menu items this way.

4. Click **Submit** when finished.