

Faculty - Manage the Course Menu

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2019



Faculty - Manage the Course Menu

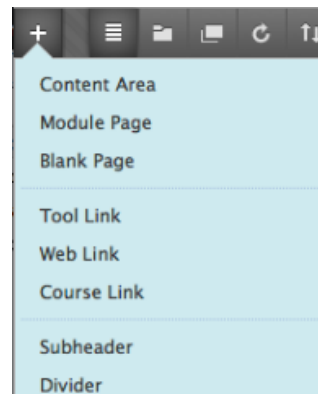
This article explains how to Add, Remove, or Modify the items in your Blackboard Course Menu.

Adding a Content Area to the Course Menu

1. To add a menu item, click the Plus sign

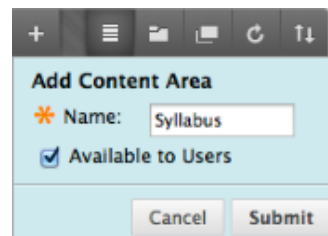
2. Select the type of item that you want to add

Note: For adding a place where you can add content -such as documents, PowerPoint's, etc. - to your course, click Create Content Area).



3. In the Name field, enter the name of the content area

4. If you want your students to view the content area, click the Available to Users checkbox



5. Click the Submit button

The new content area appears at the bottom of the course menu.

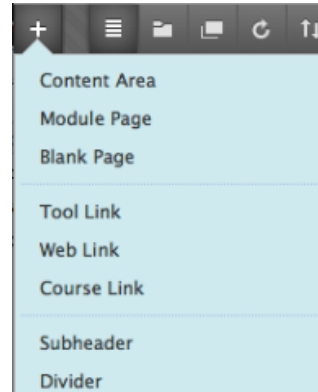
Adding a Tool Link to the Course Menu

1. To add a Tool Link, click the Plus sign

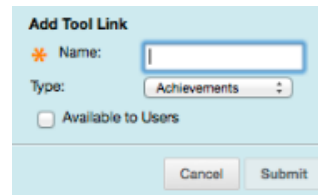
2. Select the type of item that you want to add

Note: For adding a Blackboard tool to your course, click Tool Link).

3. In the Name field, enter the name of tool.



4. In the Type drop-down box, select the tool that you want to add to your Course Menu (ex. Calendar)



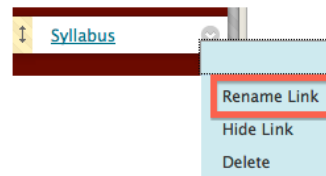
5. If you want your students to view the tool, click the Available to Users checkbox

6. Click the Submit button

The new tool appears at the bottom of the course menu.

Rename, Delete, Hide, or Move a Menu Option

1. To change the name of a menu item, mouse over the menu option you want to rename, then click the chevron to the right of the menu item and click Rename Link

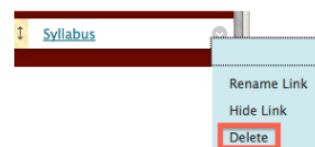


2. Type over the current text



3. Click the green check mark to save

4. To delete a menu item, click the chevron to the right of the menu item and select Delete



5. Click Delete this menu item

Are you sure you want to delete, or would you prefer to hide the link to this item?

Delete this menu item

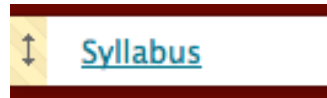
6. Click Delete to confirm the deletion

This action will permanently delete the content area.

5. To hide a menu item, click the chevron to the right of the menu item, and click Hide Link



6. To change the ordering of the menu items, hover over the menu item that you want to move, click the arrow to the left of that menu item and then drag it to the appropriate location.



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