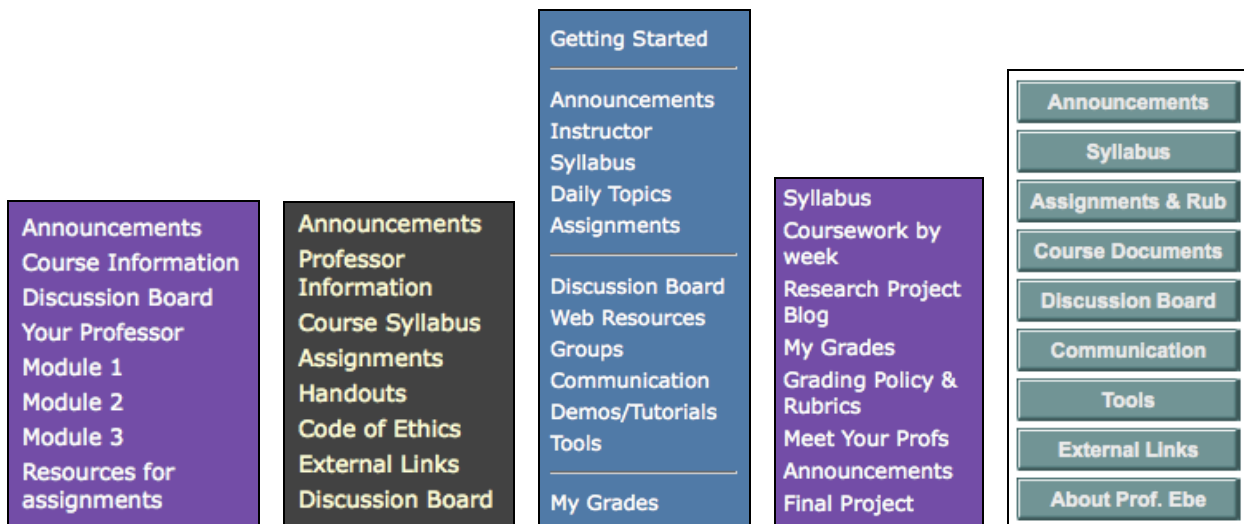
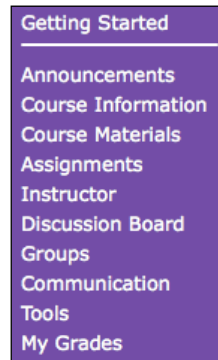


Customizing the Navigation Menu

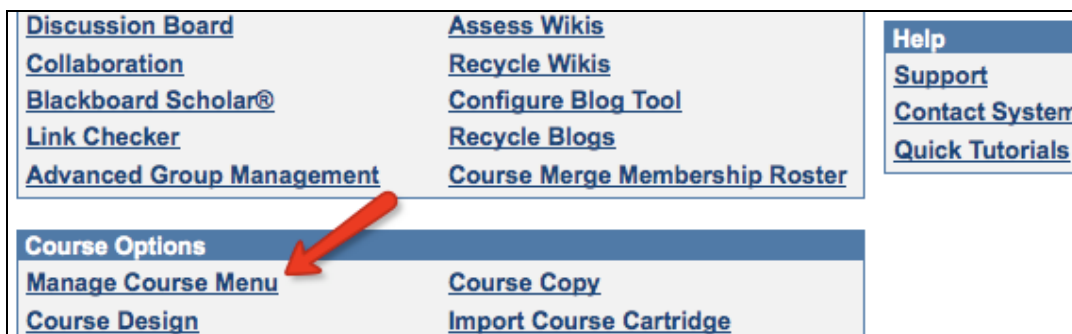
New course shells in Blackboard all start out with the same navigation menu. You can customize this navigation menu to give your Blackboard course site a unique look and feel and to make it easier for students to find their way around.

The following are some course navigation menus created by Hunter College faculty:



Adding New Items to the Navigation Menu

1. Go to the **Control Panel** and click on the **Manage Course Menu** link at the top of the **Course Options** section.



- Choose the type of item you wish to add to the navigation menu. You can select from the four types of items below. The Add New Area page is different depending on the type of item chosen.



- A **Content Area** acts as a container of course content. It can have any name you wish. You can choose a name from the drop-down menu or type text into the **Name** field.

1 Set Area Properties

Type	Content Area
* Name	<div style="border: 1px solid gray; padding: 2px; display: inline-block;"> Assignments </div> <input style="width: 80%;" type="text" value="Unit 1"/>

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.

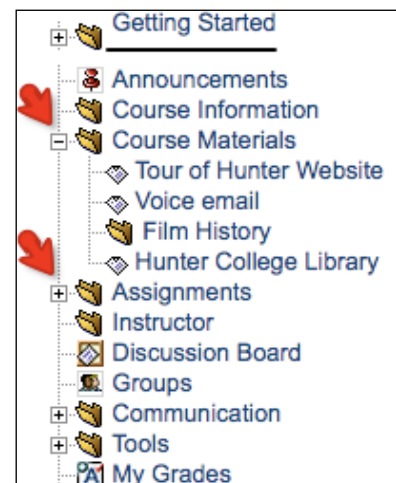
- A **Tool Link** links directly to Blackboard tools such as the **Discussion Board** or **Email**. Select from the drop-down menu the tool that you wish to link to.

1 Set Area Properties

Type	<div style="border: 1px solid gray; padding: 2px; display: inline-block;"> Address Book </div>
* Name	
Available for Student/Participant users	

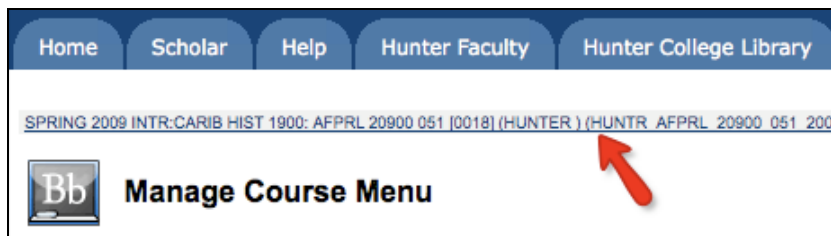
Address Book
 Communications Area
 Course Objectives
 Dictionary / Thesaurus
 Discussion Board
Email
 Glossary
 Groups

- A **Course Link** creates a link directly to a specific location within the course site. When you click **browse** to locate specific content, a course map will appear. Click on the **+** icon to expand and the **-** icon to collapse sections of the course. Select the folder or item that you wish to create a link to by clicking on it.



- An **External Link** links to a web address outside the current Blackboard course. Enter a name and a web address in the URL field.

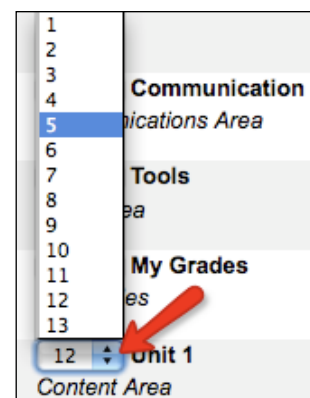
3. Once you have chosen a name and other item properties, click **Submit** and then **OK**. The new navigation item will be added to the end of the list of the existing course menu items. To see the updated navigation menu, click on the name of the course on the top of the page, below the **Home** tab.



Changing the Order in which Items Appear in the Navigation Menu

When designing your course site, you may want to place important items near the top of the navigation menu or group related items together. To change the order in which items appear in the navigation menu:

1. Go to the **Control Panel** and click **Manage Course Menu** under **Course Options**.
2. To the left of each menu navigation item, you will see a drop-down menu containing a list of numbers. Click the arrow next to the number of the item you wish to move and select the position in which you wish to have the item displayed. Blackboard will immediately refresh to move the item to its new position. In this example, the **content area** called “Unit 1” is being changed to being the 5th item on the navigation menu.



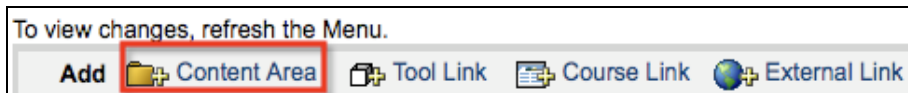
Adding a Separator Bar to the Navigation Menu

If you have many items in the navigation menu, you may want to separate the menu into sections. One way to do this is to add a content area that appears as a horizontal line (separator bar). **NOTE:** A separator bar added this way will appear listed as a content area in the **Control Panel** and can be clicked on in the navigation menu.

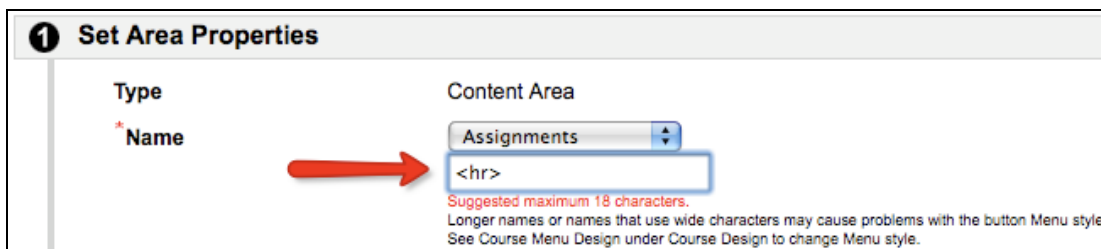


To add a separator bar:

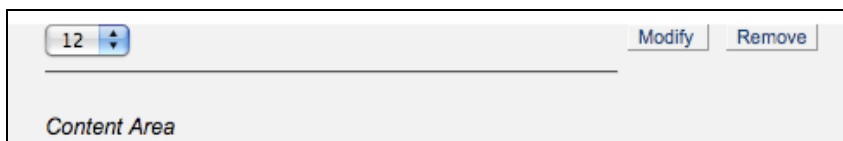
1. Go to the **Control Panel** and click **Manage Course Menu** under **Course Options**.
2. Add a new **content area** by clicking on the **+ Content Area** icon.



3. Instead of giving your new content area a text-based name, type the HTML tag `<hr>` as the name of the content area. This HTML tag stands for “horizontal rule” and will display a horizontal line on the navigation menu.



4. Click on the **Submit** button at the bottom of the screen. A **content area** whose name is a horizontal line will appear at the end of the list of navigation items.



3. (Optional) You may want to change the position of your new separator bar in the navigation menu to achieve the desired effect. Click the arrow above the horizontal line to select the position you wish to have it displayed. Blackboard will immediately refresh to move the line

to its new position. In this example, the horizontal line is being moved from position 12 to position 6 on the navigation menu.

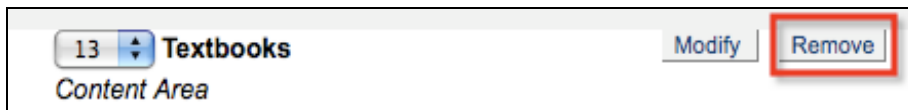


Deleting Items from the Navigation Menu

It is generally a good idea to remove unused items from the navigation menu.

To delete navigation items:

1. Go to the **Control Panel** and click on **Manage Course Menu** under **Course Options**.
2. Click on the **Remove** button to the right of the menu item you wish to delete.



Changing the Style of the Navigation Menu

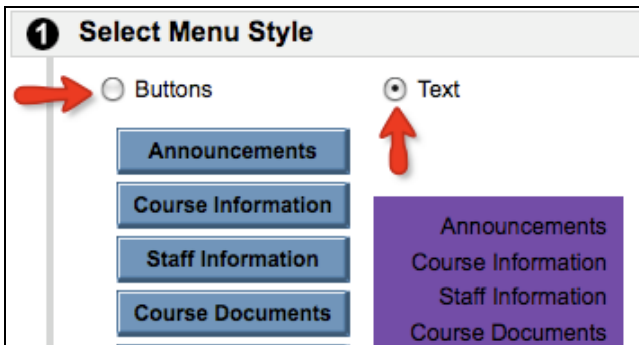
You can change the color and style of the items in the navigation menu. Changing the style of your course menu can make it easier for you and your students to quickly identify which course is being viewed.

To change the menu style:

1. Go to the **Control Panel** and click on **Course Menu Design** under **Course Options**.



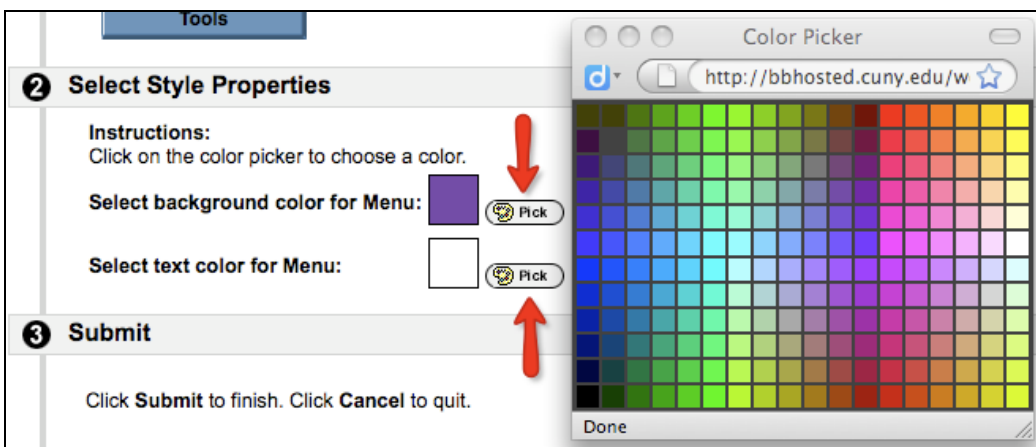
2. Click on **Course Menu Design** on the **Course Design** page.
3. Select either text or buttons for the navigation menu style.



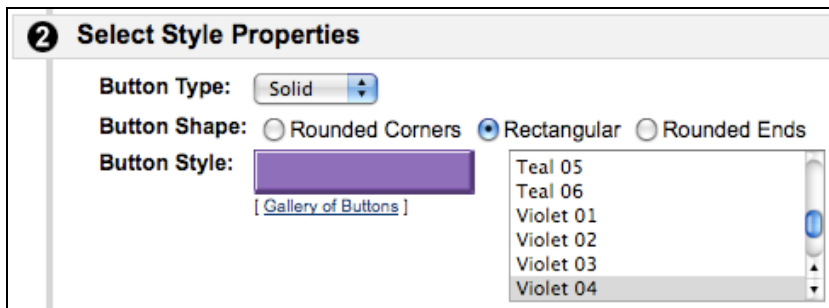
Note: We recommend that you use a text style menu rather than buttons because buttons have some limitations:

- You cannot add separators (horizontal bars).
- You are limited to 18 characters.
- You cannot apply different font styles or sizes.
- Some pattern choices for buttons make the labels difficult to read.

4. If you have selected **Text**, then you can click on the **Pick** buttons to select colors for background and the text of the menu. A color palette will appear allowing you to click to choose the color you prefer.



If you have chosen **Buttons**, then you can select their type, shape and style.



As you make your menu style choices, we recommend that you consider individuals with limited vision and color-blindness and use colors combinations that contrast strongly and display the text clearly. We suggest that you choose legibility over sophisticated design and keep in mind that what displays well on your computer monitor may change when shown through a projection system in a classroom.

If you have further questions or need assistance, please email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) (C104 Hunter North) at 212-650-3358.