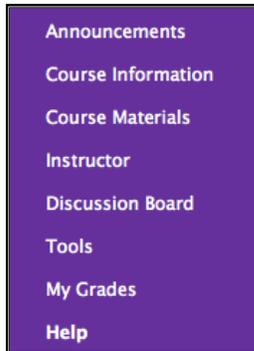


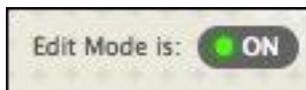
Customizing the Navigation Menu

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.

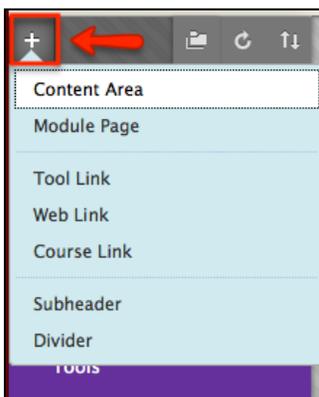


Adding New Items to the Navigation Menu

1. Ensure that **Edit Mode** is on. Click the edit mode button located on the upper right-hand side of your screen if it is turned off.

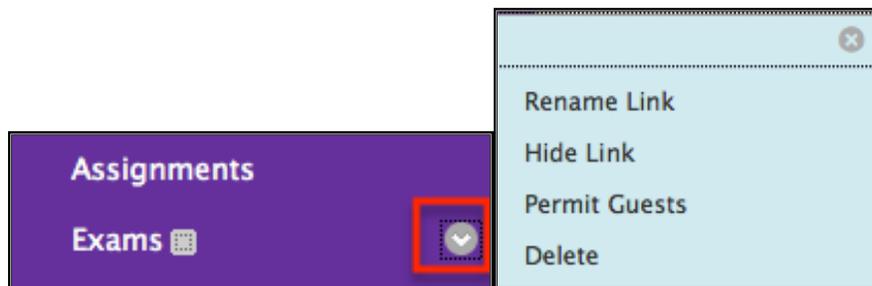


2. Click on the **Add** button  in the **Course Menu**.



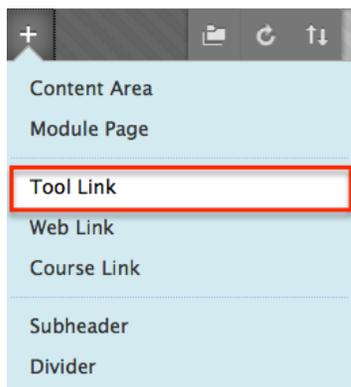
3. Choose the type of item you wish to add to the navigation menu. You can select from the eight types of items shown above.
4. A **Content Area** is an area in which instructors can present information in many different ways, from basic text to multimedia. Enter a **Name** for the Content Area.
5. Select the **Available to Users** checkbox, and click **Submit**.

- Once you created a course menu item, you can easily modify its properties by clicking on the action arrow .



- a) **Rename Link**: Change the **Name** of the Content Area item and click the check mark icon .
- b) **Hide Link**: Click to make the Content Area available or unavailable. An icon appears when the Content Area is unavailable to students .
- c) **Permit Guests**: Click the **Permit Guests** link to allow users with guest accounts to view the **Content Area**.
- d) **Delete**: Click to delete the Content Area. A confirmation window appears to verify the deletion.

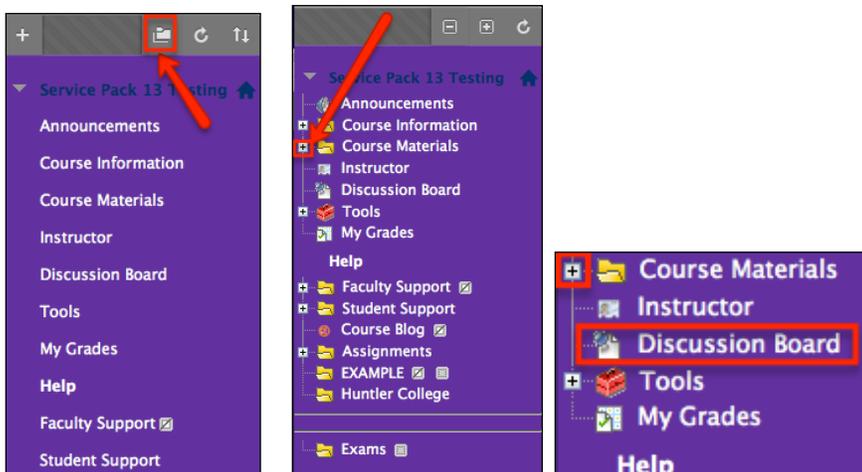
6. A **Tool Link** links directly to Blackboard tools such as the **Discussion Board** or **Email**. Select from the drop-down menu the tool that you wish to link to.



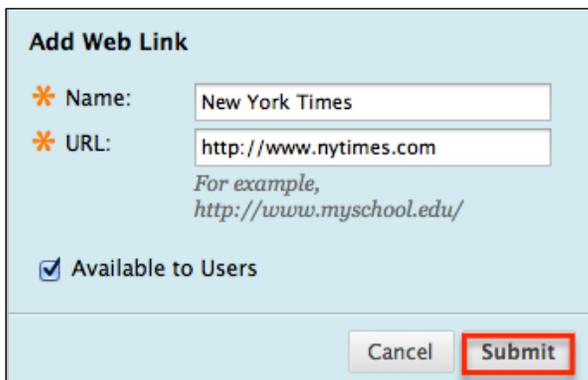
- a) Enter a **Name**
- b) Select the **Type** of Tool from the drop-down list.
- c) Click **Available to Users**.

A screenshot of the 'Add Tool Link' form. It has a light blue background. The form contains: a 'Name' field with the text 'Wiki area', a 'Type' dropdown menu with 'Wikis' selected, and a checked checkbox labeled 'Available to Users'. At the bottom right are 'Cancel' and 'Submit' buttons.

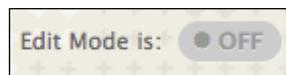
7. A **Course Link** creates a link directly to a specific location within the course site. When you click the **Folder View icon** to locate specific content, a course map will appear. Click on the **+** icon to expand and the **-** icon to collapse sections of the course. Select the folder or item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



8. A **Web Link** links to a web address outside the current Blackboard course. Enter a name and a web address in the URL field.



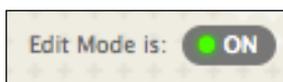
9. Once you have chosen a name and other item properties, click **Submit**. The new navigation item will be added to the end of the list of the existing course menu items. To see the updated navigation menu from student perspective, turn edit mode off. Click on the **Edit Mode On** button, located on the upper right-hand of your screen.



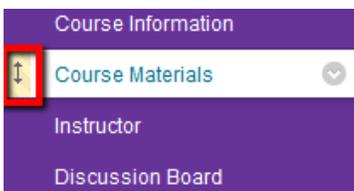
Changing the Order in which Items Appear in the Navigation Menu

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. Ensure that you **Edit Mode** is on. Click the edit mode button located on the upper right-hand side of your screen.



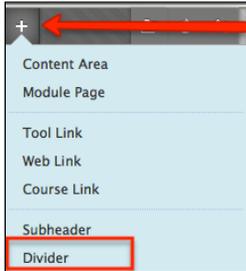
2. Hover your mouse pointer over the double sided arrow next to the left of the item name. Left click and hold down while you drag the item either up or down. You will notice a dotted box will highlight the location as to where the item will be placed.



Adding a Divider Bar to the Navigation Menu

If you have many items in the navigation menu, you may want to separate the menu into sections. To add a separator bar:

1. Go to the **Add Menu Item**  and click to see options.



2. Select **Divider** from the menu. Once the divider is added to the list, you can move the bar wherever you want by hovering your mouse over the line.

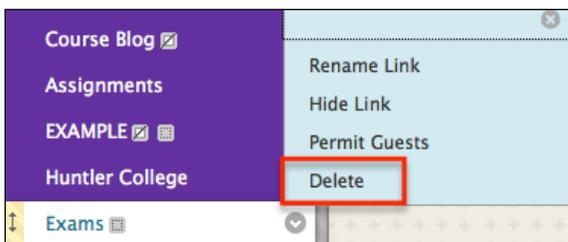


Deleting Items from the Navigation Menu

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

To delete navigation items:

1. Go to the **Menu item options**  and click on the action arrow.
2. Click on the **Delete** button to delete the item.



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.

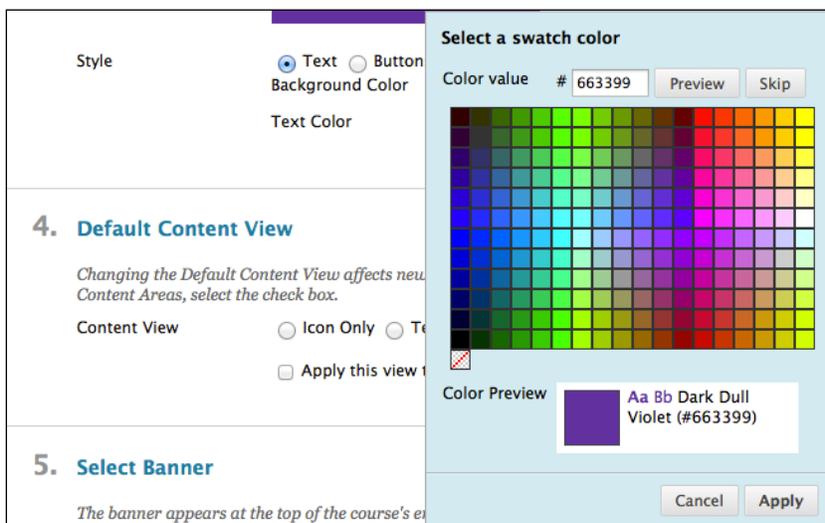


To change the menu style:

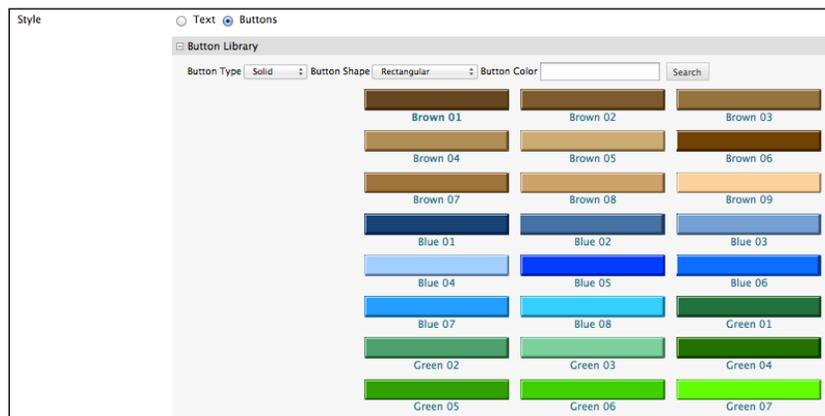
1. Enter your Blackboard course and access the **Control Panel**.
2. Under the **Customization link** section click on the **Teaching Style** link.
3. The **Select Menu Style** section will allow you to make some modifications to your course.
4. Select either text or buttons for the navigation menu style.

Note: We recommend the Text style be used since it provides improved performance when viewing a Blackboard course.

5. 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, faculty members can email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or studenthelpdesk@hunter.cuny.edu.