

## Managing the Course Menu

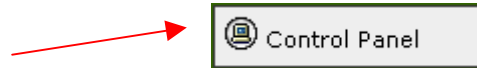
From the **Manage Course Menu** area, instructors can determine which course areas will appear in the course menu (navigation links/buttons on the left side of the course). Some examples of course areas include:

- ~ Content areas such as *Course Materials* or *Course Information*
- ~ Specific items such as the course syllabus
- ~ Links to specific websites
- ~ Course links (link users to specific areas within the course)

### Adding a Course Area (Navigation Link or Button)

1. To add a course area to the course menu, open a course that you are teaching.

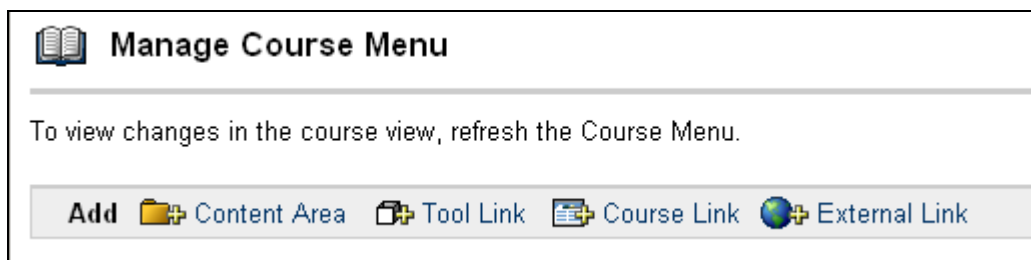
2. Enter the **Control Panel**.



3. Under **Course Options**, click **Manage Course Menu**.



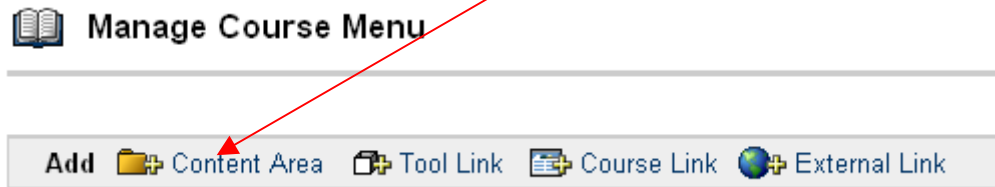
4. Once you enter the **Manage Course Menu** area, the four (4) types of course areas (also called navigation links or buttons) will be identified (1) **Content Area**, (2) **Tool Link**, (3), **Course Link**, and (4) **External Link**.



## Adding a Content Area

A **Content Area** is a section of the course where “course content” may be placed. Examples include the course syllabus, lectures, assignments, and other course documents.

1. To add a content area, click the **Content Area** icon.



2. Once you click the **Content Area** icon, you will be directed to the **Set Area Properties** section.

**1 Set Area Properties**

Type	Content Area
*Name	<input type="text" value="Assignments"/> <input type="button" value="v"/> <small>Suggested maximum 18 characters. Longer names or names that use wide characters may cause problems with the button Menu style. See Design under Settings to change the Menu style.</small>
Allow Guest access	<input type="checkbox"/>
Allow Observer access	<input type="checkbox"/>
Available for Student/Participant users	<input checked="" type="checkbox"/>

**Type - Identifies the “type” of area that you are adding, which is a “Content Area”.**

**Name – Identifies some suggested uses for the “Content Area” section. Click the drop-down menu to select a name or create your own. (The actual content for this section is added in a different area.)**

**Customize or create a “Name” by typing in the desired name for the area. (Longer names may alter the look of the navigation link.)**

**Select either of these boxes to give access to “guests” or “observers” of this course.**

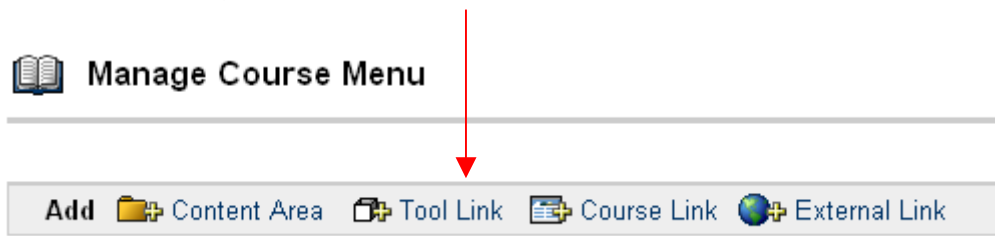
**Select this box to give access to users enrolled in this course.**

3. After making your selections, click **Submit**.

## Adding a Tool Link

A **Tool Link** is an area (navigation link or button) that when selected, will take the user to a course tool. Examples of course tools include the Messages, the Discussion Board, and the My Grades section.

1. To add a tool area, click the **Tool Link** icon.



2. Once you click the **Tool Link** icon, you will be directed to the **Set Area Properties** section.

The image shows a screenshot of the 'Set Area Properties' form. The form has a title '1 Set Area Properties'. It contains the following fields and options:

- Type**: A drop-down menu with 'Announcements' selected. A red arrow points to it with the text: 'Type – Select the “type” of tool you wish to use. Click on the drop-down menu and make a selection.'
- Name**: A text input field with 'Announcements' entered. A red arrow points to it with the text: 'Name – To customize the “name” that will appear on the navigation link/button for this tool, type the name in the space provided.' Below the input field, there is a note: 'Suggested maximum 18 characters. Longer names or names that use wide characters may cause problems with the button Menu style. See Design under Settings to change the Menu style.'
- Allow Guest access**: A checkbox that is unchecked. A red arrow points to it with the text: 'Select either of these boxes to give access to “guests” or “observers” of this course.'
- Allow Observer access**: A checkbox that is unchecked. A red arrow points to it with the text: 'Select either of these boxes to give access to “guests” or “observers” of this course.'
- Available for Student/Participant users**: A checkbox that is checked. A red arrow points to it with the text: 'Select this box to give access to users enrolled in this course.'

3. After making your selections, click **Submit**.

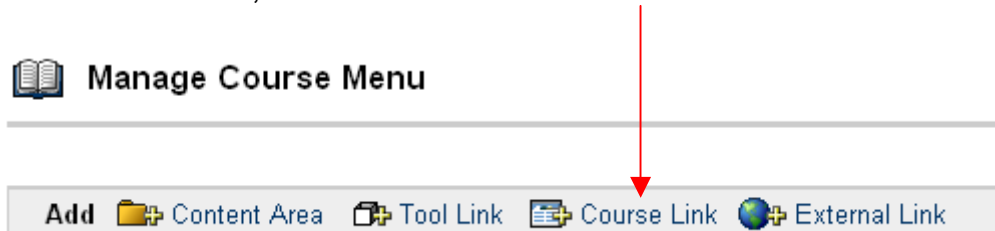
## Adding a Course Link

A **Course Link** page enables the instructor to create a link to another area within the course site. The **Course Link** gives instructors the flexibility to provide students with direct access to course materials and tools. For example, instructors can:

- ~ Add a course link to the syllabus (for direct student access)
- ~ Add a course link to an assignment or assessment
- ~ Add a course link to important information on a project or assignment

Users would see a navigation link/button for these items in the course menu.

1. To add a course link, click the **Course Link** icon.



2. Once you click the **Course Link** icon, you will be directed to the **Set Area Properties** section.

**1 Set Area Properties**

Type Course Link

\*Name   
Suggested maximum 18 characters.  
Longer names or names that use wide characters may cause problems with the button Menu style.  
See Design under Settings to change the Menu style.

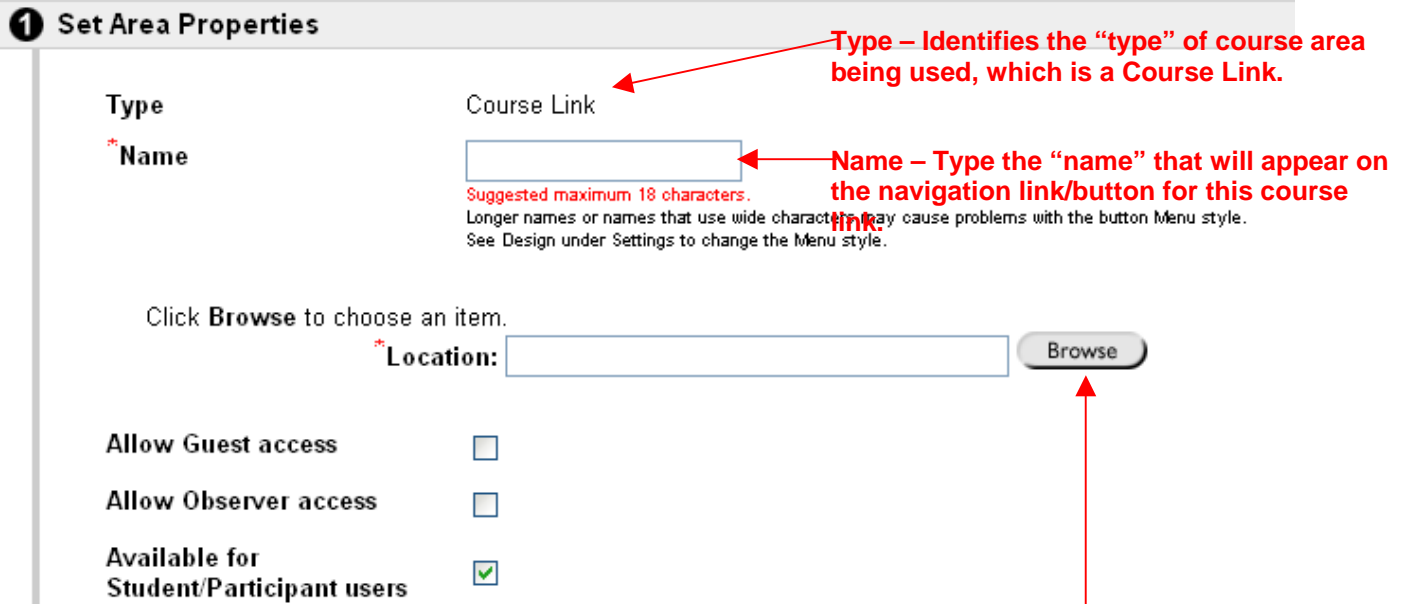
Click **Browse** to choose an item.

\*Location:

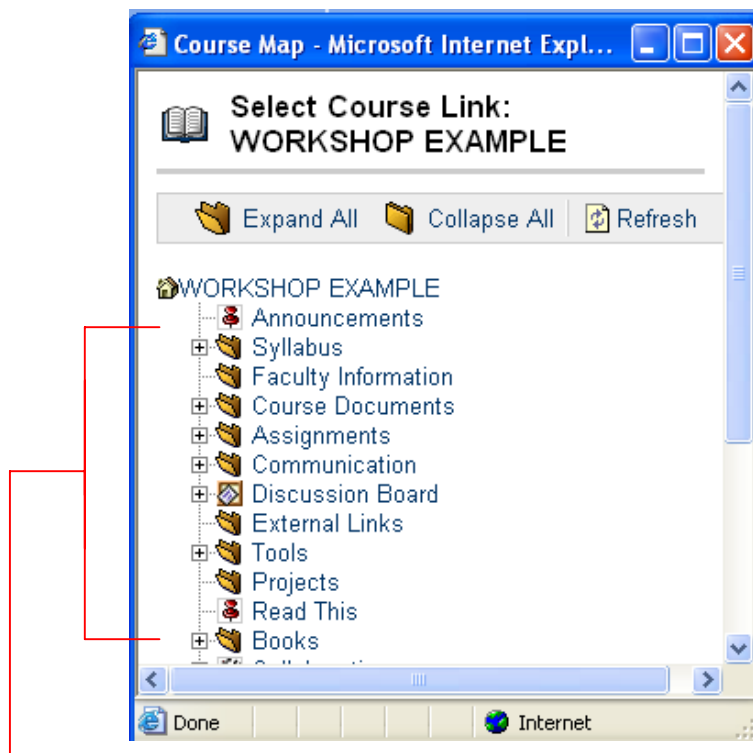
Allow Guest access

Allow Observer access

Available for Student/Participant users

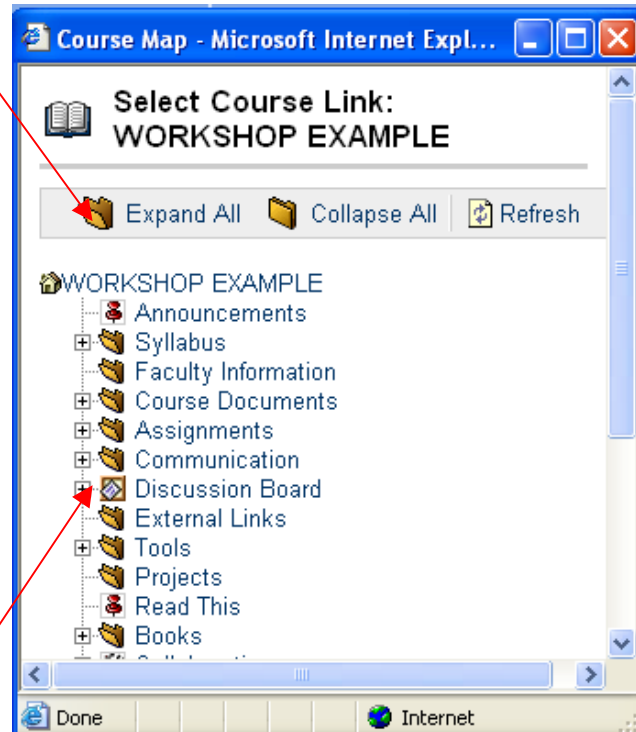


3. Determine the **link location** – clicking the course link will take the user to this particular location. Click the **Browse** button to choose a location.
4. When the **Browse** button has been clicked, a **Course Map** will appear.



The **Course Map** identifies all of the current content areas within the course. Each folder is a potential location for the course link.

- Course links can also be linked to **specific** items within each folder. Click the **Expand All** option to open each folder.



- Once all of the possible items have been revealed, you can select the location by clicking the item once.
- After you select an item, the selected location will appear in the **Location:** section.

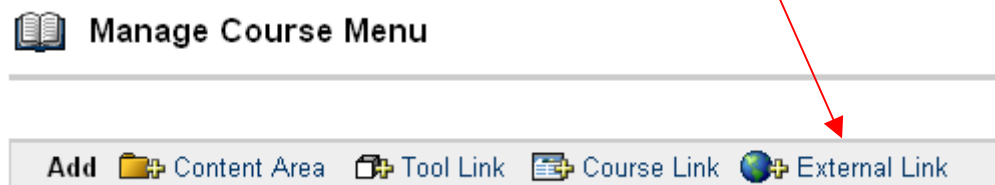


- Make the item available to the desired users and then click **Submit**.

## Adding an External Link

An **External Link** page enables the instructor to create a link to a URL or website outside of the course.

- To add an external link, click the **External Link** icon.



2. Once you click the **External Link** icon, you will be directed to the **Set Area Properties** section.

**1 Set Area Properties**

Type	External Link
*Name	<input type="text"/> <small>Suggested maximum 18 characters. Longer names or names that use wide characters may cause problems with the button Menu style. See Design under Settings to change the Menu style.</small>
*URL	<input type="text"/> <small>For example, http://www.myschool.edu/</small>
Open in a new window	<input type="checkbox"/>
Allow Guest access	<input type="checkbox"/>
Allow Observer access	<input type="checkbox"/>
Available for Student/Participant users	<input checked="" type="checkbox"/>

**Type** – Identifies the “type” of course area being used, which is an External Link.

**Name** – Type the “name” that will appear on the navigation link/button for this website. (Longer names may distort the look of the link.)

3. Type in the URL (website address) for the external link. The address must be **complete** – the address must begin with **http://** - if the address is not complete, you will receive an error message. For example, the **Google** website would have **Google** as the **Name** and **http://www.google.com** as the **URL**.
4. Make the item available to the desired users and then click **Submit**.

### Helpful Tips for Adding Course Areas

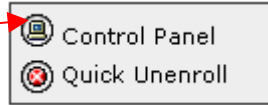
1. Once an area is added, the item will appear at the bottom of the list on the “Manage Course Menu” page. To change the order, you must click the drop-down menu to the left of each item and change the numerical order. (See the *Modifying the Course Menu* section.)
2. Course areas can be easily modified or removed by clicking the **Modify** or **Remove** buttons located to the right of each item.
3. Make sure the **Name** that you choose for the navigation link/button is consistent with the **Type** of course area selected. For example, if you choose an **Announcements** tool link, you would not name this item “Google Search Page”. The two would not be consistent. If a student clicked the “Google Search Page” button, the student would be taken to the **Announcements** page rather than the **Google** page. This flow would be inaccurate and confusing.

## Modifying Course Areas (Navigation Links or Buttons)

- ~ Change the Order of Course Areas
- ~ Remove Course Areas
- ~ Modify the Name of a Course Area

1. To modify your course menu, open a course that you are teaching.

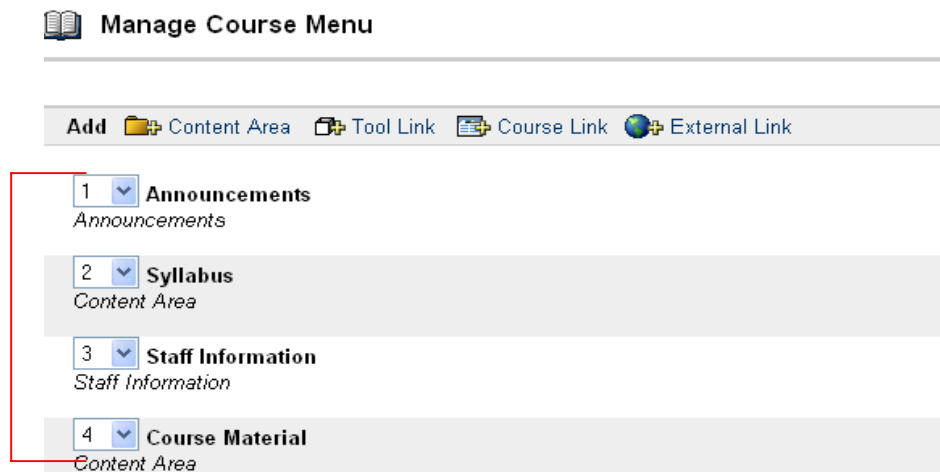
2. Enter the **Control Panel**.



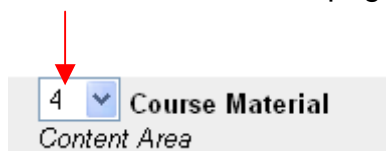
3. Under **Course Options**, click **Manage Course Menu**.



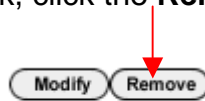
4. Once you enter the **Manage Course Menu** area, you will see a list of all current course areas (navigation links or buttons).



5. To **change the order** of the course areas, click the drop-down menu beside each item and change the numerical order. (Changing the numerical order will also change the order of the navigation links/buttons on the main page of the course.)



6. To **remove** an area/navigation link, click the **Remove** button, which is located to the right of each area.



7. To **modify the name** of a course area/navigation link, click the **Modify** button, which is located to the right of each area.



8. You will be taken to a **Set Area Properties** section. (Features of this section may vary, depending on the area selected.)

**1 Set Area Properties**

Type - Identifies the "type" of area or navigation link used. There are four (4) different types.

Type: Content Area

\*Name: Syllabus (dropdown menu)  
Syllabus

Suggested maximum 18 characters.  
Longer names or names that use wide characters may cause problems with the button Menu style.  
See Design under Settings to change the Menu style.

Allow Guest access

Allow Observer access

Available for Student/Participant users

Name - Suggested names provided by Blackboard. Click the drop-down menu to select an item.

Customize the "Name" area by typing in the desired name for the area. (Longer names may alter the look of the navigation link.)

9. To modify the name of the area (the name that will appear on the navigation link or button), **type** the new name in the white space or **select** a choice from the drop-down menu (see figure in number 8 above).
10. After modifying the name, click **Submit**.