Introduce and Manage Blackboard Course Menus

The menu lists the main buttons for each section of your course in which you wish your students to participate.

Below is a view of a course menu with the Edit Mode “Off”

Below is a view of a course menu with the Edit Mode “On”

When you move the mouse over the double pointer beside a menu item, the mouse pointer will change to a four-headed pointer; you will be able to reorder the menu by clicking and dragging the menu item you wish to move. You are able to add new menu items to your menu
by moving your mouse over the **Create Item** icon. Once the mouse is over the **Create Item** icon, select the type of item to create.
Give the item a name and fill out the appropriate boxes. Click **Submit**.

To rename, hide, or delete a link on the menu, click on the menu item button ✅ beside the link that needs to be modified.
To hide or make a menu item unavailable to students, click on the double-down arrows next to the menu item and choose **Hide Link**.

Once the menu item has been hidden from students, a symbol appears next to the menu item which means that the instructor is still be able to view this menu item but students in this course will not be able to view this menu item.
To make this menu item appear to students, click on the double-down arrow next to the menu item and select **Show Link**.

If a link has the **No Content** icon beside it, there is no information on that link. Students will NOT be able to see this menu item until you add content to this section.

To begin adding information to a link, click on the link to modify, move the cursor to the appropriate button, and begin adding the information and content.
Click on the **List View** button to see the menu as a list.
The **Folder View** button allows you to see the menu as a list of folders.

The display course view button allows you to see how the menu will appear in the course.
The refresh button will refresh the menu list. Sometimes when you add or delete a menu item, the change does not immediately display so it is necessary to refresh.

The **Keyboard Accessible Reordering** tool will allow you to reorder the list using the keyboard.

**More about the Course Menu**

The menu bar lists the navigation links to the sections of your course in which you wish your students to participate. If you do not have access to content using these main buttons, your students do not either.
Two views of the Course Menu are available to users: the List View (shown below to the left) and the Folder View (shown below to the right). The Folder View is the full Course Map which allows users to expand and collapse the Course Menu and displays a clickable link to each item in the course. If enabled by the instructor, individual users may toggle between these two views or the instructor can choose the fixed menu style for the class.

In addition, you can also display course menu in a new window and refresh the course menu bar from the top icons.
Under the menu bar is the **Course Management** section that displays the **Control Panel**.

The double arrows icon allows you to expand or collapse each item. You will access the **Control Panel** items by clicking on each item under the **Control Panel**. Click on the item you want to access.
How to Customize the Menu Style

1. Go to Control Panel>Customization>Style
2. Go to the Section 1 Select Menu Style. You may choose between Buttons or Text as navigation by selecting one of the radio buttons.
3. To change background color and text color, click on the arrows button. View the change you made from the Preview option.
4. Click the Submit button
How to Manage the Views of Course Menu

Students will see the "List View" or "Folder View" link if the instructor enables the choice feature.

1. Go to Control Panel >Customization>Style.
2. Go to Section 2 Course Menu Display.
3. Select Permit Both Views if you want students to be able to experience both the “Folder View” and “List View” of the course menu.
4. Click the Submit button.