Faculty: Managing the Course Menu

The Course Menu is found in the left panel of each course and used to navigate the course contents. All course shells come with several items in the Course Menu by default, but instructors can change the existing items, remove them, and add new items as needed. This document describes the Course Menu and how to add new links to it in Blackboard 9.1.

Add Links to the Course Menu

1. Log in to Blackboard 9.1 and open the course to which you wish to add a menu item.
2. Ensure that the Edit Mode is set to ON in the top right of the screen:

   ![Edit Mode ON](image)

3. Locate the Course Menu on the left side of the screen. With Edit Mode on, the menu will look similar to this illustration:

   ![Course Menu](image)

   A. Hovering the mouse over an item will reveal the drag-n-drop arrows for vertical arrangement and the gray circle icon, which indicates a drop-down contextual menu (i.e. contents depends on the item). In this case, the drop-down contextual menu allows one to rename the menu item, hide it from students, or delete it entirely:

   ![Contextual Menu](image)

**NOTE:** When Edit Mode is OFF, the contextual menus and the drag-n-drop arrows are unavailable.
4. To proceed with adding a link to the menu, hover the mouse over the **plus (+) icon**, which is in the top left corner of the menu area.

5. Select the desired type of menu item from the drop-down list that appears. The options are:
   - **A.** Content Area – the most common type of space in a Bb course; page on which content, including folders, modules, items, files, images, videos, etc., is displayed to students.
   - **B.** Modules Page – the default Home Page is a module page; space to which various pre-made “modules” or widgets, including Dictionary, Announcements, To Do, What’s New, Calendar, Tasks, Web Search, Textpad, etc., can be added.
   - **C.** Blank Page – a page that contains only a single text box to which content (text, images, files, etc.) can be added and then displayed to students.
   - **D.** Tool Link – a direct link to a specific tool; the Announcements is a tool commonly made into a link on the Course Menu.
   - **E.** Web Link – a link to an external web site.
   - **F.** Course Link – a link to anything within the course.
   - **G.** Subheader – depending on the style of the specific menu, a line of text or a button that provides a title for a subdivision of the menu.
   - **H.** Divider – a horizontal line providing a visual division of the Course Menu.

6. Once the type of menu item is selected, fill in the information requested in the small window that appears over the Course Menu.

7. Be sure to click the box for **Available to Users** if the link should be accessible to students.

**NOTE:** Students are not able to see links denoted with a shaded gray box to the right:

**NOTE:** Menu links for Content Area pages will be automatically denoted by a shaded gray box, and thus invisible to students, until the page contains some type of content.

8. Click **Submit** to save and add the new link to the menu.

**NOTE:** New menu links are automatically added to the bottom of the menu; just use the drag-n-drop feature to implement the desired placement.