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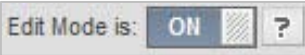
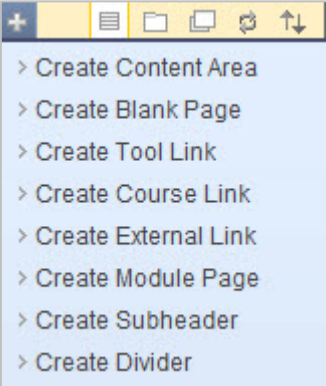
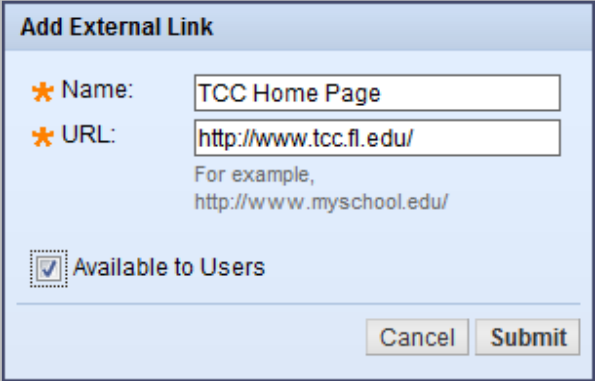

Manage Course Menu

The Course Menu appears on the left side of your course window. It is the cornerstone for the organization and navigation of your course. You create links on the Course Menu to present tools and materials to users. You can customize its appearance and order the links.

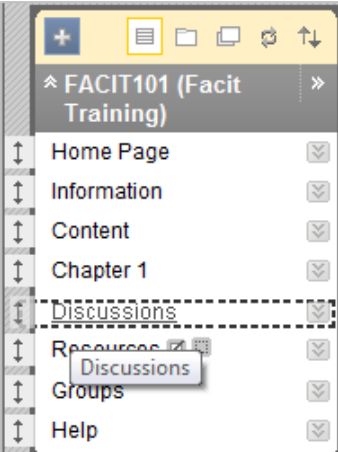

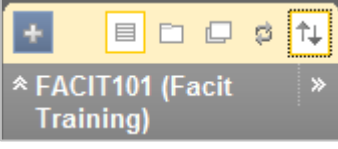

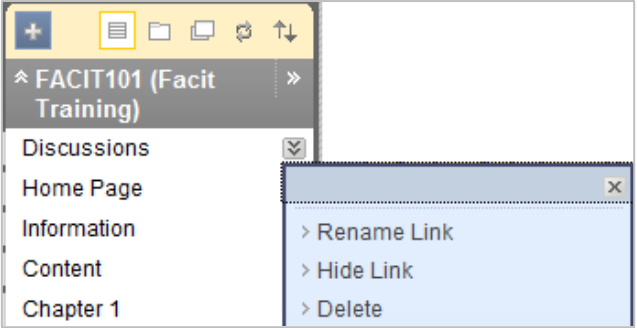

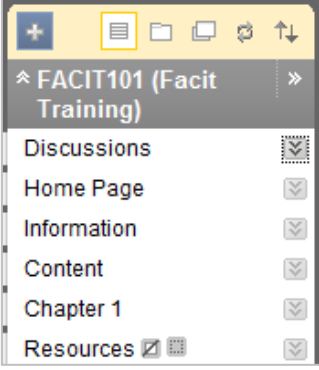
Two views may be made available to users. If available, users can view the Course Menu links in either view:

- **List View:** Displays only the top-level of course materials. Links can appear as buttons or text.
- **Folder View:** Displays the full course material hierarchy as seen in the Course Map. This includes all folders and the content within them.

Create Links on the Course Menu


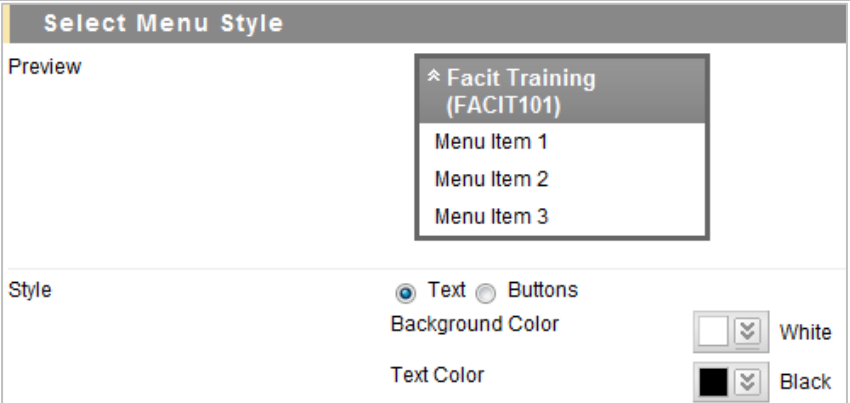
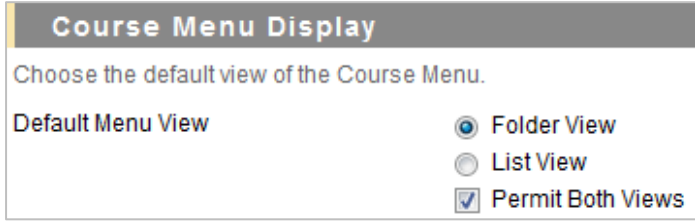
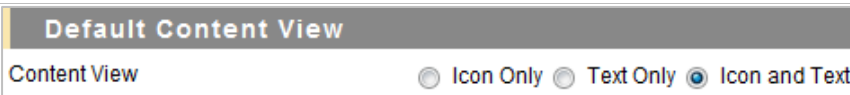
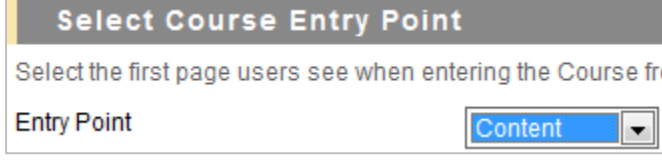
Step 1	Ensure Edit Mode is ON	
Step 2	Point to the plus sign above the Course Menu. The Add Menu Item drop-down list appears. Select the type of content to create.	
Step 3	Type a Name for the link. Complete any other required boxes, such as URL for External Link . Select the Available to Users check box to enable users to see the link on the Course Menu. You can create content ahead of time, make it unavailable, and then make it available at the appropriate time.	
Step 4	Click Submit . A link to the new content appears on the Course Menu.	

Reordering and Managing the Links on the Course Menu

<p>Step 1</p>	<p>Use the drag-and-drop function to reorder Course Menu links.</p>	 <p>A screenshot of the Blackboard Course Menu for 'FACIT101 (Facit Training)'. The menu items are: Home Page, Information, Content, Chapter 1, Discussions, Resources, Groups, and Help. The 'Discussions' link is highlighted with a dashed border, and a mouse cursor is positioned over it, indicating a drag-and-drop action.</p>
<p>Step 2</p>	<p>Alternatively, use the Keyboard Accessible Reordering tool () to reorder the links.</p>	 <p>A screenshot of the Blackboard Course Menu for 'FACIT101 (Facit Training)'. The 'Keyboard Accessible Reordering' icon (a square with a double-headed arrow) is highlighted with a dashed border.</p>
<p>Step 3</p>	<p>Click a link's Action Link () and select Rename Link to change its title. Select Hide Link to make it unavailable to students. Click Show Link to make it available to students. If you Delete a Content Area, all content items within it are also permanently deleted. This action is final.</p>	 <p>A screenshot of the Blackboard Course Menu for 'FACIT101 (Facit Training)'. The 'Discussions' link is selected, and its action menu is open, showing options: > Rename Link, > Hide Link, and > Delete.</p>
<p>Step 4</p>	<p>With Edit Mode set to ON, an unavailable link title appears with a square with a diagonal line through it (). Students do not see the link on the Course Menu.</p>	 <p>A screenshot of the Blackboard Course Menu for 'FACIT101 (Facit Training)'. The 'Discussions' link is now hidden, indicated by a square with a diagonal line through it next to the link name.</p>

How to Set Up Menu Display Options for the Course Menu

You can choose whether only Folder View, only List View, or both are available. To change the default view of the Course Menu:

Step 1	On the Control Panel, expand the Customization section. Select Style .	
Step 2	Select Menu Style: Select text or buttons for Menu Items and select the color customization options available.	
Step 3	On the Style page, select the Default Menu View option in the Course Menu Display section. Options include Folder View , List View , or Permit Both Views .	
Step 4	Default Content View: Select how you want your content to appear within the course. Options include Icon Only , Text Only , or Icon and Text .	
Step 5	Select Course Entry Point: Select the first page users see when entering the Course from the list below. If the Course Entry Point is changed, the Instructor must refresh the browser to view the change.	
Step 6	Select Banner: Optionally, select a banner to display at the top of the course's entry point page. Browse for a file to attach.	