

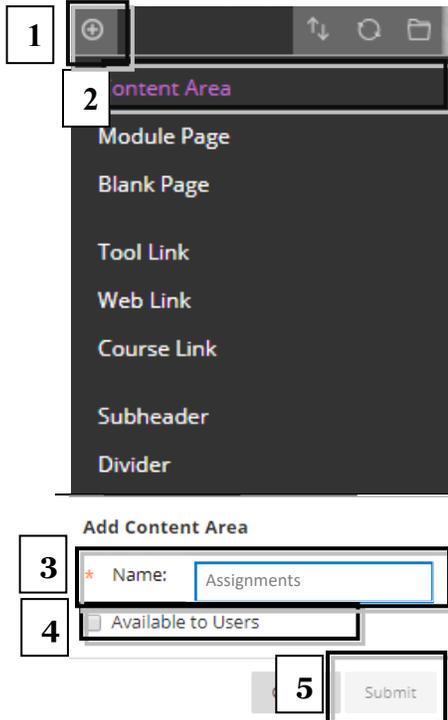
# Edit the Course Menu

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## Menu Links

- **Content Links** organize course materials. There are several Content Area options (Assignments, Course Documents, and Syllabus), already on the menu. However, instructors can add specific links to suit their needs.
- **Module Page** creates individual modules including can be tools, grades, alerts, and tasks.
- **Blank Page** allows you to include files, images, and text as links on the course menu.
- **Web Link** creates a link to a URL to provide quick access to a resource on the internet. The link will open within the Blackboard page, or in a new window.
- **Course Links** directly link a Course Menu item to a specific Content Area or Course Tool. For example, the instructor can create a direct link to an assignment.
- **Tool Links** Give students access to all available course tools on a single page. Add commonly used course tools to the course menu for easy access.
- **A Sub header** is unlinked text. You can group related links under a sub header to help users find information quickly.
- **A Divider** is a line that visually divides the course menu to help users find information quickly. After you create it, you can move it to the appropriate position.

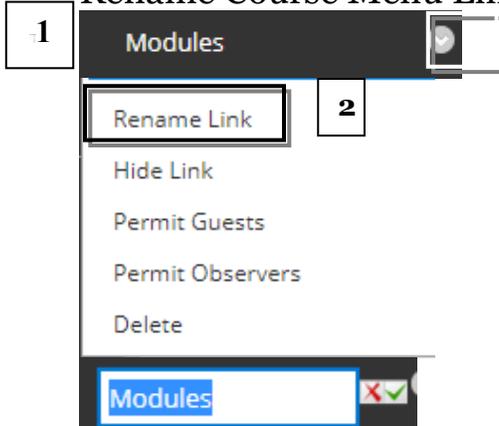
## Add a Menu Link



1. Click the **Create Button**  on the Course Menu
2. Choose a link from the dropdown list. In this case, choose **Create Content Area**
3. The **Add Content Area Window** opens. Name the **Content Area**
4. Click the **Available to Users checkbox**. The content will appear on the content menu. This box can be left unchecked until the instructor is ready to use it.
5. Click **Submit**.

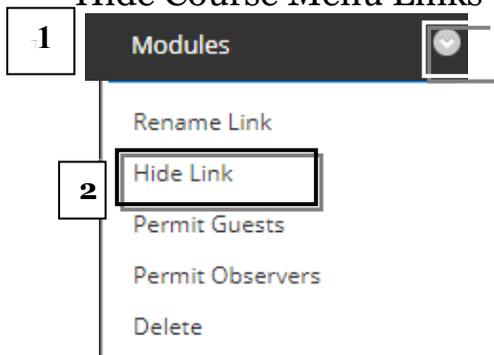
## Edit Menu Links

### Rename Course Menu Links



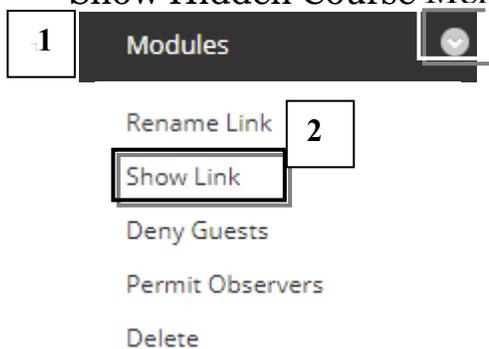
1. With the *Edit Mode ON*, choose a link, and click the *Action Button* to show the Edit Menu.
2. Choose **Rename Link**.
3. Type the **new name**
4. Click the **✓** to verify or the **X** to quit

### Hide Course Menu Links



1. Choose a link and click the **Action Button** to show the **Edit Menu**.
2. Choose **Hide Link**.
3. Blackboard will refresh, and the **Hidden Link Icon**  will appear next to the link.

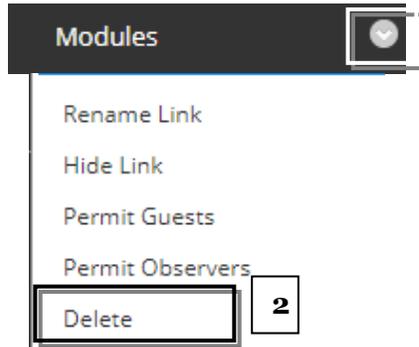
### Show Hidden Course Menu Links



1. Choose the Menu Item with the **Hidden Link Icon**. Click the **Action Button** to show the **Edit Menu**.
2. Click **Show Link**. The link will re-appear on the menu when the Edit Mode is turned **OFF**.

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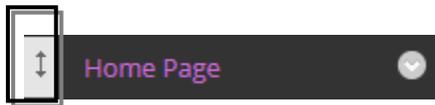
## Delete Course Menu Links



1. Choose a link, and click the **Action Button**  to show the **Edit Menu**.
2. Choose **Delete**.
3. Click **Delete** on the *are you sure?* menu
4. Click **Delete** on the *action is permanent* menu

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## Reorder the Course Menu



1. Choose a Course Menu item by clicking the **Drag and Drop icon**. 
2. Drag the item to the desired location, and release

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## Refresh the Course Menu



1. Click the **Refresh Icon**  to show any changes made to the Course Entry Page or the Course Menu without leaving the page.