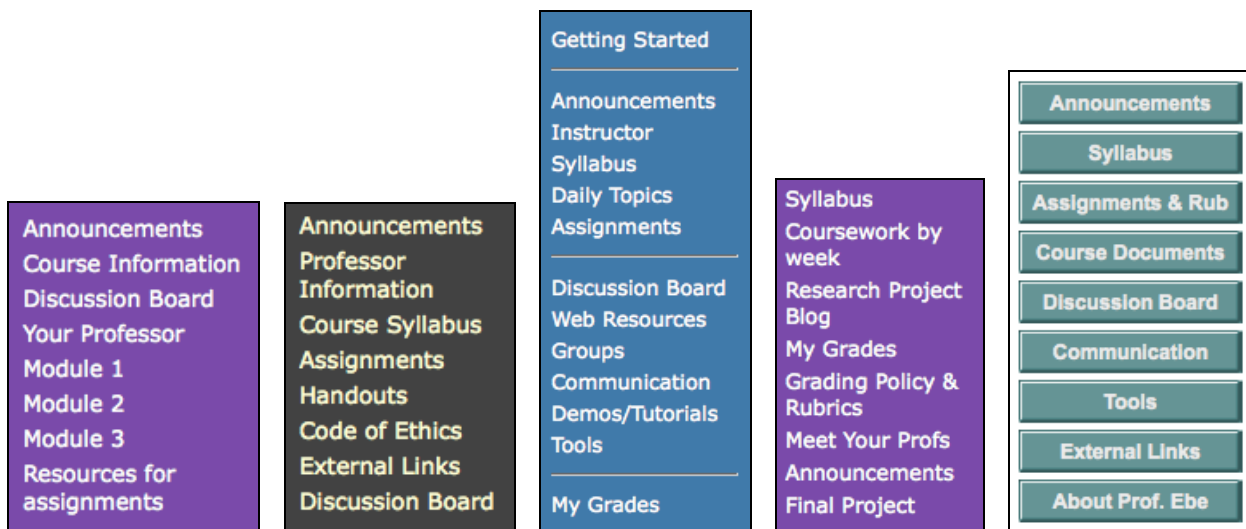
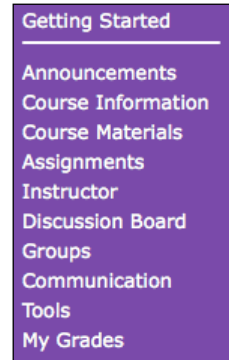


Customizing the Navigation Menu

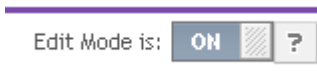
New course shells in Blackboard all start out with the same navigation menu. You can customize this navigation menu to give your Blackboard course site a unique look and feel and to make it easier for students to find their way around.


The following are some course navigation menus created by CUNY faculty:

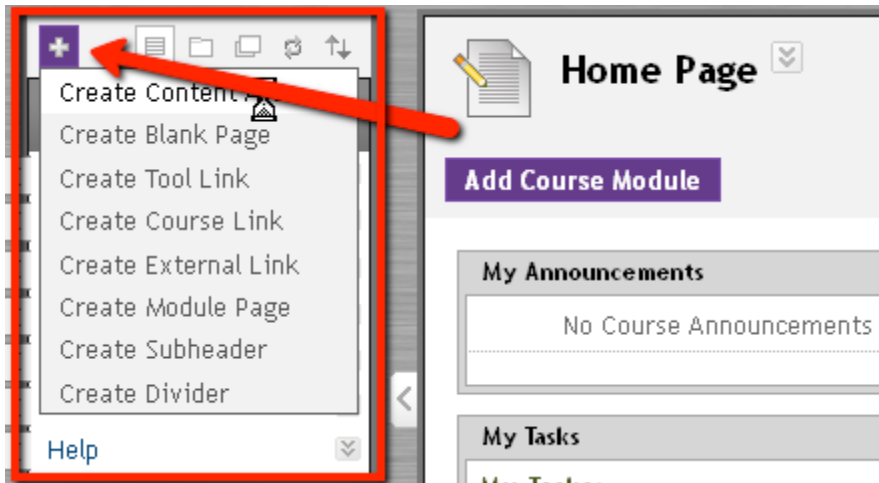


Adding New Items to the Navigation Menu

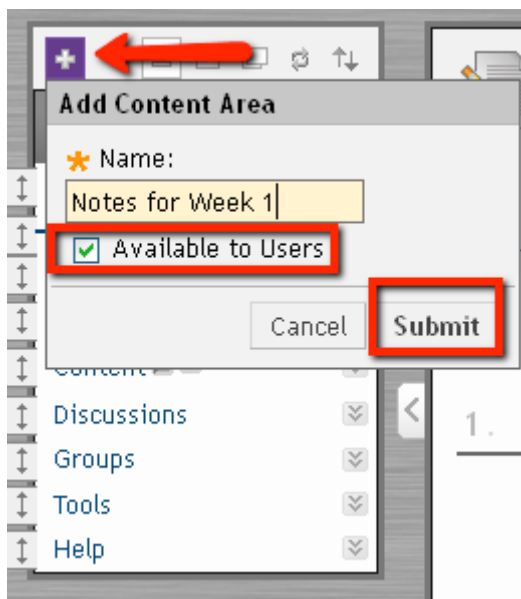
1. Ensure that you are in **Edit Mode**, located on the upper right-hand side of your screen.




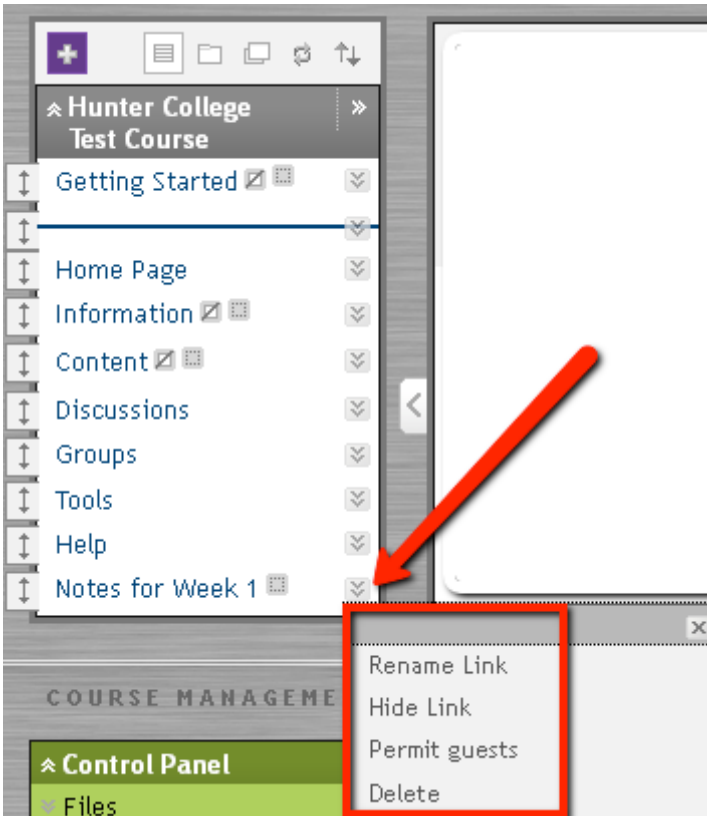
2. Click on the **Add** button  in the **Course Menu**.



3. Choose the type of item you wish to add to the navigation menu. You can select from the eight types of items shown above.
4. Enter a **Name** for the menu item.
5. Select the **Available to Users** checkbox, and click **Submit**.




- Once you created a course menu item, you can easily modify its properties by clicking on the action arrow .



Rename Link: Change the **Name** of the Content Area item and click the

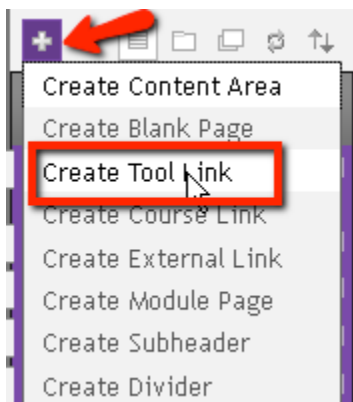
check mark icon .

Hide Link: Click to make the Content Area available or unavailable. An icon appears when the Content Area is unavailable .

Permit Guests: Click the **Permit Guests** link.

Delete: Click to delete the Content Area. A confirmation window appears to verify the deletion.

- A **Tool Link** links directly to Blackboard tools such as the **Discussion Board** or **Email**. Select from the drop-down menu the tool that you wish to link to.

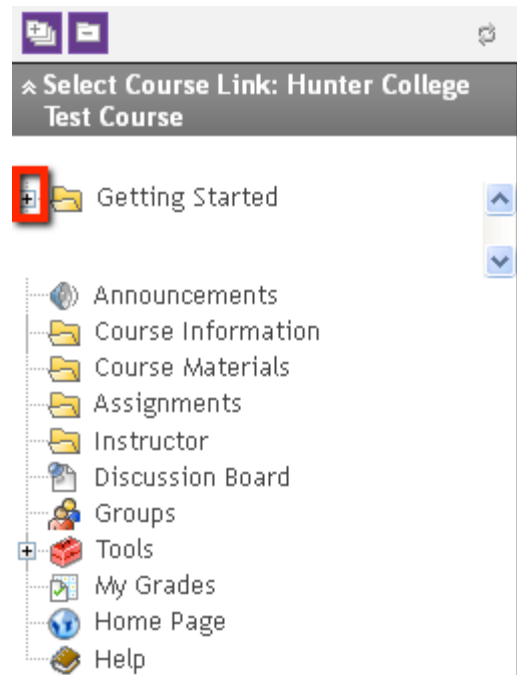


Enter a **Name**.

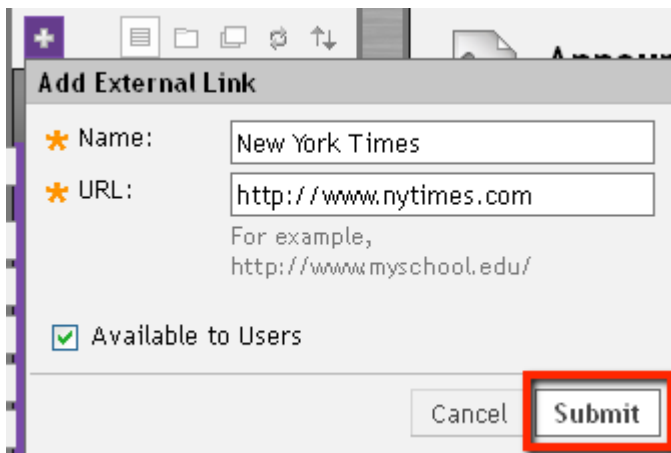
Select the **Type** of Tool from the drop-down list.

Click **Available to Users**.

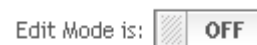
- A **Course Link** creates a link directly to a specific location within the course site. When you click **browse** to locate specific content, a course map will appear. Click on the **+** icon to expand and the **-** icon to collapse sections of the course. Select the folder or item that you wish to create a link to by clicking on it.



- An **External Link** links to a web address outside the current Blackboard course. Enter a name and a web address in the URL field.



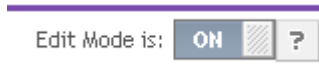
6. Once you have chosen a name and other item properties, click **Submit**. The new navigation item will be added to the end of the list of the existing course menu items. To see the updated navigation menu from student perspective, change the edit mode. Click on the **Edit Mode ON** button, located on the upper right-hand of your screen.



Changing the Order in which Items Appear in the Navigation Menu

When designing your course site, you may want to place important items near the top of the navigation menu or group related items together. To change the order in which items appear in the navigation menu

1. Ensure that you are in **Edit Mode**, located on the upper right-hand side of your screen.



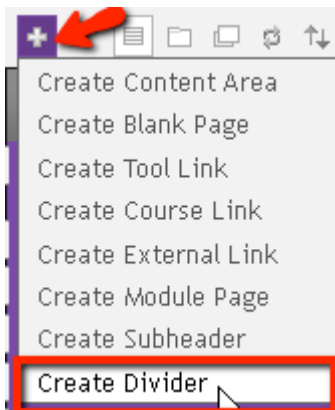
2. Hover your mouse pointer over the double-sided arrow next to the item name. Left click and hold down while you drag the item either up or down. You will notice a dotted box will highlight the location as to where the item will be placed.

Adding a Divider Bar to the Navigation Menu

If you have many items in the navigation menu, you may want to separate the menu into sections.

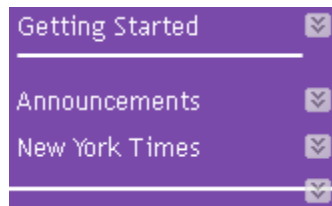
To add a separator bar:

1. Go to the **Add Menu Item**  and click to see options.



2. Select **Create Divider** from the menu.


Example:

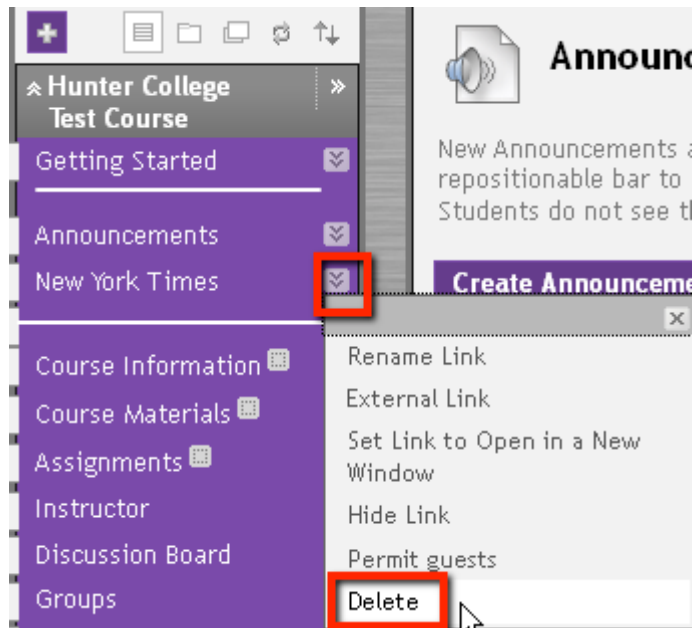


Deleting Items from the Navigation Menu

It is generally a good idea to remove unused items from the navigation menu.

To delete navigation items:

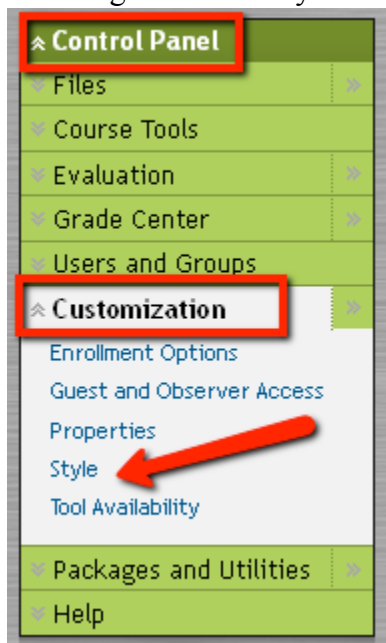
1. Go to the **Menu item options** and click on the double arrow .
2. Click on the **Delete** button to delete the item.



Changing the Style of the Navigation Menu

You can change the color and style of the items in the navigation menu. Changing the style of your course menu can make it easier for you and your students to quickly identify which course is being viewed.

To change the menu style:



1. Enter your Blackboard course and access the **Control Panel**.
2. Under the **Customization link** section click on the **Style** link.
3. The **Style** page will now allow you to make some modifications to your course.
4. Select either text or buttons for the navigation menu style.

5. If you have selected **Text**, then you can click on the **Pick** buttons to select colors for background and the text of the menu. A color palette will appear allowing you to click to choose the color you prefer.

The screenshot shows the 'Style' settings interface. On the left, there is a 'Style' section with a pencil icon and a description: 'The Style settings control how the Course appears to users. Settings and how content items appear in folders. In addition, a banner menu can be customized. For more information, see [More Help](#).' Below this is a section titled '1. SELECT MENU STYLE' with a 'Preview' area showing a navigation menu for 'Hunter College Test Course (Huntr_testcourse_106)' with three items: 'Menu Item 1', 'Menu Item 2', and 'Menu Item 3'. At the bottom of the preview area, there are radio buttons for 'Text' (selected) and 'Buttons'. On the right, a 'Select a swatch color' dialog is open. It has a 'Color value' field with '#663399', 'Preview' and 'Skip' buttons, and a color palette grid. Below the grid is a 'Color Preview' area showing a purple swatch with the text 'Aa Bb Dark Dull Violet (#663399)'. At the bottom of the dialog are 'Cancel' and 'Apply' buttons.

If you have chosen **Buttons**, then you can select their type, shape and style.

Text Buttons

The screenshot shows the 'Button Library' interface. At the top, there are dropdown menus for 'Button Type' (set to 'Solid') and 'Button Shape' (set to 'Rectangular'), followed by a 'Button Color' input field and a 'Search' button. Below these are 18 button style options arranged in a 6x3 grid. The first two rows are labeled 'Brown 01' through 'Brown 09', and the last two rows are labeled 'Blue 01' through 'Blue 06'. Each button has a unique color and shape combination. A vertical scrollbar is visible on the right side of the grid.

As you make your menu style choices, we recommend that you consider individuals with limited vision and color-blindness and use colors combinations that contrast strongly and display the text clearly. We suggest that you choose legibility over sophisticated design and keep in mind that what displays well on your computer monitor may change when shown through a projection system in a classroom.

Created by Hunter College – ICIT Department