

## **WHY WOULD YOU USE THIS FEATURE?**

Instructors can use the Manage Course Menu option to add or hide buttons, course areas, and tools, and to rename buttons. Managing your menu adds a personal touch to your Blackboard class.

## **HOW DO I MAKE CHANGES TO MY COURSE MENU?**

- Access your course and click on Control Panel
- Click Manage Course Menu under Course Options in the bottom left side of the Control Panel
- **To rename a button**, select Modify on the right side of the page. Type a new button name in the Name field. Be sure to check the box for Available for Student/Participant users. Click Submit.
- **To hide a button from students**, select Modify for the button you wish to hide and uncheck the button next to Available for Student/Participant users. By modifying this area you can always turn the button back on at any time.
- **To add a Content Area, Tool Link, Course Link or External Link**, select Add that area from the top Blackboard tool bar. Choose from the drop down menu or type your own name, if possible. Be sure to check the box for Available for Student/Participant users. Click Submit.
  - a. **Content Area** – allows you to create a new content areas, such as Handouts
  - b. **Tool Link** – allows you to link to areas, such as communications, discussion board or grades for this course
  - c. **Course Link** – allows you to link directly to any part of your Blackboard course
  - d. **External Link** – allows you to add a URL (web site address)
- Be sure to remove functions of the course you won't be using. For example, to remove the Digital Drop Box, select Modify to the right of Tools and enable or disable any of the functions listed. To remove the discussion forums or chat features, select Modify to the right of Communication and enable or disable any of the functions listed.

## **POTENTIAL ISSUES FOR STUDENTS**

If numerous links are created throughout your course, students may get lost. Be consistent with your links. If you link from the Assignments area to Discussion Board one time, continue to do it every time.

It is important to name areas with obvious labels. Remember to keep is simple for the students.