

OVERVIEW

The **Manage Course Menu** feature allows instructors to customize their Blackboard course. Instructors can create a navigation menu specifically for each course with titles and functions of their choice. This feature creates additional content areas and adds tool functions to the navigation menu. Instructors can rename any of the navigation buttons/links. You can also modify or remove existing areas of the course menu by clicking on the modify or remove buttons next to each heading. However, The titles you enter should not be more than 18 characters long.

ADDING NAVIGATION BUTTONS

1. Click on the "Control Panel" button.
2. Under **Course Options** click on "Manage Course Menu".
3. Click on one of the **Add** icons in the gray bar at the top of the page and complete the online form.
 - o To Add a **Content Area**:
 - a. Click on the **Add Content Area** icon.
 - b. Choose a name from the pull-down list, or type one of your own into the **Area Name** field.
 - c. Scroll down to the bottom of the page and click the **Submit** button.
 - o Add **Tool Area**:
 - a. Click on the **Add Tool Area** icon.
 - b. Choose a tool type from the pull-down list.
 - c. Scroll down to the bottom of the page and click the **Submit** button.
 - o Add **Course Link**:
 - a. Click on the **Add Course** link icon.
 - b. Type a name into the **Area Name** field.
 - c. Click on the Browse button to browse for the link.
 - d. Scroll down to the bottom of the page and click the **Submit** button.
 - o Add External Link:
 - a. Click on the **Add External Link** icon.
 - b. Type a name into the **Area Name** field.

c. Enter the **URL** (web address, starting with http://...).

c. Scroll down to the bottom of the page and click the **Submit** button

MANAGE TOOLS

The Manage Tools feature allows you to enable or disable the various Tools offered with the Blackboard system. Tools are the additional features that Blackboard offers for students and instructors beyond content delivery, such as email, student homepages, and a gradebook.

1. Click on the "Control Panel" button.
2. Under **Course Options**, click on the "Manage Tools" link.
3. Click on **Tool Availability**.
4. **Uncheck** the Available boxes for the tools you want to make unavailable (disable).
5. Scroll down to the bottom of the page and click the **Submit** button.

COURSE DESIGN

The Course Design feature allows the instructor to customize the look and feel of each course by uploading a course banner, choosing a navigation style (buttons or text), and selecting colors for the navigation area.

1. From the Control Panel:
2. Click the Course Design link in the Course Options section.
3. To change the navigation buttons click the Course Menu Design link
4. Choose whether you want individual navigation buttons or simply text links.
 - a. If you choose buttons, select a color, shape, and style.
 - b. If you choose text, select a background and highlight color.
4. To add a banner to the top of the Announcements:
 - a. Click the Course Banner link.

b. Click the Browse button to navigate to your banner. The banner must have been previously created.

c. To remove a banner, check the Remove this banner box.

5. Scroll down to the bottom of the page and click the Submit button. The course banner must be a .gif or .jpg image. The instructor will need to create this image outside of Blackboard using an image editing program such as Adobe Photoshop or else use an existing image that you have scanned or saved on the computer.