

This **Blackboard Faculty Tutorial** provides instructions on how to customize the course navigation menu.

Click the **Start** button when you are ready to begin.

You may use the playback controls at the bottom of this tutorial to rewind, page back, play, pause, page forward, or exit this tutorial at any time.

The Blackboard course navigation menu can be customized using the **Manage Course Menu** tool located on the Instructor's Control Panel. In this tutorial, we will:

- * change "Course Information" to Course Syllabus
- * change "Course Documents" to Chapter 1
- * add Chapter 2 content area
- * add additional navigational links to the course navigation menu.

Select the **Control Panel** link.

Select the **Manage Course Menu** link.

To change Course Information to Syllabus, click the **Modify** button to the right of Course Information.

A name can be selected from the drop down list or a "customized" name can be entered in the editable text box below the drop down list.

Select the drop down list arrow.

Select the **Syllabus** item.

Click the **Submit** button.

You have now added a content area to the navigation menu on the left side of your course called "Syllabus". The Course Syllabus tutorial will illustrate how to upload your syllabus to Blackboard.

Click the **OK** button to return to the **Manage Course Menu** page.

Item number two is now **Syllabus**.

Course Documents can be modified in order to "chunk" your course content. (For example, your content areas might be Chapter 1, Chapter 2, etc. or Week 1, Week 2, etc.)

Click the **Modify** button.

Enter your "customized" content area name in the editable text box below the drop down list.

Click the **Submit** button.

Click the **OK** button to return to the **Manage Course Menu** page.

To add additional content areas, click the **Content Area** button on the **Add** toolbar.

Enter your "customized" content area name in the editable text box below the drop down list.

Click the **Submit** button.

Click the **OK** button to return to the **Manage Course Menu** page.

The newly added item is now at the bottom of the list. The order of the items in the list can be changed by clicking the number drop down list to the left of the item and choosing the number where you want the item to appear. Blackboard will move the item to the number that you choose and move the other items down one slot.

Select the drop down list arrow for the newly added content area.

Select the number where you want this item to appear.

The newly added item now appears in the sequential order in the navigation menu.

Navigation links can also be created to Blackboard tools such as the Collaboration page, Send email page, My Grades page, etc.

To add a tool link, click the **Tool Link** button on the **Add** toolbar.

Select the drop down list arrow to select the type of tool (e.g. Collaboration).

Select the **Collaboration** item from the list.

Most students don't know to look for "Collaboration" in order to find the "Chat Room". So, let's name this link "Chat Room".

Customize the name of this tool link by typing a new name in the editable text box.

Click the **Submit** button.

Click the **OK** button to return to the **Manage Course Menu** page.

An External Link can be added to the navigation menu. When this link is selected on the navigation menu, the user is taken directly to that URL.

Select the **External Link** button on the **Add** toolbar.

Enter the link name that you want to appear in the navigation menu.

Enter the complete URL (including http://).

Select the **Open in a new window** check box so a new browser will open for this web site.

Click the **Submit** button.

Click the **OK** button to return to the **Manage Course Menu** page.

When you are finished customizing the course menu, click the **OK** button to return to the Instructor's Control Panel.

The **Content Area** now contains links to **Syllabus, Chapter 1, and Chapter 2.**

To view the navigation menu, click the course title in the "bread crumb trail".

The navigation menu now includes: **Syllabus, Chapter 1, Chapter 2, Chat Room, and Steely Library.**

This concludes this tutorial.