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Blackboard Course Design – Don't be Boxed in by Blackboard

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Managing the Course Menu

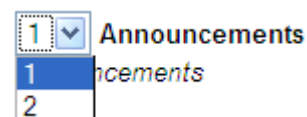
The course menu appears on the left in a Blackboard course space and is used by students to navigate to specific areas of the course. You can add items to the menu as well as reorder, remove, and rename items.

Access the Course Menu

1. Log into your Blackboard course site
2. Proceed into your *Control Panel* and click the **Manage Course Menu** link under the *Course Options* heading


Reorder Menu Items

1. From the drop-down menu to the left of the item you wish to move, select the desired new location spot
2. Repeat for each item you wish to reorder





Remove Menu Items

Note: Removing a content area also removes any content saved under that heading, so back-up any documents you do not wish to lose before removing a menu item that points to a content area.

1. Click the  button to the right of the item you wish to remove
2. Click the **OK** button

Rename Menu Items

1. Click the  button to the right of the menu item you wish to rename
2. In the *Name* field (under the drop down menu), type the new name of your menu item

 **Name**

Assignments

▼

Project

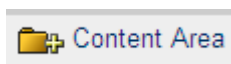
Suggested maximum 18 characters.

3. Click the **Submit** button

Add Menu Items

New Content Area

1. Click




2. From the *Name* drop-down menu to select a new content area

***Name** 

3. If you would like to add a custom title to your content area, type the name of the content area in the text box below the drop-down menu

***Name**



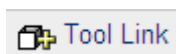
Suggested maximum 18 characters.

4. Use the checkboxes provided to set content area preferences
5. Click the **Submit** button
6. You will see a *Receipt: Success* message. Click the **OK** button
7. Note that the new content area has been added to the bottom of your *Course Menu* list
8. To change the item's order in the list, see the *Reorder Items* section on page 1

Note: To add content to this new area, proceed to your *Control Panel* and click on the new link to your content area under the *Content Areas* heading

Tool Link

1. Click



2. Select the Blackboard Tool (Calendar, Discussion Board, Drop-Box, etc.) you'd like to create a menu link to from the *Type*

Type 

3. Type a title for the Menu Item in the *Name* field (the name can be the same as the tool type)


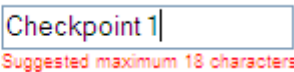
***Name**
Suggested maximum 18 characters.

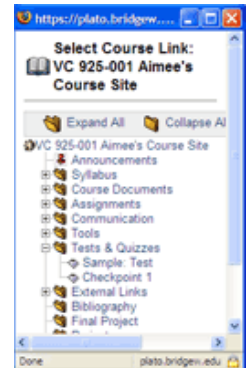
4. Click the **Submit** button
5. You will see a *Receipt: Success* message. Click the **OK** button
6. Note that the new content area has been added to the bottom of your *Course Menu* list
7. To change the item's order in the list, see the *Reorder Items* section on page 1




Blackboard Course Design

Course Link

1. Click  **Course Link** to create a link to an existing area of your Blackboard course or a document within any area of your course
2. Type a title for the link in the *Name* field 
Suggested maximum 18 characters.
3. Click the **Browse** button
4. In the small window that opens, click on the area of the course you wish to link to. **Note:** Any item with the + symbol next to it can be expanded to link to items within that area
5. Use the checkboxes provided to set access preferences
6. Click the **Submit** button
7. You will see a *Receipt: Success* message. Click the **OK** button
8. Note that the new content link has been added to the bottom of your *Course Menu* list
9. To change the item's order in the list, see the *Reorder Items* section on page 1



Add Links

1. Click  **External Link** to add a link to a web site from the menu. For example you may want to add a link to the Maxwell Library
2. Add a name for the link and the link URL in the text boxes provided

*Name

Suggested maximum 18 characters.
Longer names or names that use wide characters
See Course Menu Design under Course

*URL

For example, http://www.myschool.edu/
3. Use the checkboxes provided to set access preferences
4. Click the **Submit** button
5. You will see a *Receipt: Success* message. Click the **OK** button
6. Note the new content link has been added to the bottom of your *Course Menu* list
7. To change the item's order in the list, see the *Reorder Items* section on page 1

Miscellaneous Course Design Features

Creating a Banner

1. Create a course banner using an image-creation program (such as PhotoShop, GIMP, Paint, etc.) or use a free web-based banner creation tool such as <http://www.linuxenvy.com/bprentice/Banners/Banners.html>
2. Proceed into your *Control Panel* and click the **Course Design** link under the *Course Options* heading
3. Click the **Course Banner** link
4. Click the **Browse** button
5. Navigate to the location of your saved banner image file, select it, and click the **OK** button
6. Click the **Submit** button

Changing Your Menu Style

1. Proceed into your *Control Panel* and click the **Course Design** link under the *Course Options* heading
2. Click the **Course Menu Design** link
3. Under the *Select Style Properties* heading, select appropriate patterns and colors for your course menu buttons (Note: To change your *Menu Style* from Buttons to Text, simply click the **Text** radio button)

Creating a Discussion Forum Link in a Content Area

1. To create a direct link to a Discussion Forum within a Course Documents (or any other content area) folder, proceed to the appropriate content area and folder from within your *Control Panel*
2. Click the **Select:** drop-down menu in the upper right-hand corner and select **Discussion Board**
3. Click the **Go** button
4. Click the **Select a Discussion Board forum** option
5. Select a discussion forum from the list that appears (if you haven't set up your discussion forums ahead of time, you'll need to click the **Create new forum** button on this page and follow the appropriate steps)
6. Click the **Next** button
7. Click the **Submit** button