

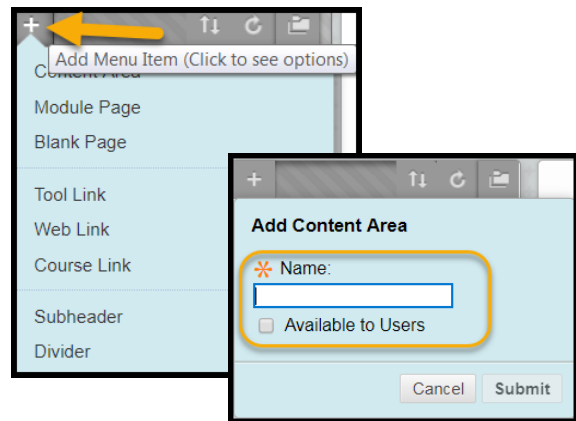
# Customizing the Blackboard Course Menu

## Customizing your Course Menu

Every course is given the default course menu listing in Blackboard unless you have copied over a course from a previous semester. If you want to customize your menu, you can add/remove items, rename links and rearrange the menu listing.

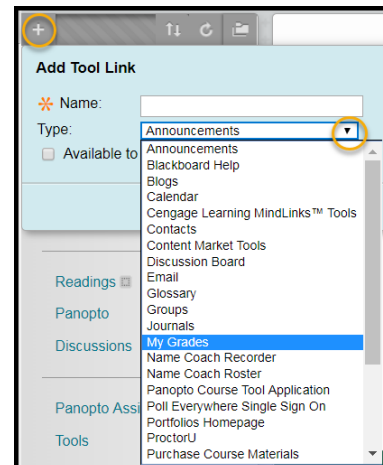
### To add content to your menu:

- Make sure you have the Edit Mode turned “ON”
- Click on the plus icon at the top of your menu options.
- Choose the type of content to be added.
- Make sure to Name the menu area.
- Check Available to Users and Submit.
- New menu item will be placed at the bottom of the menu listing.



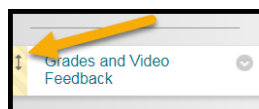
### To add a tool area to your course:

- Make sure you have the Edit Mode turned “ON”
- Click on the plus icon at the top of your menu options.
- Choose the Tool Link from the menu options.
- Select the tool from the drop-down menu listing.
- Make sure to type in a Name and Make Available to Users and Submit.
- New menu item will be placed at the bottom of the menu listing.



## Making Changes to the existing Menu Item

To move menu items on the course menu, use the drag and drop icon on the left of the menu heading.



To make changes to the menu item you can click on the action arrow to:

- Rename the link
- Hide/Show link
- Delete

