

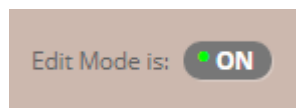
Blackboard "How To's"

Manage Class Menu

Instructors can edit the menu buttons specifically to meet the needs of the participants/students. Having an organized menu will help users to easily access necessary information.

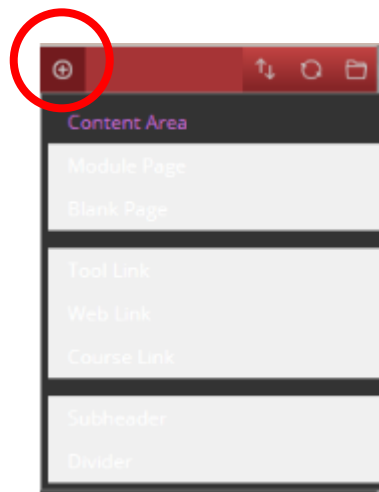
To customize the class menu:

Log into Blackboard and go to your class or school Blackboard course. Make sure **Edit Mode** is turned on. Edit mode is on if you see a green dot.

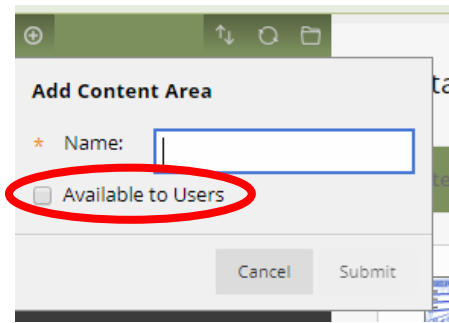


To **create a button/link**, click the plus button in the top left-hand corner to see a list of items that can be created:

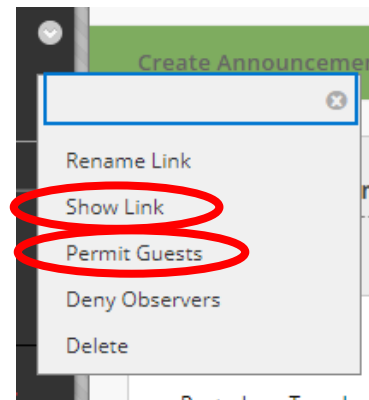
- **Create Content Area** – used to create a button for uploading documents and other content items.
- **Create Blank Page** – used to create a blank page to add content.
- **Create Tool Link** – used to create a shortcut to any items under the Tools section such as discussion board, groups, or a blog.
- **Create Course Link** – used to create a button for quick access to a file that may be inside of a folder.
- **Create Web Link** – used to create a button to add URL/website links.
- **Create Module Page** – used to create a homepage within a course.
- **Create Subheader** – used to add text under a button but will not create a link.
- **Create Divider** – used to insert a divider between buttons.



When creating a new menu button, you must give the button a name and select **Available to Users**.



IMPORTANT: Click on the grey down arrow and select **Permit Guest** and **Show Link** for users to be able to see the new menu button.

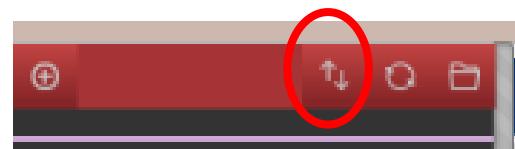
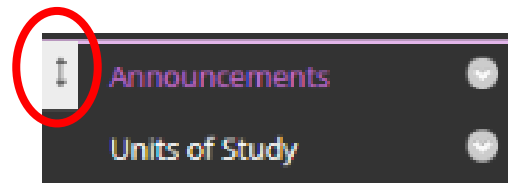


To reorder class menu buttons/links:

- Use your **mouse** to hover over the up and down arrows to the left of a menu item until the arrows appear then drag and drop to the position desired.

Or

- Use the **keyboard link** in the top right-hand corner above the buttons to reorder your menu items.
- Click on the item and use the up and down arrow buttons to move the item.
- Click **Submit** when done.



To rename, hide, or delete a button:

- Click on the grey down arrow on the right side of a menu item to see a list of options.
- Options include:
 - Rename Link
 - Hide Link
 - Deny Guests
 - Delete

