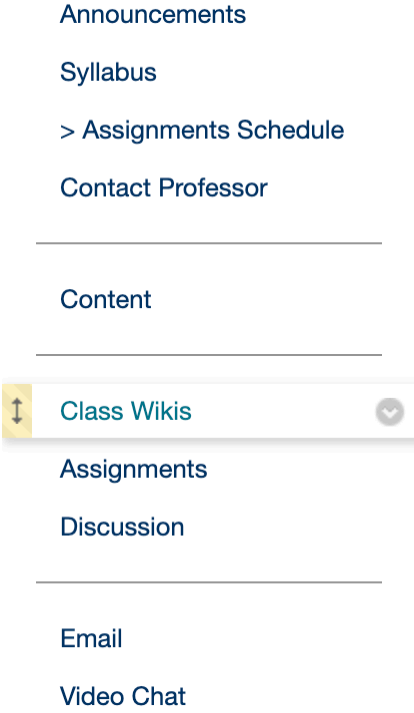




Customize Course Menu

- No matter your discipline, in any class, a professor has to do three primary things: put information, materials, and experiences out to students; gather information and assignments back from students; and communicate with students. This might provide one way to organize your course menu.

- Provide information and materials to students: announcements, syllabus, contact professor, content, etc.
- Make spaces where students submit materials: e.g., discussion, assignments, quizzes/exams, wikis, journals.
- Communicate: email, office hours, live video chat, etc.



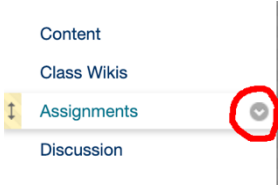
This is just *one* way to organize your class, by course tools/features. You can organize it other ways too, of course. Your class website is preset with items in your course menu at left. But you can move, rename, delete, and add other items as needed for each of your classes.

To move a menu item

- Hover your cursor to the left of the menu item you wish to move. You'll see a small up-down arrow appear against a yellow background, as shown in the image above.
- Click and hold your click, then drag the menu item up or down to the desired location.

To rename a menu item

- Hover your cursor over the name of the menu item you wish to rename.
- Click the drop-down arrow and select Rename.
- Type your new name—one that will make sense to students—and hit enter or click the little green check mark.



To delete a menu item

- It's advisable to delete any items that you know you will not use in your class. A clean, simple design is best for students, especially those unfamiliar with Blackboard.

For instance, if you're not going to use the Contact Professor feature, a student completely unfamiliar with Blackboard might keep clicking on it, thinking it'll help them contact you. Or if you assign essay exams and plan to have students submit those in the Assignments area, consider deleting Quizzes/Exams (if you're not going to use it for other things). Again, a student might click that link, see nothing, then email you to say they don't know where to submit their exam.

1. Hover your cursor over the name of the menu item you wish to delete.
2. Click the drop-down arrow and select Delete.
3. In the warning boxes that appear, click Delete.

To add a menu item

1. At the top left of your course menu, above your course name and section, click the + symbol.
2. Select the type of menu item you need: Tool Link, Web Link, Course Link, Content Area or page, or even an additional divider or subheader.
3. Complete the screen provided.

For example, to add a Tool Link, use the drop-down menu to select a Blackboard tool, such as Blackboard Collaborate Ultra.

Give it a name that would make sense to your students, such as Office Hours (if using Collaborate just for office hours), or Live Video Chat, or Live Lectures.

4. Check Available to Users.
5. Click Submit. Blackboard will add this to the bottom of your course menu, but you can move it up if you'd like.

