

Customizing the Course Menu

All course shells come with text links on a blue background, but you may change the course menu to give a personalized flair or to make your menu more structured. Blackboard allows you to customize the course menu with your own wording, order, colors and styles.

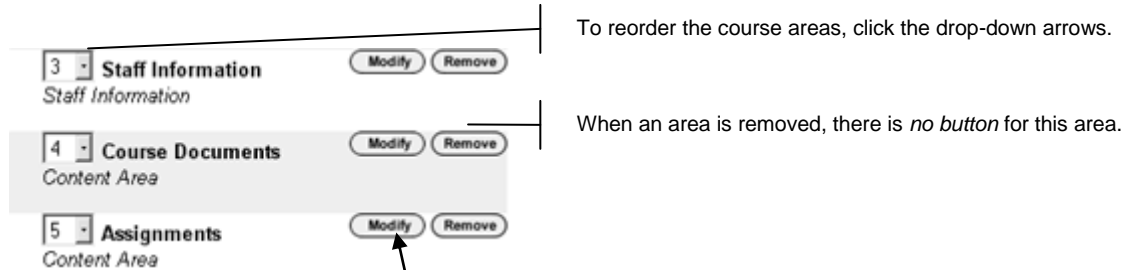
Part A: Rewording and Reordering the Course Menu

Step 1: Click the **Control Panel** link in the gray Tools box.

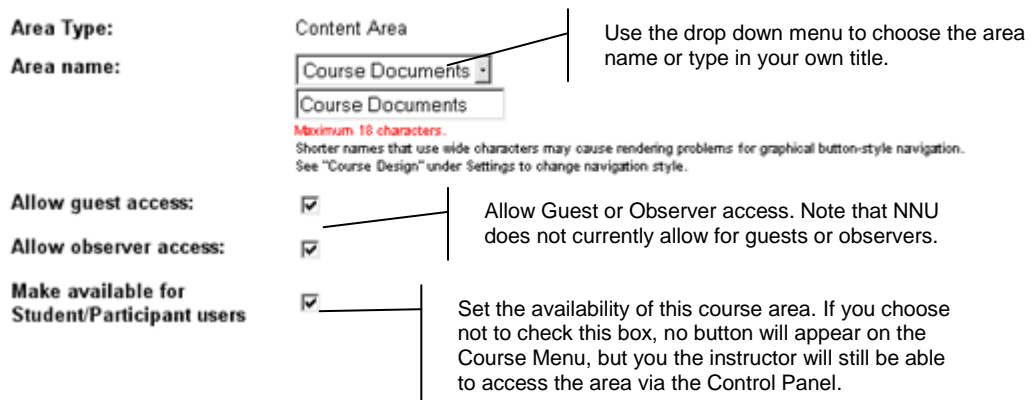
Step 2: Click **Manage Course Menu** in the *Course Options* area of the Control Panel.



Step 3: To Reorder or Remove the current areas --



Step 4: To Modify the current areas, click Modify --



Step 5: To Add a new area, click the desired type of area and then follow the directions from Step 4 --



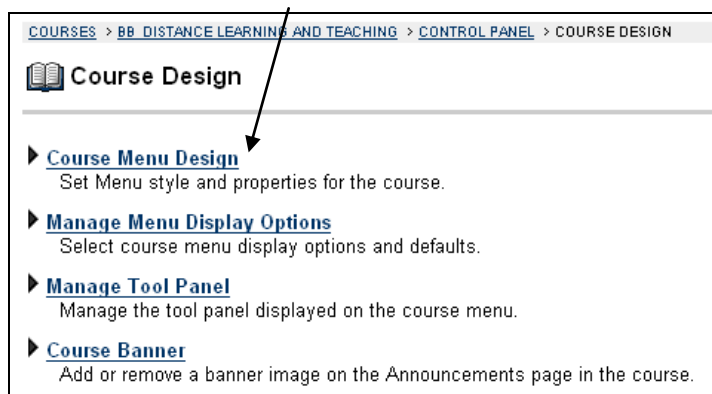
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Part B: Personalizing the Colors and Links

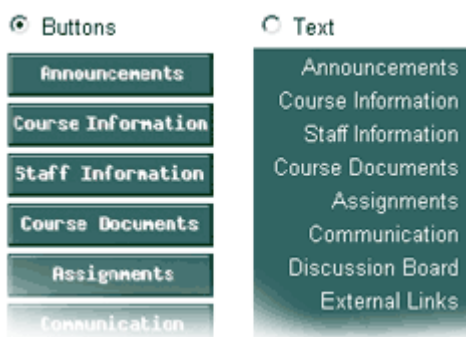
Step 1: From the Control Panel, click **Course Design** in the *Course Images* area.



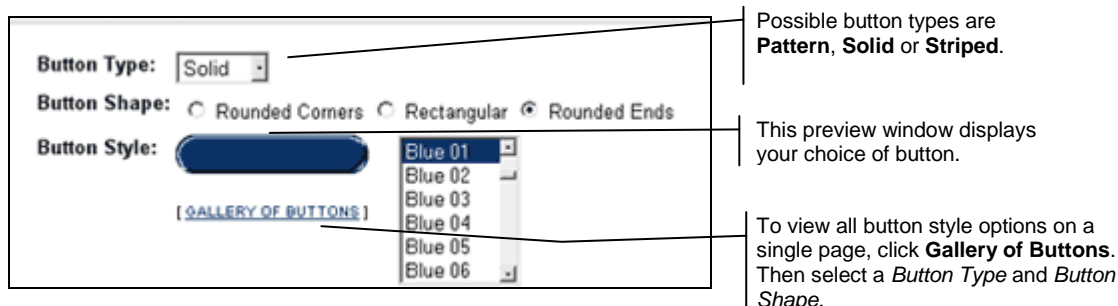
Step 2: Click **Course Menu Design**.



Step 3: Select from the navigation options of: **Button (Step 4A)** or **Text (Step 4B)** for the look of the course menu (left-side navigation panel).

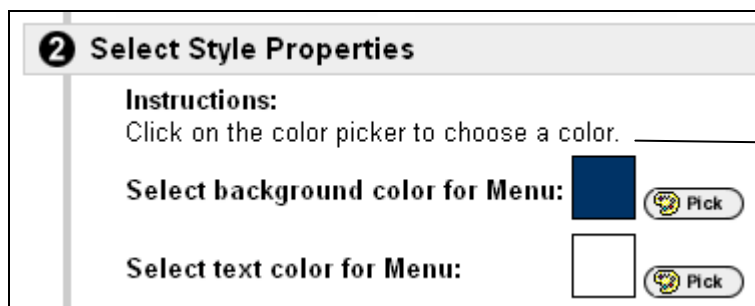


Step 4A: If you chose Buttons, select from the button options of **Button Type**, **Button Shape** and **Button Style** in the *Select Style Properties* area.



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Step 4B: If you chose Text, select from the text options of Background Color and Text Color in the Select Style Properties area.



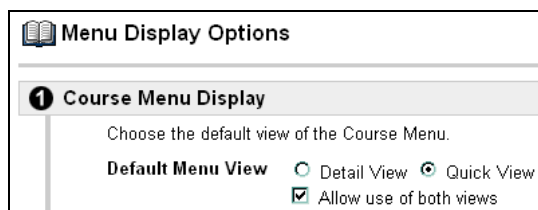
When choosing, it is best to stick to contrasting colors without using a pure red or a pure green so that those who are color blind will not have difficulty.

Step 5: Click **Submit**.

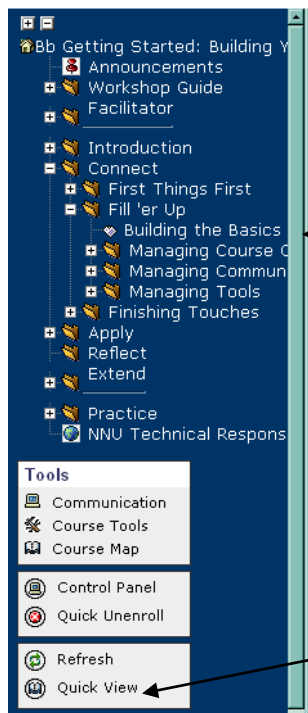
Part C: Choosing How the Menu Displays

Step 1: From the Course Design menu, click **Manage Menu Display Options**.

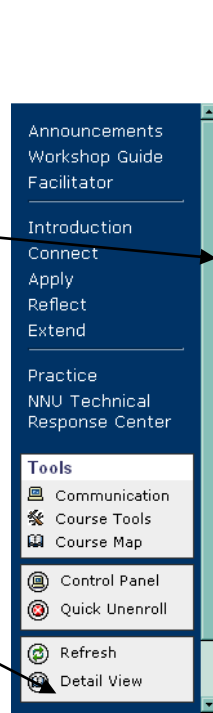
Step 2: Select either **Detail View** (an outline format) or **Quick View** (the topmost links as buttons or text). For the benefit of students who may have varying preferences, it is recommended that you allow use of both views. The default setting systemwide is the Quick View.



Detail View



Quick View



Note that you can pull the scrollbar to the right for easier viewing of the menu. Just hover until you see small arrows, then click and drag.

If you allow both views, users may choose which view by clicking the toggle at bottom.

Step 3: Click **Submit**.