

MANAGING YOUR COURSE MENU

New items can be created on your course menu and current items can be deleted or modified.

Select the plus sign to add one of the following menu items:

Content Area: A blank area where you wish to add course content (e.g., Assignments, Exams, Lessons, Course Materials, etc.)

Module Page: Create a module page and choose the individual modules to include. The modules can be tools, such as a calculator, or the modules can display information, such as grades, alerts, and tasks.

Blank Page: Creates a direct link to a blank page where you can add any content item (e.g. PowerPoint, Journal Article, etc.). The description will not be displayed.

Tool Link: Creates a direct link to any tool within the Blackboard course (e.g. Discussion Board, Announcements, Wikis, Pearson MyMath Lab, etc.)

Web Link: Creates a direct link to any website outside of Blackboard

Course Link: Creates a direct link to content previously existing in the course (e.g. Final Exam that is currently available in your course)

Subheader: An inactive link that allows you to divide your content area into sections

Divider: A line that divides menu buttons into groups

To **edit** any existing Course Menu item, click the item's contextual menu (gray arrow). You will have the option to Rename Link, Hide Link, or Delete Link

