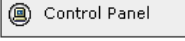


How do I Add a Menu Item to My Course?

Not only can you change your menu's look and design, but you can also change the names of the menu items and add special menu item types. This section will walk you through customizing your menu items.

1. While in your Blackboard Course, click  .

2. Click on the Manage Course Menu Link.



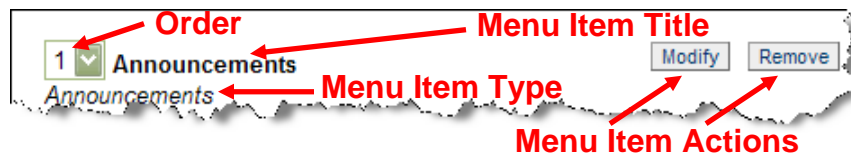
3. This is the current view of your course's main menu. There are 4 different kinds of menu items you can create:

- Content Area:** Add documents, text, and various special resources like assessments. This is generally the type of area you will be creating.
- Tool Areas:** Add course tools like Staff Information, Communications, or Discussion boards.
- Course Link:** Add a menu item that links to a specific area within your course site.
- External Link:** Add a menu item that links to an external website.



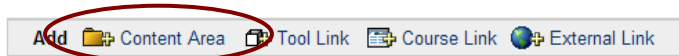
4. Every menu item has 4 details that are listed:

- Order:** The order that the menu items display in your course menu area.
- Menu Item Title:** The title of the menu item displayed in your course menu area.
- Menu Item Type:** The type of menu item is covered in #3 above.
- Menu Item Actions:** These buttons will allow you to modify or remove the menu item.

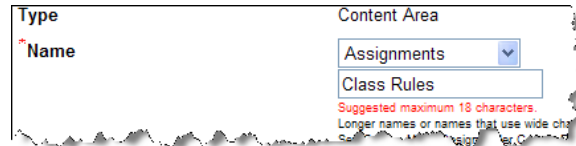


Adding a New Menu Item

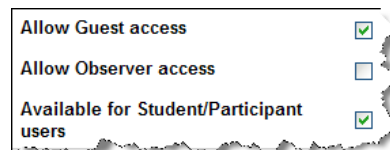
1. Click the Add Content Area Button.



2. Select a name from the drop down menu or type in your own name. In this case, "Class Rules" has been typed in as a custom name for the menu item.



3. Now click the checkboxes that correspond with the level of access you want to provide to this menu item. You can allow guests, observers (unused so it doesn't matter what you select) or Student/Participant users. Checking the boxes allows those groups to access this menu item, and un-checking the boxes revokes access rights.



4. Click  .
5. Click  .

Access Tip



Creating menus only the instructor can see is easy! Just uncheck all of the access checkboxes and you'll have an area of your course that is just for instructors. This is particularly useful if you have documents you want to be able to access online, but don't necessarily want your students or guests to be able to see.

Menu Tips



1. Keep it Simple! Buttons can only contain so much text. Try to keep your button names short or else the text will run off the buttons.
2. Keep it Secret! Remember that this is an internet website, so it is subject to all the rules and regulations about sharing student data that any other WCPSS website would be required to follow. Don't post student pictures, names, or contact information. Safety first!
3. Keep it Easy! It is very easy to build a site that is categorized beyond usefulness. Keep Menu Items & folders to a minimum so that your users can quickly and easily access important site information!