How Do I Customize the Course Menu Items?

You can add items on the Course Menu that provide direct access to items; e.g., Wimba Classroom; Email, or create your own title.

1. Login to your Blackboard course; make sure Edit Mode is “ON”
2. Above the Course Menu click the Add icon (+), a listing of menu options opens
3. Type in a name for the item (required); some items, such as Tool Link, provide a drop-down arrow to select additional options or will ask for additional information.
4. Click checkbox to make “Available to Users” click Submit

Reorder menu list: hover cursor over the ↑ to the left of the menu item and “drag/drop” to new location

Hide a menu item: to make a menu item unavailable click the chevron to the right of the menu item and choose Hide Link

Delete a menu item: click the chevron to the right of the menu item and choose Delete

Change the name of a menu item: click the chevron to the right of the menu item and choose Rename

Change background color of menu item: expand Control Panel; Customization, Style; select Text / Button (change button color by clicking + to the left of Button Library)