
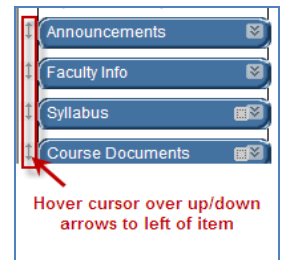


ADD/ORDER MENU ITEMS

Order Menu Items (Drag & Drop)

In previous versions of Blackboard when you wanted to reorder items, you needed to change the numbering of the items. In Blackboard 9 just **point, hold and drag!**

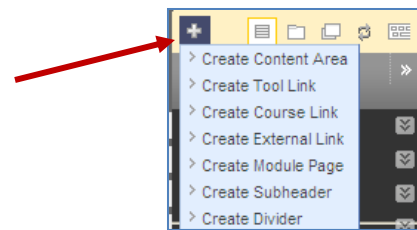
Hover cursor over any up/down arrow to the left of the item until cursor changes to a four-sided pointer.  Hold down the mouse and drag to a new location



Add a New Menu Item

Need to add a new course menu item? Simple!

- Click on the + sign on the course menu
- Select the type of menu item (e.g., *Create Content Area*)
 - Type in a name for the menu item
 - Click checkbox to make “**Available to users**”
 - Click **Submit**



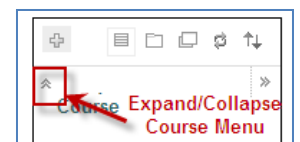
Menu Item Legend

The chevron located to the right of each menu item button allows you to either “**Rename Link**”; “**Hide Link**” from *student view*; or “**Delete**” link



Expand/Collapse Menus

Clicking the chevron to the left of a menu item will either *expand* or *collapse* the menu listing



Collapse/Expand Content Frame

Need to see more of content area frame? Hide the **menu pane**. Click on the *arrowed bracket* located on the left of the content area to **Hide Course Menu** or **Show Course Menu** (**note**: this option is also available for **students** to either *Hide* or *Show* their Course Menu)

