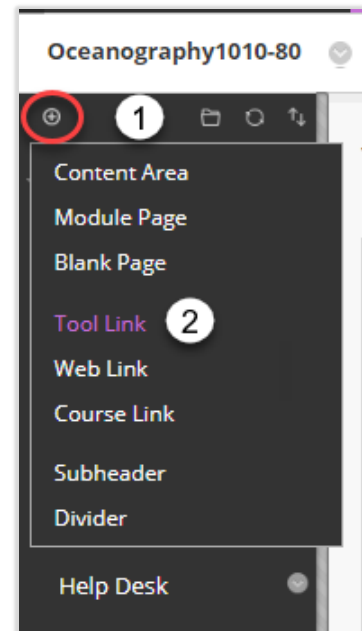




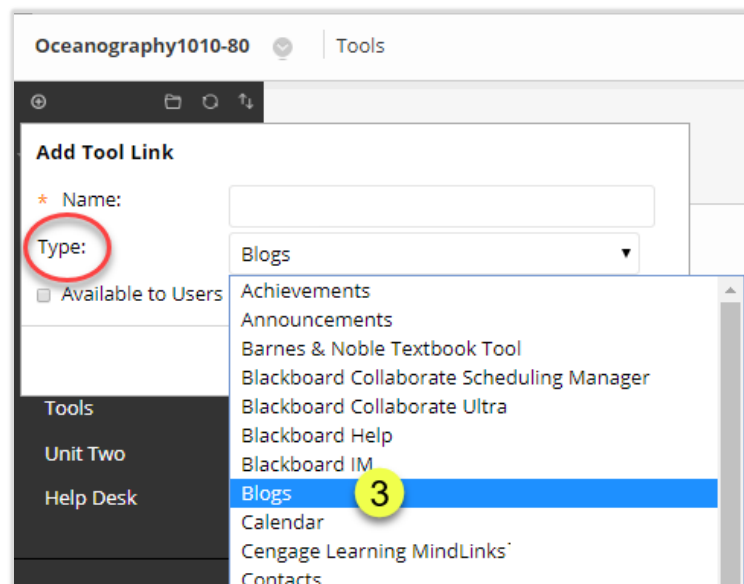
Blackboard – Editing the Course Menu

The Blackboard course menu is not a fixed structure and can be edited in any number of ways. For example, if an instructor is making extensive use of Blogs, Collaborate, or Pearson's MyLab it may make more sense to place a link to the item on the course menu than to force students to dig about for it in the large, sometimes confusing Tools area. **This document illustrates how faculty can add to the course menu items stored in Tools.**

1. Click the **Add Menu Item** [1] button and select Tool Link [2].



2. Open the Type menu and select any item. In the illustration to the right the user has selected **Blogs** [3]



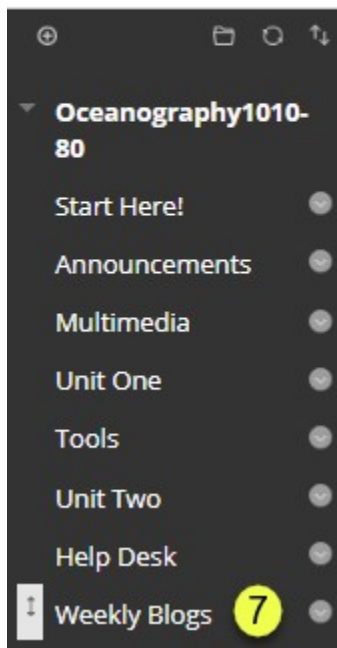
3. Enter the name that will appear in the course menu [4].

Click the box to the left of Available to Users in order to make the link visible to students [5]

Finally, complete the edit by clicking in the Submit button [6]



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[7]

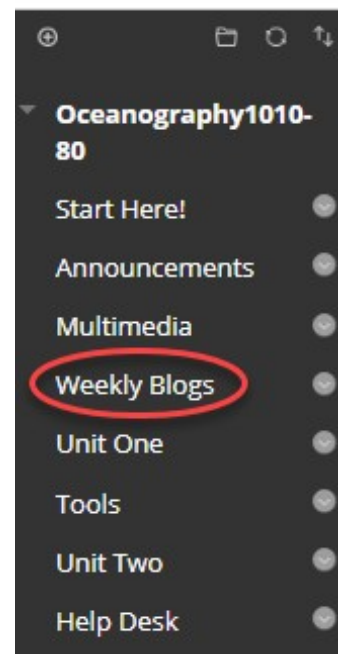
Drag the new link up to the preferred menu position

[8]

The result allows students access to an item from the Tools area in the Course Menu



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Do you have questions or need help? Use the Help Desk => Blackboard <http://www.wpunj.edu/help>