## *Menu Editing*

In the old Blackboard 8 server, you could edit the left-hand navigation menu via the Control Panel > Manage Course Menu link. This would allow you to rearrange the layout of the menu as well as add new sections or remove unused sections. The new Blackboard 9 server has the same feature, just in a different place.

In the new Blackboard 9 course navigation section on the left-hand side of the page, you can edit the order that sections appear, add new sections, and remove unused sections.

The first step in this process is to make sure the **Edit Mode** button on the top right-hand side of the page is set to **ON**. If it is **OFF**, simply click it to switch it to **On**.

Menu Rearranging

You can rearrange the course navigation menu items by left clicking and holding on the up/down arrows immediately to the left of each link. Once you have a hold of the arrow box, drag the link to wherever on the list you'd like it placed and then let go of the left mouse button.
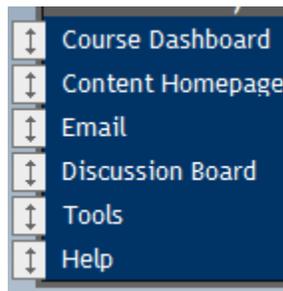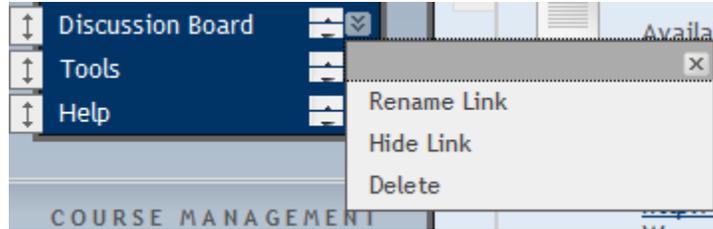

Menu Renaming

To rename a section, simply click the double down arrows to the right of the specific link and choose the **Rename Link** option.
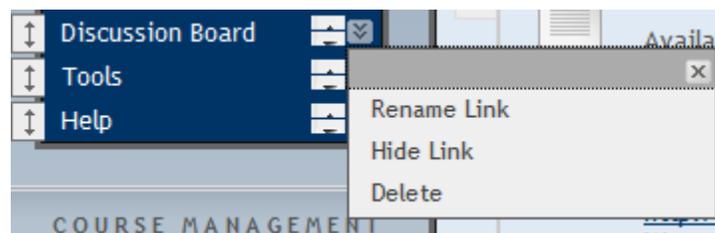
Menu Hiding

To hide a particular section without permanently removing the link, simply click the double down arrows to the right of the specific link and choose the **Hide Link** option.
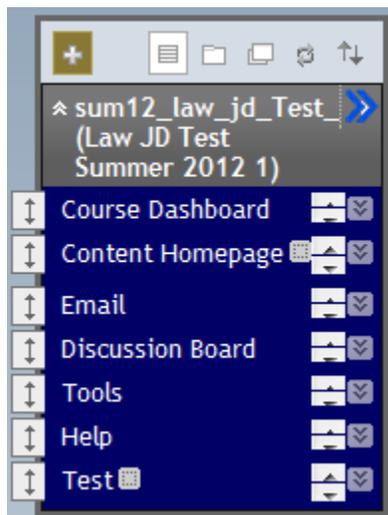

Menu Deletion

To delete a particular section, simply click the double down arrows to the right of the specific link and choose the **Delete** option.


Menu Addition

To add a new section, click the **plus sign** on the top left of the navigation section

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The first option, **Create Content Area**, will add what is essentially a duplicate **Content Homepage** where you can add many additional materials. Since most people will upload all of their data into the regular, built-in **Content Homepage**, you probably won't need to select this option.

The second option**, Create Blank Page**, is basically the same thing but only allows you to have one single content area instead of many additional ones.   Since most people will upload all of their data into the regular, built-in **Content Homepage**, you probably won't need to select this option.

The third option, **Create Tool Link,** allows you to create a shortcut to a particular tool. For example, if you wanted to create a shortcut to your class roster, you could add a tool link for **Roster**. You would normally access this via the **Tools > Roster** link, but having it saved directly into the menu means that you won't have to click **Tools** first. Any tool links that you save on the navigation menu are visible to anybody unless you have deselected the **Available to Users** option or selected the **Hide Link** option described above. It is generally recommended that you do NOT create shortcut to tools since they are relatively easy to access via the Tools menu anyway and will add unnecessary clutter to the navigation menu.
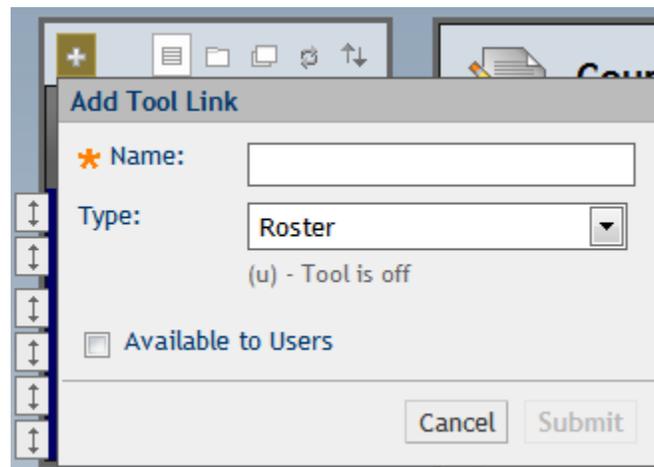
The fourth option, **Create Course Link**, is essentially the same as the Create Tool Link option, but you are not limited to creating a shortcut to just the Tools feature. The **Create Course Link** option will allow you to add a shortcut to any one item in your class (syllabus, video file, etc) directly onto the navigation menu. It is generally recommended that you do NOT use this option since it will add unnecessary clutter to the navigation menu.

The fifth option, **Create External Link,** allows you to place a shortcut to a website directly on the navigation menu.   It is generally recommended that you do NOT use this option since links are relatively easy to access via the Content Homepage menu anyway and will add unnecessary clutter to the navigation menu.

The sixth option, **Create Module Page**, allows you to create a new section for "Modules" which are like **Tools,** only different. For example, you can create an online calculator should you or your students need

to perform simple arithmetic at some point throughout the day. While most of the Modules are geared more toward the undergraduate classes, please feel free to explore and utilize them as you see fit.

The seventh option, **Create Subheader,** adds a word or phrase of your choosing to the menu. The word or phrase you add to the menu isn't a link and doesn't go anywhere. Rather, it serves as a header for the section that follows underneath.

The eighth and final option, **Create Divider,** adds a horizontal line to the menu in case you want to visually divide the menu up into sections.   The divider serves no other purpose.

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