

Blackboard Quick Reference Guide

Managing the Course Menu

The Course Menu appears on the left side of the main page and provides student access to your content, for example. You can add, modify or remove “buttons” from this menu, using the instructions below.

Adding a Course Menu Item


Step 1: From the Control Panel, click **Manage Course Menu** from the Course Options area.

Step 2: Click **Add**  **Content Area** .

Step 3: Enter a name (or select from the drop-down menu) and determine student access.

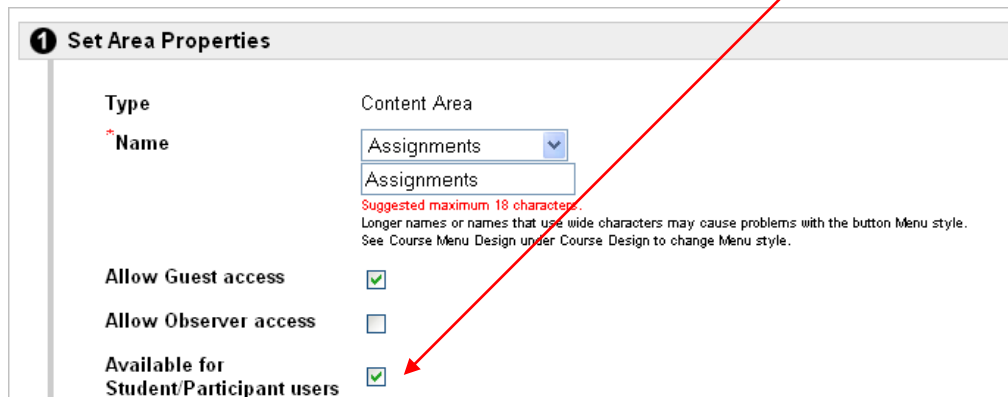
Step 4: Click  .

Renaming or Disabling a Course Menu Item

Step 1: To the right of the desired item, click  .

Step 2: From here you can rename the menu item and turn on or off student access.

Step 3: Click  .



1 Set Area Properties

Type: Content Area

*Name: Assignments (dropdown menu)
Assignments (text field)
Suggested maximum: 18 characters.
Longer names or names that use wide characters may cause problems with the button Menu style.
See Course Menu Design under Course Design to change Menu style.

Allow Guest access:

Allow Observer access:

Available for Student/Participant users:

Step 4: If you turned off student access, check the message (see sample below):




2 Assignments
This item is currently unavailable.
Content Area



The content in that area will still be available for you to view through the Control Panel. You can always make the menu item (button) available in the future.

Removing a Course Menu Item

Step 1: From the Manage Course page, click  , then click  to confirm removal. The “button” will disappear from the course menu.