


## Blackboard 9.0: Managing the Course Menu

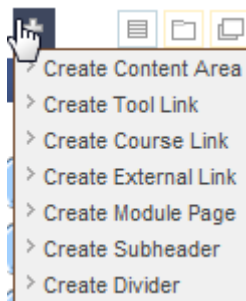
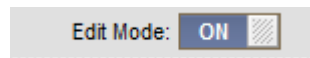
The *Manage Course Menu* feature allows instructors to add and modify the content areas used for a course. An instructor can add an area and modify the name to better suit a course.

Content areas may include:

- 1 Folders that hold course documents
- 2 Specific items such as a syllabus
- 3 Links to other sites
- 4 Course Links (link to specified areas of a course)

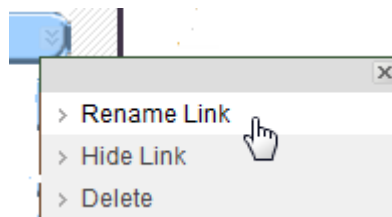
### Accessing the Manage Course Menu Feature

- 1 Select and log into the course.
2. Verify that the Edit mode is on.
3. Hover over the + button 
4. Select the type of area you want to create

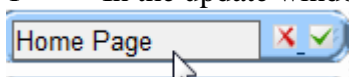


Follow the same procedure to add other type's items to your menu.

### Modifying/Removing Existing Menu Items



- 1 In the update window enter a name of your choice in the field provided.



- 2 Use check to save or X to cancel
- 3 Click on the checkbox next to **Make Available for Students** if you want to make this Particular area available to those enrolled in the course.
- 4 Click on **Submit**.
- 5 You will receive a confirmation as to whether or not your attempt succeeded.

If you wish to remove a specific area, click the **Delete** on the menu. **If Delete is selected for a Content Area, the area will be removed from the Course Menu and all of its contents will be deleted.**

You can also change the order of each area by hovering over the up/down arrow. Left click drag and drop to its new location.

