



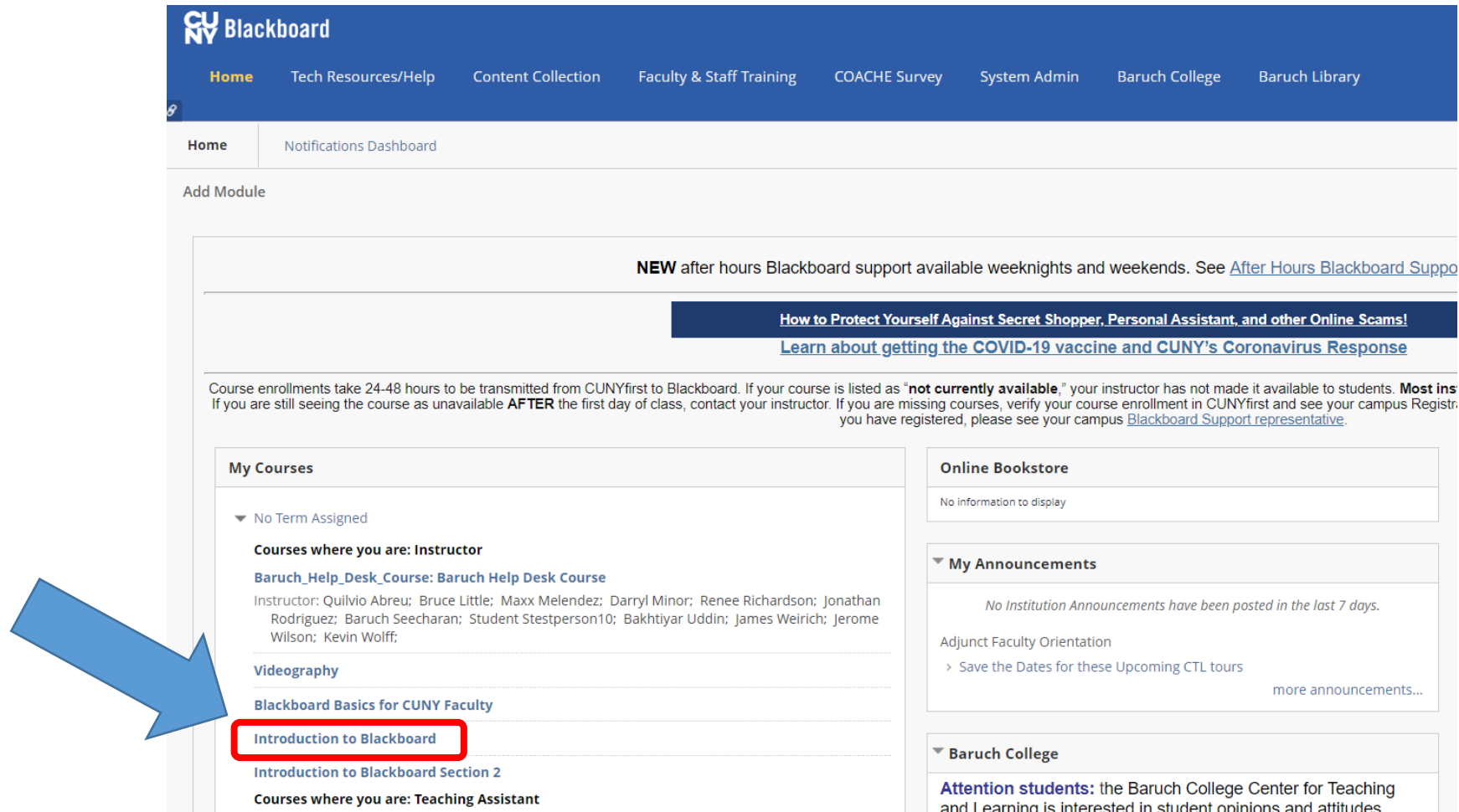
How to Add or Change Course Menu Links

Summary: Course Links appear on the left within a Blackboard course web page (i.e. Announcements, Syllabus, Course Documents). Students use these to access content areas where instructors have uploaded course materials (assignments, exams, etc.), or to access course tools like e-mail or Blackboard Collaborate Ultra.

This guide goes over how to create a new course link (I.), followed by how to change the title of a course link. (II.)

1. First, we are going to add a new course link to a course menu. Log into your course on Blackboard.

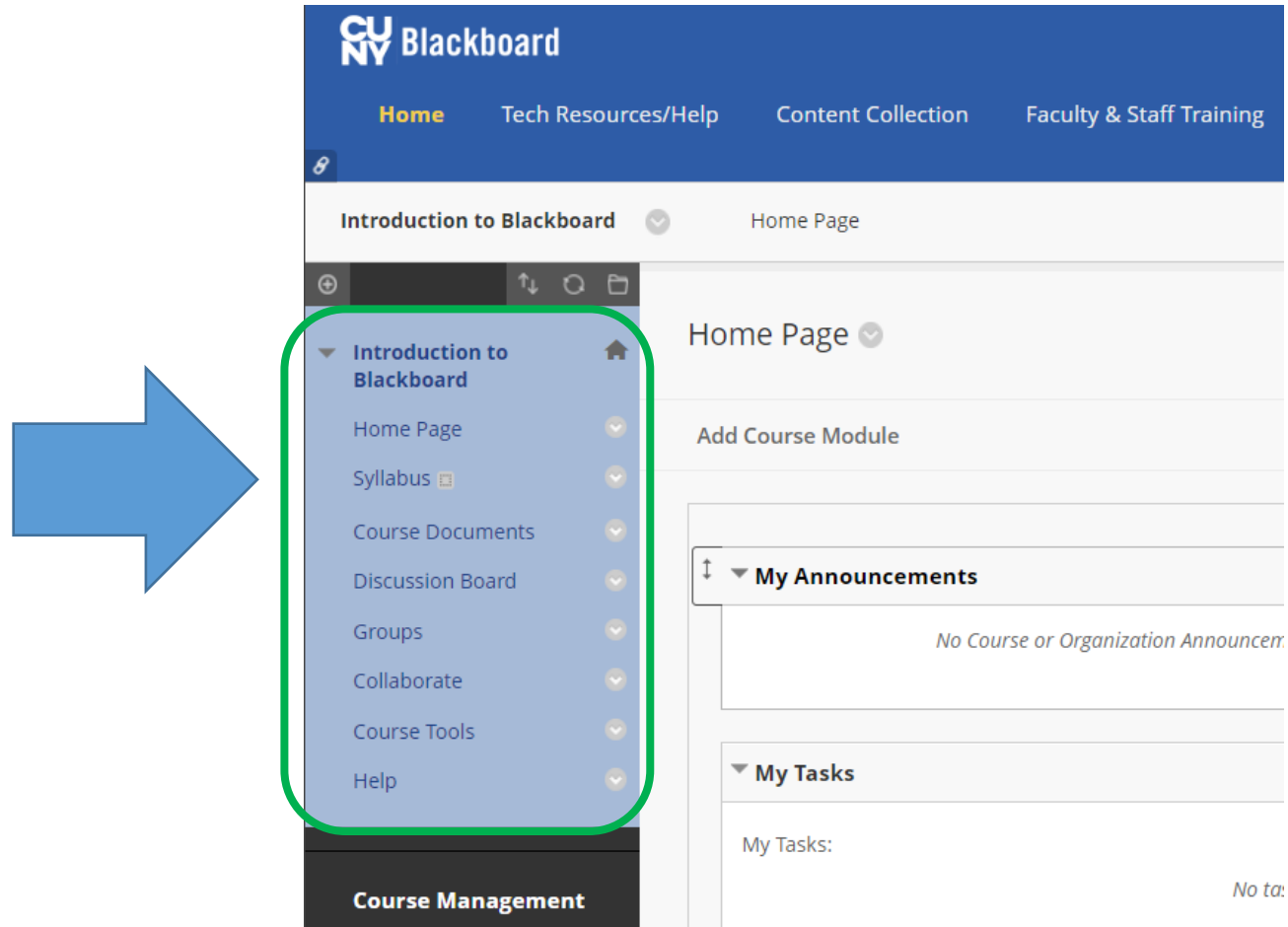
In this example, the course is titled Introduction to Blackboard, but click on the course title relevant to you to enter that course's webpage.



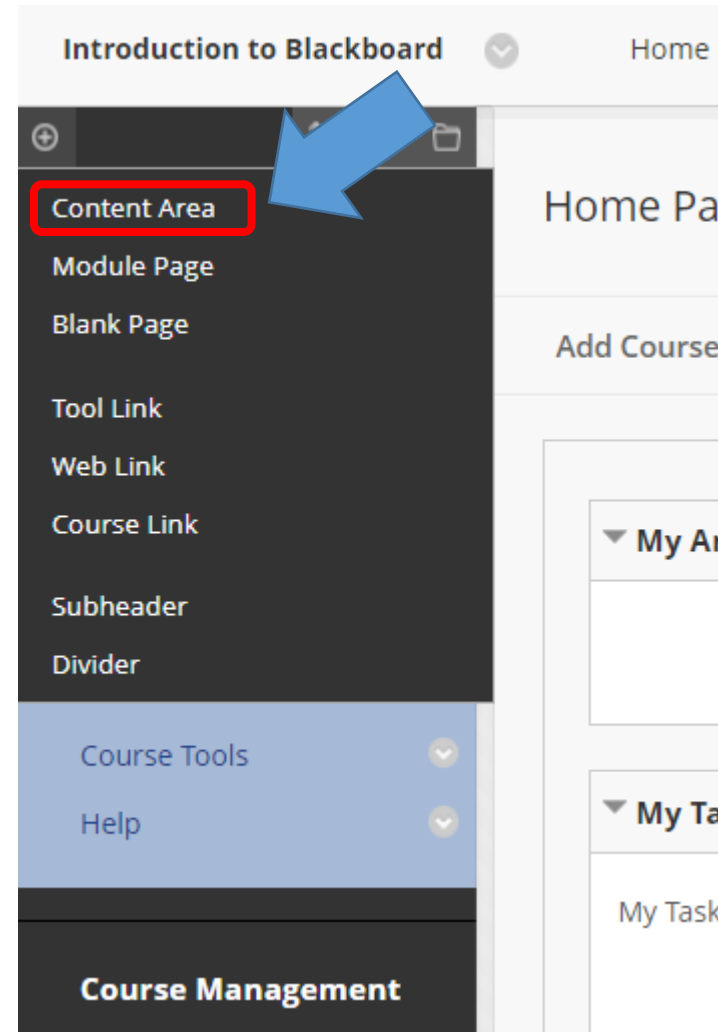
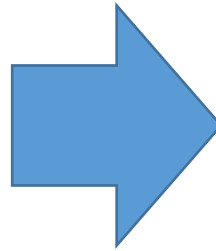
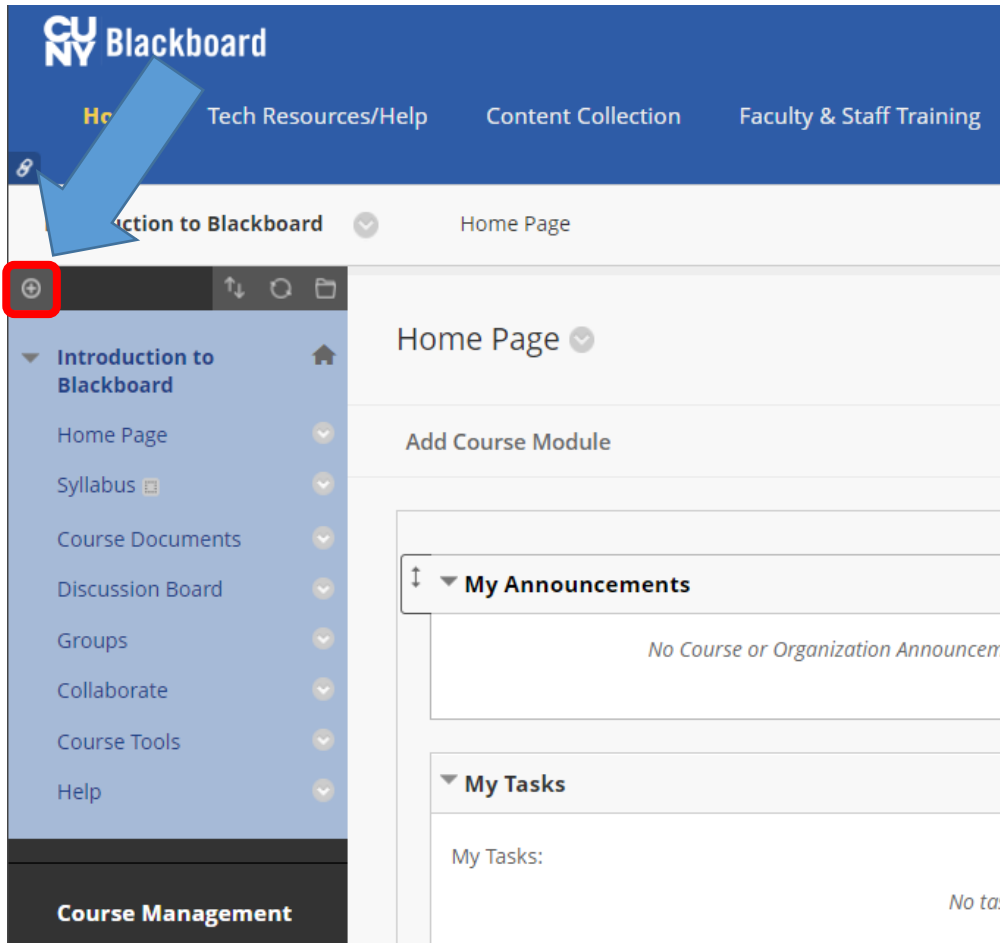
The screenshot displays the CUNY Blackboard user interface. At the top, there is a navigation bar with the CUNY Blackboard logo and several menu items: Home, Tech Resources/Help, Content Collection, Faculty & Staff Training, COACHE Survey, System Admin, Baruch College, and Baruch Library. Below this, a secondary navigation bar includes 'Home' and 'Notifications Dashboard'. The main content area features an 'Add Module' section with a notice about new after-hours support and links to security and COVID-19 resources. A paragraph of text provides information about course enrollment timelines. The 'My Courses' section is expanded to show 'Courses where you are: Instructor'. A blue arrow points to the 'Introduction to Blackboard' course link, which is highlighted with a red rectangular box. Other course links include 'Baruch_Help_Desk_Course: Baruch Help Desk Course', 'Videography', 'Blackboard Basics for CUNY Faculty', and 'Introduction to Blackboard Section 2'. The 'Courses where you are: Teaching Assistant' section is also visible. To the right, there are sections for 'Online Bookstore', 'My Announcements', and 'Baruch College'.

2. In this example, we will create a new **content area** to appear on the **Course Menu**, which is marked in green below.

NOTE: A **content area** is where you can deploy course material, Blackboard Assignments, or Exams that students could click on to access.

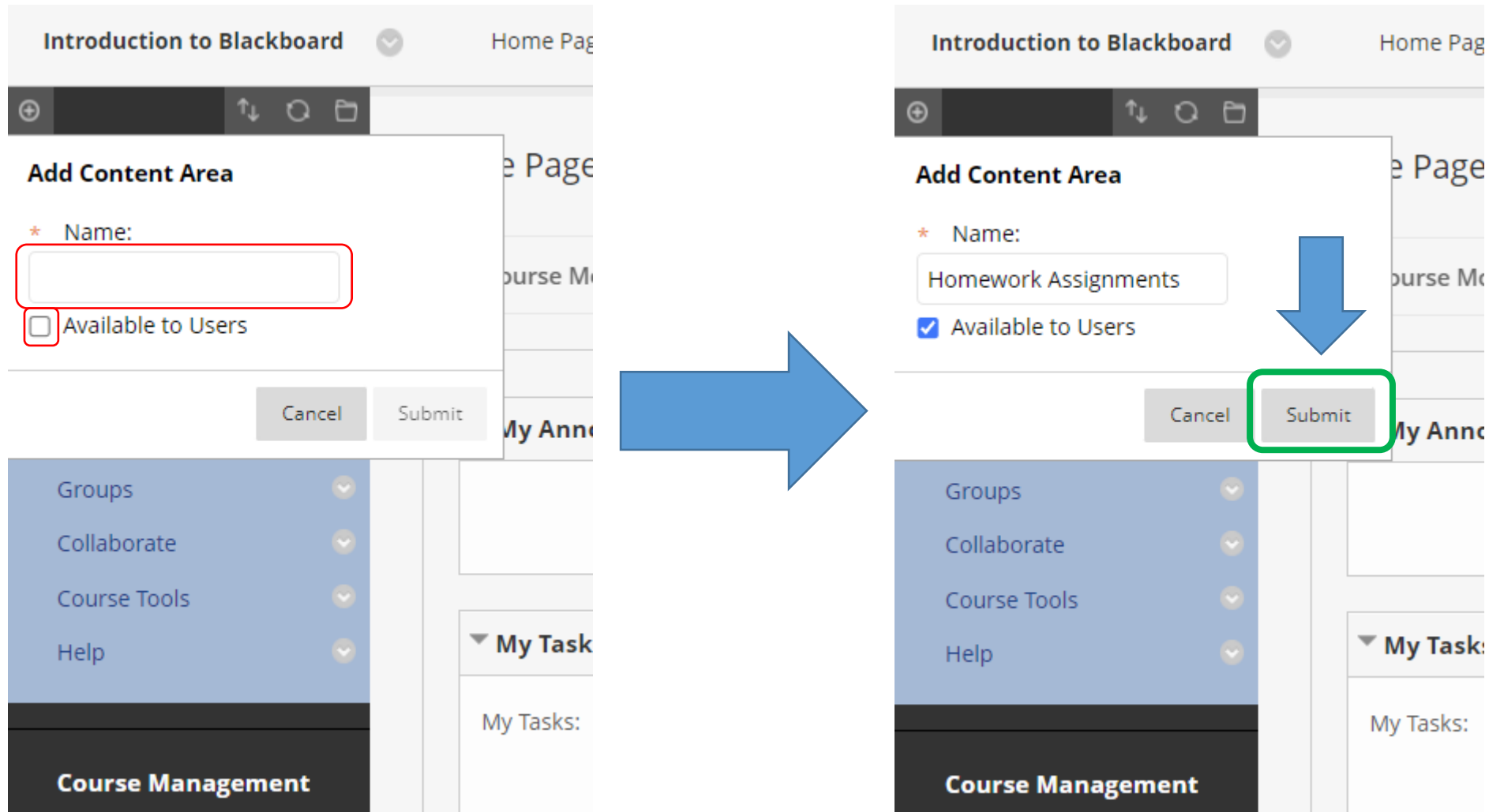


3. Just above the course title and pre-existing course links, **you will see a (+) symbol**. **Move your mouse cursor over it**, and a menu will appear. On that menu, click **Content Area**.



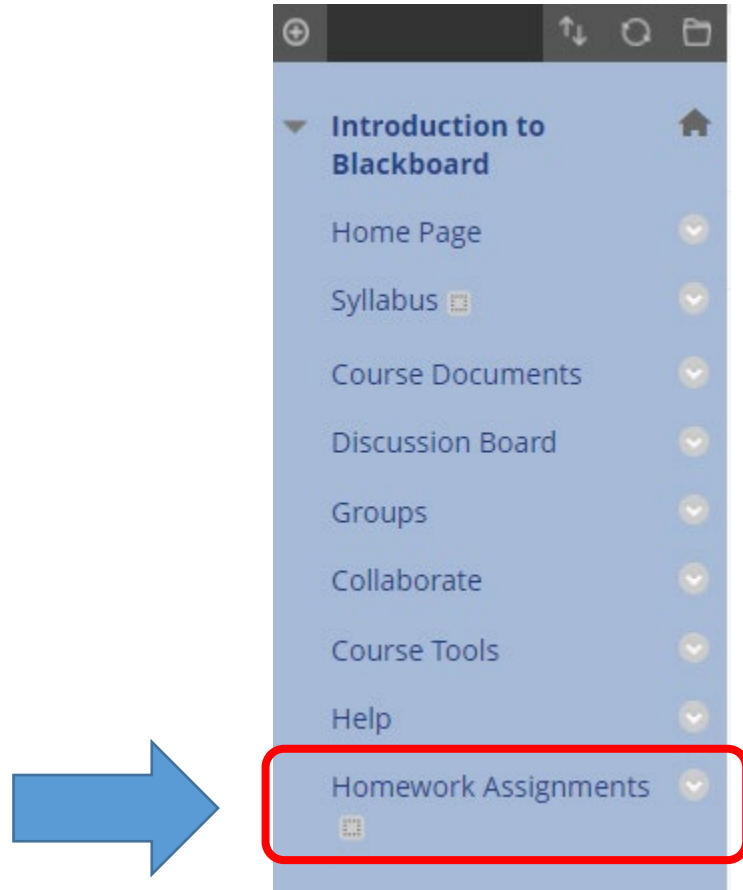
4. Enter a relevant **Name** for the **Content Area** that clearly indicates what students can expect to find after they click the link title. Be sure to check the box next to **Available to Users**, or else students will not see the link!

Click Submit on the bottom right of that menu when ready to finalize the **Content Area**.

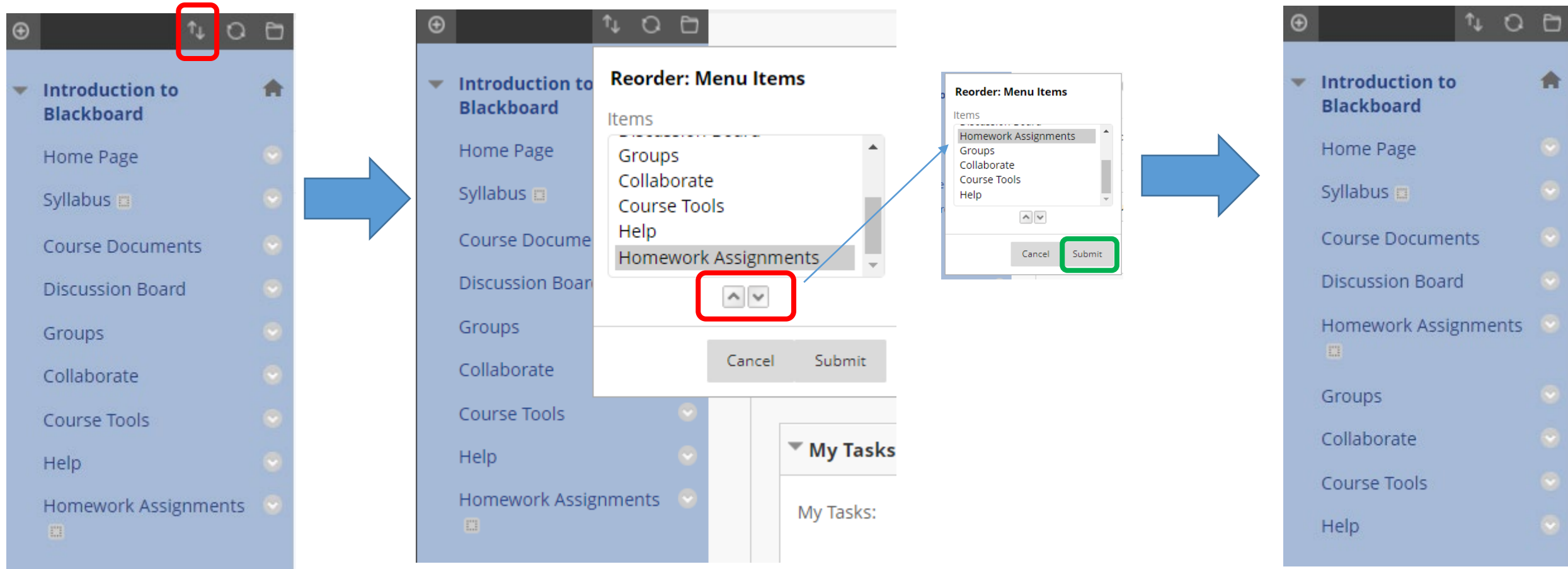


5. The new Course Link will appear at the bottom of the pre-existing course links.

The next step will show you how to re-order the course links to your preference.

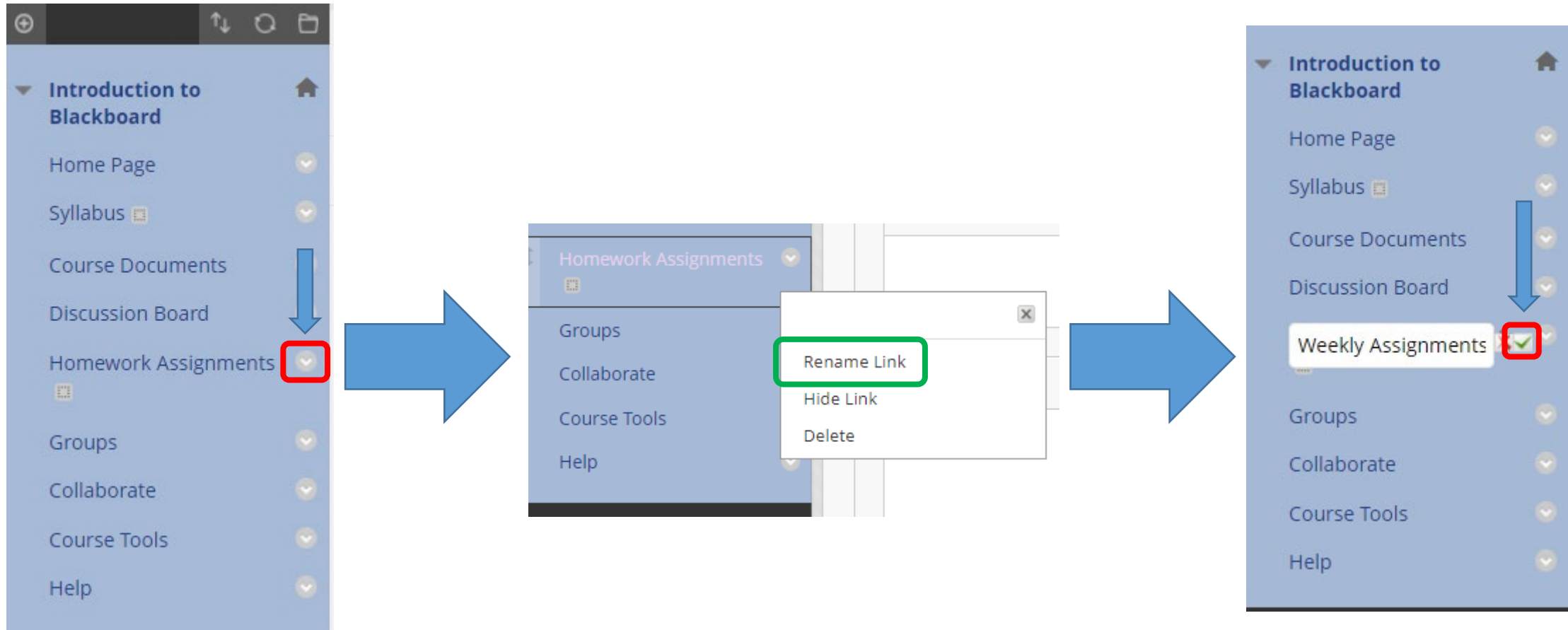


6. You can re-order the course links by clicking the symbol marked in red below, selecting the course link you want to move, and using the arrow-controls to change the order of the links on the Course Menu. Click Submit to finalize the new order of links.



7. To rename a course menu link, click the gray arrow marked in red below. A small menu will appear. On that menu click Rename Link.

Enter a new title for the course menu link, and then click the green check mark to finalize that title change.



8. Success! The course menu link title now reflects the changes you made.

