# Blackboard Learn

Organizing the Course Menu

The Course Menu is the students' central access to every tool and piece of content contained within a course. Keeping the course menu organized and simple to navigate will improve both the students' and instructor's course experience.

Step 1 – Viewing the Course Menu

The Course Menu is found in the top-left side of the course window. It begins with the name of the course and ends just before the Control Panel begins. The course menu is fully customizable.
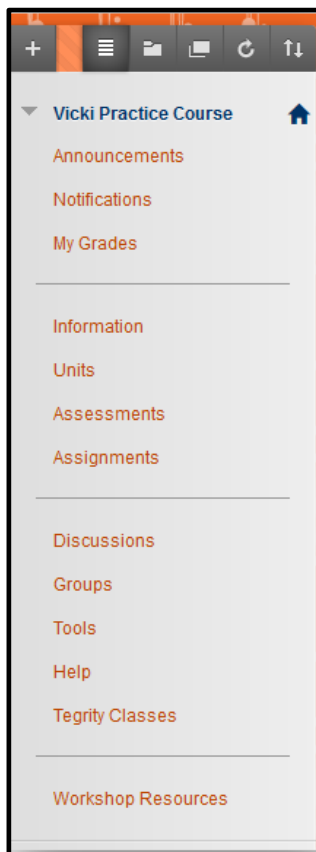

Clicking on the name of the course will minimize or expand the course menu. This feature can save screen space when needed.

Clicking the house icon will direct you to the entry page of the course.

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Step 2 – Different Views of the Course Menu

The default view of the course menu is called List View (see step 1). Another available view is Folder View (shown below, left). The course menu can also be shown in a new window (shown below, middle). The other two buttons at the top of the course menu are used to refresh the screen or reorder course menu items (shown below, right).
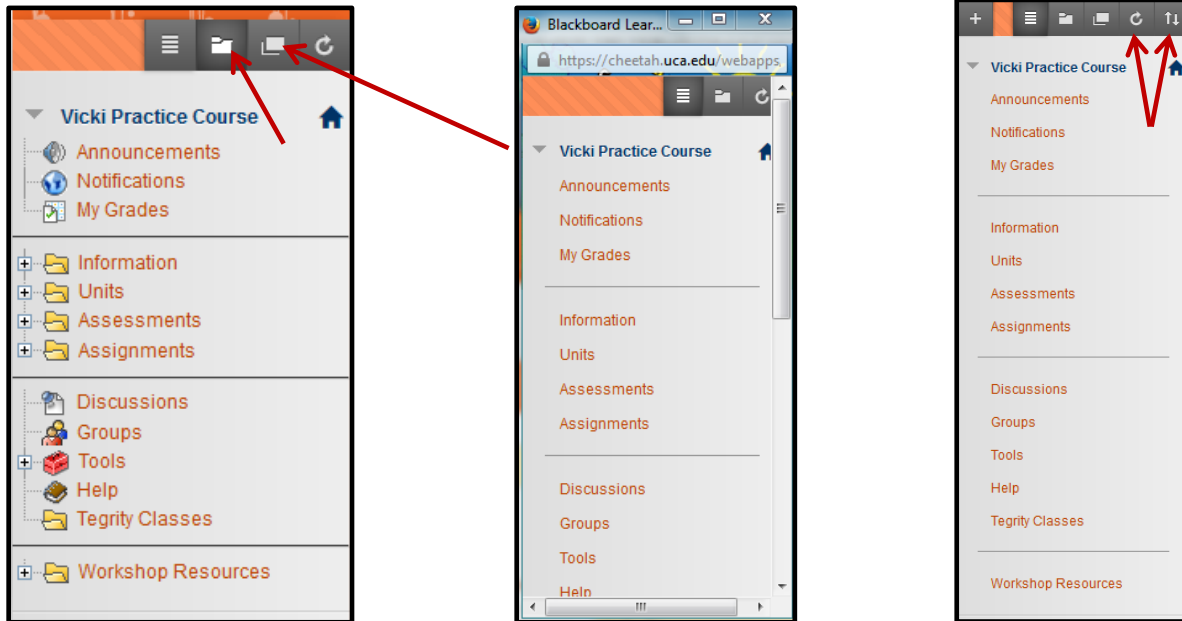
Step 3 – Adding Course Menu Items

Adding items to the course menu is as easy as **+**. Hover over the **+** sign and choose the type of item you wish to add to the course menu.
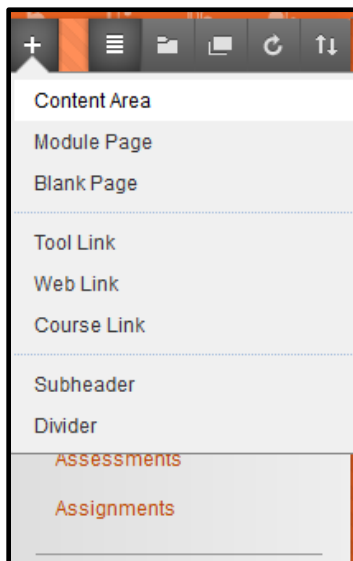
The two most commonly used menu items are Content Area (a place to share items with students) and Tool Link (a direct access link to tools).

Note that new items added to the course menu will populate at the bottom of the course menu.

Blackboard Learn
*Organizing the Course Menu*

Step 4 – Customizing Menu Items

To customize menu items that are available on the course menu, select the action menu (down arrow) and select either Rename Link (below right top), Hide Link (below right bottom), or Delete.
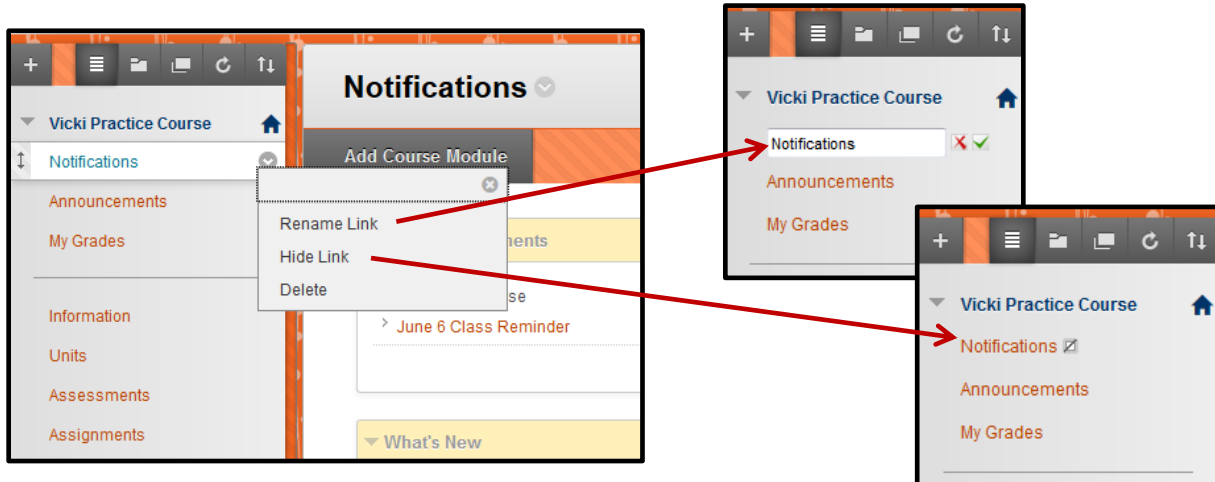
## Step 5 – Rearranging Menu Items

To reorder menu items, hover over the item to move and click and drag the ↕ icon that appears to the left of the item until the dotted line box shows where the item should be placed.
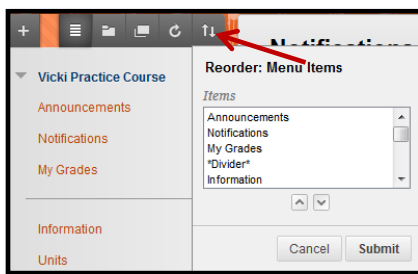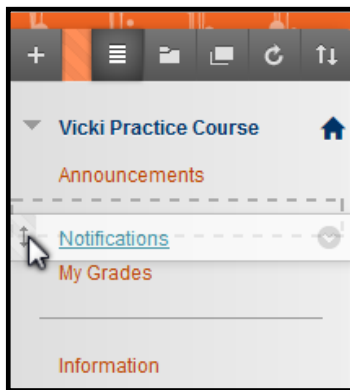

A keyboard accessible reordering option is available at the top of the course menu (left).

Step 6 – Expand/Collapse the Course Menu

The course menu frame can be collapsed to provide more screen space. To collapse the frame, hover over the left edge of the menu until a bar appears next to the frame. Click on the bar or the appearing arrow to collapse. To expand it again, find that same bar and arrow to the left of the window (shown right).
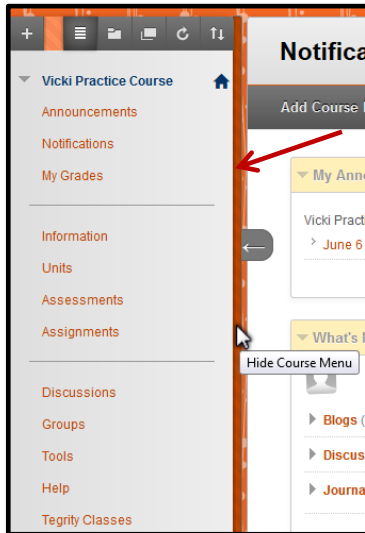
This is useful to view the Full Grade Center, grade assignments, or simply work diligently in one location for an extended time.
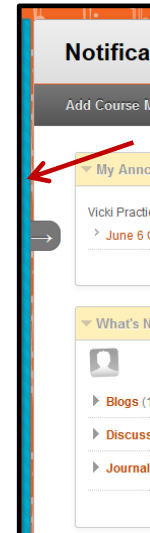
Notes on Organizing the Course Menu

Here are a few ideas to assist in deciding what should and should not be included in the course menu.

- **KISS Method**: Remember to use the Keep It Short & Simple method. Neither the instructor nor the students desire to hunt through a long list of items.
- **Group Similar Items**: Doing this will make it easier to find items in the course.
  - When grouping, use a divider (line) to visually divide the groups of items.
  - If there are very many items on the course menu, it may also be useful to use a subheader (text) in addition to the divider (line) to further differentiate groups. (See step 3)
- **Hide Tegrity Classes**: If you do not intend to use Tegrity for lecture capture or remote proctoring, hide this item on the course menu.
- **Delete Unused Items**: Anything other than Tegirty Classes can be easily replaced if unintentionally deleted. Instead of hiding items that are not being used (such as groups), delete them. This will make the course menu shorter for the instructor as well and help eliminate confusion and overload.

Blackboard Learn
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