Editing Course Menu Items

Creating the Course Menu Item
Adding items to your course menu allows you to set up your course the way you would like.
1. Navigate to https://blackboard.towson.edu/.
2. Enter the course you’d like to add a menu item to.
3. In the left-hand Course Menu, click the + sign in the top left corner.
4. Select the type of menu item you would like to add.
5. **Name** the menu item.
6. Check the box if you would like to make this menu item available to students now, you can always change availability later.
7. **Submit.**

Reorganizing Course Menu Items
You can reorganize the way that your course menu is laid out.
1. Enter the course
2. Hover your mouse over the course menu item
3. Click and hold the **Directional arrows** to the left of the menu item
4. **Drag** the item up or down
5. If that doesn’t work, select the **up/down arrows** in the top right of the course menu
6. **Select** the course menu item
7. Use the **up or down arrows** at the bottom of the box to move the item
8. Click **Submit** to reorder

Renaming Course Menu Items
1. Enter the course
2. Hover your mouse over the course menu item
3. Select the **drop down arrow** to the right of the name
4. Select **Rename Link**
5. When finished, click the **Check mark** to save or the **x** to discard changes

Hiding or Deleting Course Menu Items
1. Enter the course
2. Hover your mouse over the course menu item
3. Select the **drop down arrow** to the right of the name
4. To hide the menu item from the students, select **Hide Link**. Once the link is hidden, select **Show Link** to allow the students to see it
5. To delete the menu item, select **Delete**. You will be prompted to delete the option all together or to hide the link. If you want to delete the item, select **Delete Content**
Please Note: If you do not see any of the options above, make sure Edit Mode is turned on in the top right corner.