Blackboard
Course Menu

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.