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. Log in with your TU NetID and Password
3. Enter the course you’d like to add a menu item to.
4. In the left-hand Course Menu, click the + sign in the top left corner.
5. Select the type of menu item you would like to add.
6. Name the menu item.
7. Check the box if you would like to make this menu item available to students now, you can always change availability later.
8. Click Submit.

Reorganizing Course Menu Items

You can reorganize the way that your course menu is laid out.

1. Enter your 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

You can rename any course menu items that have already been created.

1. Enter your 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**

Hiding a menu item prevents students from seeing it. Deleting the menu item removes it from the menu.

1. Enter your 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**. Content deleted off Blackboard can't be recovered.

*Please Note:* If you do not see any of the options above, make sure **Edit Mode** is turned on in the top right corner.