

# Blackboard

## Course Menu

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### Editing Course Menu Items

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#### *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.*