Understanding The Menu Buttons

Purpose of Document

Online classes can be tricky for both students and instructors alike. There are many different formats, looks, layouts, etc. That being said, the Center for Teaching and Learning at CLU would like to help you create a look that will help students locate items that you want them to have while making it easier for you to know where to add content. The following titles will give you a better idea on where to put your course work and what tools you will use in Blackboard.

Total Number of Pages

7

Topics

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Menu Folders

The buttons you see above are a combination of Content Folders, Links, Pages and Sub Headers. All of these are created by clicking the + circled above. They can be renamed, hidden or deleted by click on the chevron to the right of each menu button. All of these buttons can be moved, edited, deleted at your discretion. You should also check with your Program Director to see if your program has a Template that you are required to use.
**Content Area/Module/Blank Pages**

- **Content Area**: The Content Areas are folders that hold any and all information that you would want to give to your students. You can make as many or as few as you need and label them what best describes what you’ll be placing in them. This type of page is utilized by all of our instructors.

- **Module Page**: The Module Page allows you to add modules or windows from a pre-populated list that ranges from To-Do lists to Alerts to What’s New. Although these pages are the first page you will see when your course shell is created it does not have to stay that way. These pages are not used all that often by our instructors.

- **Blank Page**: The Blank page is just that, a blank page. When created, you will be able to edit a text box with anything from text to pictures to embedded videos. This type of page is not used all that often by our instructors as the information that you would put here is typically created using other programs.
Assorted Links

**Tool Link:** Tools links allow you to create a link to any of the Blackboard Tools but specifically to the tool itself, not items created in the tool (i.e. Specific discussion threads or Collaborate sessions). This ranges from the Discussion Forums to Blogs, to Blackboard Collaborate.

**Web Link:** Web Link is exactly that, a link to a website. You can, as with all links, make the link open in the current window (which typically still makes you click the link opening it in another window) or set it to open in another window/tab.

**Course Link:** Course Link is similar to the Tool Link, but allows you to link specifically to items within Content Areas such as assignments or specific discussion forums for example. When you create a Course Link you are prompted to “browse” the course and you will see everything you can link to.
**Header/Divider**

**Subheader:** The Subheader looks similar to the menu buttons but has no function other than to give a label as to what is below it.

**Divider:** The divider divides sections for easier navigation.
Moving/Hiding Menu Buttons

In order to move any of the side menu buttons, you will need to hover your mouse to the left of the specific button and the ‹ icon will show up (as shown below). Click and hold down your left click (PC) to move the button to your desired location.

To “Hide” a button and its contents from students, you click on the chevron to the right of the button and select Hide Link.

The first bubble, which is a small gray square with a line through it, lets you know the button to its left is hidden from your students and yourself while in edit mode.
The second bubble, which is a small empty gray square, lets you know that the content area is empty.

Edit Mode

To see how your course will look to students, you will need to turn your edit mode to the “off” setting. Always double check to make sure your edit mode is on if your course looks different from your normal view.