

## Instructions for Updating Your Online Course Menu for Fall 2015

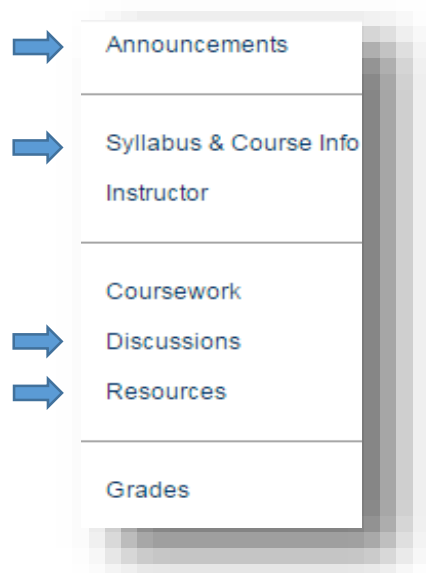


Figure 1 : 2015 Official Navigational Template Course Menu

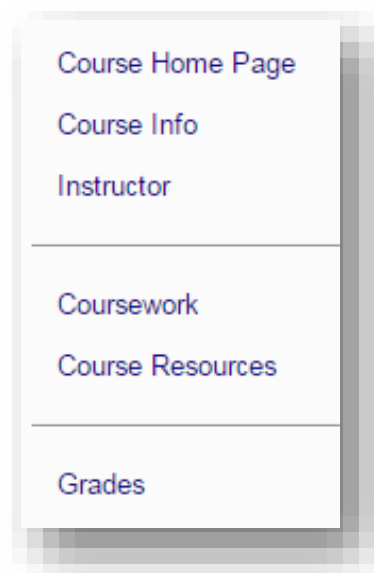



Figure 2: 2014 Navigational Template Course Menu

The Navigational template has been reviewed by the eLot Student Success Subcommittee (Figure 1), the updates are listed below. For more information about this CPCC quality initiative, [click here](#).

1. **Announcements** as the course entry page
2. **Syllabus & Course Info** replaces course menu item *Course Info*
3. **Discussions** is a direct link to the *Discussion board tool* (as default for class collaboration).  
This *may change* if instructors use a collaboration tool other than –or in addition- to the Discussion Board.  
*For example, if instructors are using the Blogs tool, then the appropriate menu item should be called Blogs and it should be created as a Tool link to Blogs.*  
If instructors use more than one tool (or multiple tools) such as **Discussions** and **Journals**, then the appropriate Navigational course menu item is **Collaboration** and it should be created as a content area.  
Collaboration tools in Blackboard include: Discussion Board, Blogs, Journals, and Wikis.
4. **Resources** replaces course menu item Course Resources.

Here is how to modify course menu items:

**Login to Blackboard** and open your course. Make sure that **Editing is ON** (Upper right hand corner of the browser.)

1. Hover your mouse over Course Home Page, and click on the down arrow  to the right of the Course Resources menu item.

Choose Delete, then click on Delete this menu item. You will be prompted to delete once more.

2. To add the Announcement to the course menu.

Click on the (+) sign (top left of the Blackboard course, at the top of the course menu.)

From + context menu, choose **Tool Link**; type Announcements,

Click on the down arrow and choose **Announcements**.

Check the box **Available to users**, and click **Submit**.

Drag **Announcements** to the top of the menu

3. Making the Announcements the course entry Page.

Go to the Course Management/Control Panel and click **Customization > Teaching Style**.

From **Select Course Entry Point**, choose **Announcements**

Scroll down or to the top of the page and click **Submit**

4. To change Course Info to Syllabus & Course Info.

Hover your mouse over Course Info, and click on the down arrow  to the right of the Course Resources menu item.

Choose Rename Link and type **Syllabus & Course Info**.

Click on the green check mark to save changes.

5. To add a collaboration menu item

Click on the (+) sign (top left of the Blackboard course, at the top of the course menu.)

- a. From **+** context menu, choose **Tool link**, click on the down arrow and choose the type of tool you use in your course (Discussion, Journal, Blog or Wikis).

*For example, if you are only one collaboration tool such as the Discussion tool, then the appropriate menu item name is Discussion. In this case, from the type of tool, choose Discussion Board, then type Discussions, check the box **Available to users**, and click **Submit**.*

-or-

- b. If you are using multiple tools, such as Discussions and Journals, then the appropriate navigational menu name is **Collaboration** and it *should be created as a Content Area*

From **+** context menu, choose **Content Area**, type **Collaboration**

Check the box **Available to users**, and click **Submit**.


Click on **Collaboration**, and from the Content area, click on Tools

Choose Discussion Board> Link to Discussion Board Page>Next, Type a Link Name> Submit.

Now, add the link to Journals:

From the Content area, Click on Tools

Choose Journals> Link to the Journal Page>Next, Type a Link Name > Submit.

6. Hover your mouse over **Course Resources** and click on the down arrow  to the right of the Course Resources menu item.

Choose Rename Link and type **Resources**.

Click on the green check mark to save changes.

7. If you are missing the menu dividers, here is how you add them:

From **+** context menu, Choose **Divider**.

Then, click and drag it to the appropriate locations.

Place dividers under Announcements, under Instructor and under Resources.

8. Finally, remember to update your Navigational Instructions, Welcome letter, announcements and any other course item that reference the menu.