

### Change Course Menu Buttons and Area Availability

Setting Area Availability and Changing the Buttons allows the instructor to turn on and off buttons that appear on the course website. Setting a feature to enabled or disabled, adds or removes that feature in your Blackboard course. You may also personalize your course by deciding the specific name for each **button** on your Blackboard course.

**Step 1:** Click **Control Panel** button (at bottom left of screen).

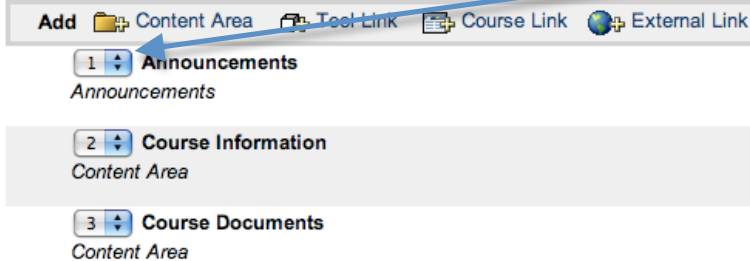
**Step 2:** Click **Manage Course Menu** in the *Course Options* section of the **Control Panel**.



**Step 3:** Click on the drop-down arrows to re-order the buttons. Choose the name you wish to use or enter your own. Click **Remove** to remove an area. When you remove an area, there is *no button*.

#### Bb Manage Course Menu

To view changes, refresh the Menu.



Click the drop-down arrow to reorder the navigation buttons in the student view.

To hide a button from students, use the **Modify** button (see below).

The **Remove** button will permanently remove a feature from your course. **ITD RECOMMENDS:** Use the **Modify** button to hide the feature.

**Step 4:** Click **Modify** to change the area options (names, access, and availability).

**Type**

\* **Name**

**Allow Guest access**

**Allow Observer access**

**Available for Student/Participant users**

Content Area

Course Documents

Course Documents

Suggested maximum 18 characters. Longer names or names that use wide char. See Course Menu Design under Course De

Use the drop-down menu to choose the area name or type in your own name.

Check this box to allow Guest access (if this feature is enabled elsewhere) to the materials under this button.

DePaul **does not** use this role - **ignore**

Uncheck this box to make a navigation button disappear in the student's view. **Do Not Add Content** for students to this area if button is **Not Available**.

**Step 5 (optional):** To change the style, color and shape of navigation buttons:

- Use the **Control Panel**.
- Choose **Course Design**. - Menu properties will differ depending upon whether you choose a button style or text style.
- Click **Submit** to finalize your choices.

It is also possible to add a banner to a Blackboard course site. See the quick guide on using Microsoft PowerPoint to create a course banner.

### To Manage Tool Availability

#### Student Tools and Communication Tools

Which tools do you want to have available for your students to use? If you are not using a tool, make it unavailable – the guideline here is to minimize confusion on the part of your students.

Tool	Available	Allow Guest	Allow Observer
<b>Address Book</b> Address Book	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>
<b>Announcements</b> Announcements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Adaptive Release</b> Adaptive Release	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
<b>Glossary</b> Glossary	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>

**Available** – check this box to provide student access.

**Allow Guest** – If you have allowed guest access in **Settings, Guest Access**, then checking this box allows guests to view this particular feature.

**Allow Observer** – DePaul does not employ this feature; there are no “Observers” at DePaul.

DePaul’s Blackboard system does not include the following tools: **Chalk Title Management, Observer Tools, or Resources.**

Check the “available” box for these tools: **Content Area, Grade Center, Staff Information.**

**Communication Tools:** For the following tools the *Communication* navigation button **MUST** be available (see step 3 & 4)

- Collaboration
- Communications Area
- Discussion Board
- Drop box
- Email
- Groups
- Homepage
- Roster

**Student Tools:** For the following tools the *Student Tools* button **MUST** be available.

- Address Book
- Calendar
- Manual
- Gradebook
- My Grades
- Personal Information
- Tasks
- Electric Blackboard
- Tools Area

**Questions?** E-mail [blackboard@depaul.edu](mailto:blackboard@depaul.edu) or call 773-325-1091!