

## Manage and Change Your Course Menu

The course menu is one of the first things students see when they log into your course. It is possible for you to change the names, order of items, or delete items in the menu to make it more useful and relevant.

1. Log in to your Blackboard course and click on **Control Panel**.
2. Under **Course Options** click on the **Manage Course Menu** button.
3. Click on the **Modify** button beside the item you wish to change.
4. In this demonstration we will change the name of the **Course Information** button.
5. Type the new name in the name area of the menu button.
6. Click the **Submit** button.
7. Click **OK** on the next two windows.
8. Verify the name change.
9. To change the order of the menu buttons, drop down the **number list** beside the item to be changed.
10. Select the number you would like it to be.
11. The menu item will be moved to the new location and all other items will be renumbered accordingly.
12. Click **OK**, select the course name from the “breadcrumbs” list at the top of the window.
13. Click on the **Refresh** button in the left navigation bar to verify the changes.