Blackboard staff how to guide
Menu and Banner Options - Add, Modify, Unavailable

Adding Menu Items
The standard Minimum Online Presence Blackboard options are what all new Blackboard users are provided with. This can be changed at any time to add, delete or rename options.

1. Open your Blackboard course.
2. Select **Control Panel** from the left menu to display the Control Panel.
3. Select **Manage Course Menu** from the Course Options block.
4. Click on the **Content Area** option on the Add tool bar.
At the Add New Area screen under:

- Set Area Properties select a Name from the drop down list or type in a specific name and select the Available for Student/Participant users box.
- Submit click on the Submit button.

Click on OK at the Add New Area receipt success screen to return to the Manage Course Menu screen.

Click on OK at the Manage Course Menu screen to return to the Control Panel.

Check the Menu item by selecting where you wish to return to from the navigation path at the top of the screen.

Changing the Name of Menu Options

1. Open your Blackboard course.
2. Select Control Panel from the left menu to display the Control Panel.
3. Select Manage Course Menu from the Course Options block.
4. Click on the Modify button next to the item you wish to modify at the Manage Course Menu screen.
5. Make the required changes to the Menu name or who views the Menu item, then click on Submit.
6. Check the Course Menu by selecting a location to return to from the navigation path at the top of the screen.
Making Menu Items Unavailable

**Note:** It is usually more practical to make menu items unavailable rather than delete them. In this way it is easier to make them available again at a later time.

1. Open your Blackboard course.
2. Select **Control Panel** from the left menu to display the Control Panel.
3. Select **Manage Course Menu** from the **Course Options** block on the Control Panel.
4. Click on the **Modify** button next to the menu item you wish to make unavailable at the Manage Course Menu screen.
5. Under ① **Set Area properties**, unclick the tick boxes for:
   - Allow Guest access
   - Allow Observer access
   - Available for Student/Participant.

6. Under ② **Submit**, click on **Submit** to display a receipt success screen.
7. Click on **OK** at the receipt success screen to return to the Manage Course Menu screen.
8. The message “This item is currently unavailable” is displayed under the selected Menu Item.
9. Click on **OK** at the Manage Course Menu screen to return to the Control Panel.
10. Check the **Menu item** is unavailable by selecting where you wish to return to from the **navigation path** at the top of the screen.
Modifying the Menu Style

1. Open your Blackboard course.
2. Select **Control Panel** from the left menu.
3. Select **Course Design** from the **Course Options** block on the Control Panel screen.
4. Select the **Course Menu Design** option from the Course Design screen.
5. At the Course Menu Design screen under:
   - Select Menu Style select either **buttons or text**
   - Select Style Properties consider if changing the background and text colour for the menu meets accessibility requirements for colour blindness.
   - Submit click on the **Submit** button.
6. Click on **OK** at the **Course Design receipt success** screen to return to the Course Design options screen.
7. Click on **OK** at the **Course Design options** screen to return to the Settings screen.
8. Click on **OK** at the **Settings** screen to return to the Control Panel.
9. Check the Menu style by selecting where you wish to return to from the **navigation path** at the top of the screen.
Adding a Course Banner

1. Open your Blackboard course.
2. Select Control Panel from the left menu.
3. Select Course Design from the Course Options block on the Control Panel screen.

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4. Select the Course Banner option from the Course Design screen.

5. At the Course Banner screen under:
   - Select Banner click on the browse button to select a new banner image.
   - Submit click on the Submit button.

6. Click on OK at the Course Banner receipt success screen to return to the Course Design options screen.
7. Click on OK at the Course Design options screen to return to the Settings screen.
8. Click on OK at the Settings screen to return to the Control Panel.
9. Check the Course banner by selecting where you wish to return to from the navigation path at the top of the screen.

Further information
- Blackboard staff how to guide – Staff first steps, Online Instructor Manual
- Blackboard staff how to guide – Accessible Course Design
- Blackboard Online Instructor Manual – Course Menu, Course Banner
- Blackboard (Minimum Online Presence) training http://www.rmit.edu.au/browse;ID=6sgd2h0t970p