

Changing the Course Menu Buttons and Area Availability

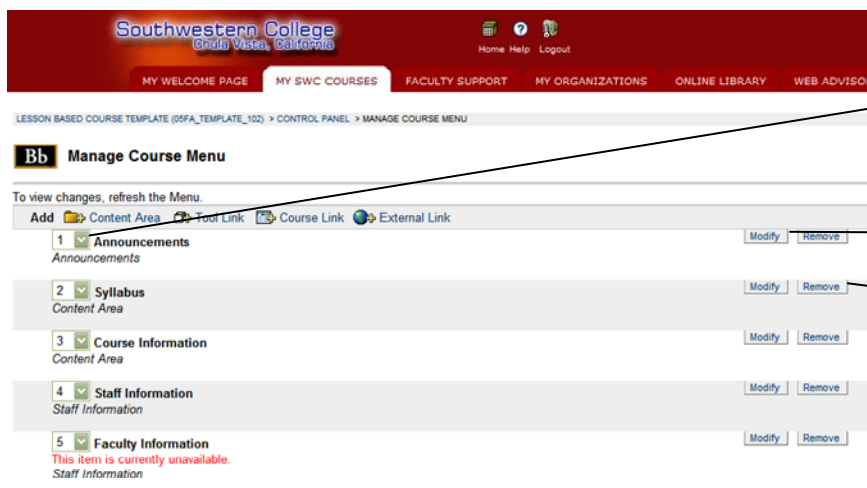
Setting Area Availability and Changing the Buttons allows the instructor to turn on and off buttons that appear on the course Web site. Setting a feature to enabled or disabled, adds or removes that feature in your Blackboard course. You may also personalize your course by deciding the specific name for each **button** on your Blackboard course. *NOTE: It is recommended that you use this feature with care, some learning disabled students may not be able to find content if you change the button order.*

Step 1: Click on the “Control Panel” button (at bottom left of screen).

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



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



Click the **drop-down arrow** to reorder the navigation buttons in the student view. Choose the numbered position you want the Menu item to be seen

Click on the **Modify** button to change the area options.

Click on the **Remove** button to remove the area you will not be using in your course.

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

The screenshot shows the 'Content Area' configuration interface. It includes the following elements:

- Area Type:** Content Area
- Area name:** A dropdown menu currently showing 'Course Documents'. Below it is a text input field also containing 'Course Documents'. A callout box explains: 'Use the drop down menu to choose the area name or type in your own name (18-character limit).'
- Allow guest access:** A checked checkbox. A callout box explains: 'SWC does not allow Guest access. Do not check this box'.
- Allow observer access:** A checked checkbox. A callout box explains: 'Allow users with observer access (i.e. another faculty you allow) to view this area'.
- Make available for Student/Participant users:** A checked checkbox. A callout box explains: 'Disables this area from users. When an area is disabled, there is *no button* for this area.'