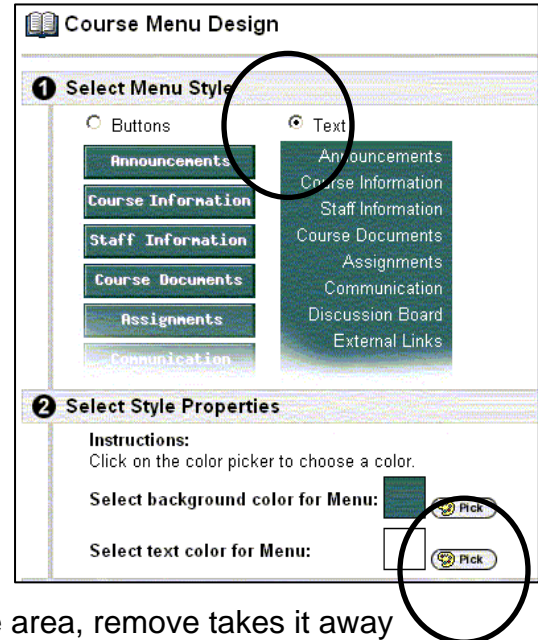


## Modifying Menus in Blackboard 6.3

If you currently see buttons in your Blackboard course and want to change to text menus follow the instructions below.

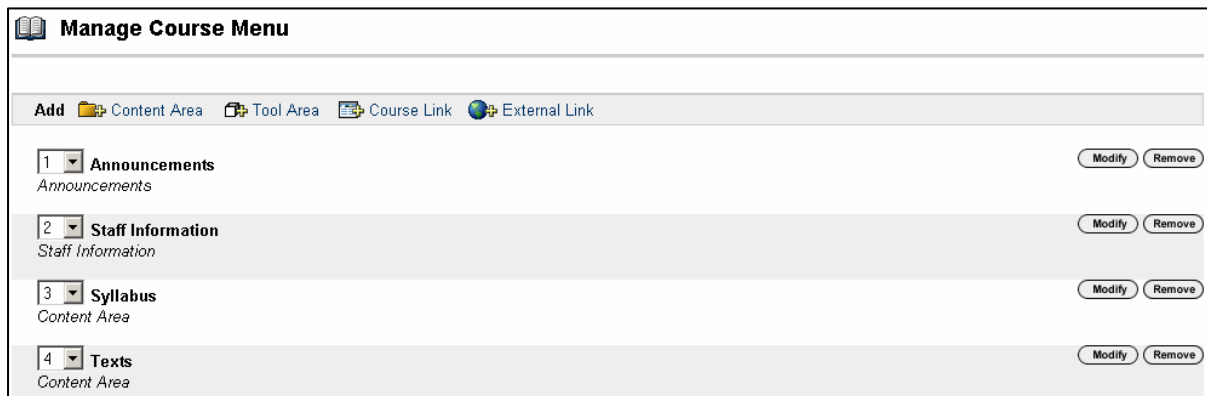
### Changing Menu Styles

1. Go to **Control Panel > Course Options > Settings > Course Design > Course Menu Design**
2. Select **Text** under "Select Navigation Style"
3. Select your background and highlight colors under Select Style Properties. The highlight color is the color the text will appear.
4. Click **Submit**.



### Changing Menu Options

1. Go to **Control Panel > Manage Course Menu**
2. Use the buttons on the right to **Modify** or **Remove** any of the current items or, using the options at the top of the screen, you can add your own. Modify lets you change the name of the area, remove takes it away completely. You can get it back by simply adding a new area with that name.
3. When you have added all your elements, you can re-order them using the drop-down menus next to each title.



### Adding New Areas

- Adding a **Content Area** lets you name the content area and make it available to users.
- Adding a **Tool Area** allows you to add tools like Collaboration Sessions, Digital Dropbox, Discussion Board directly to the Menu.
- Adding a **Course Link** allows you to link directly to another area of the course. When you add a Course Link, the Course Map will appear and you can point to the area you wish to link to.
- Adding an **External Link** will allow you to link to a web site directly from the menu.