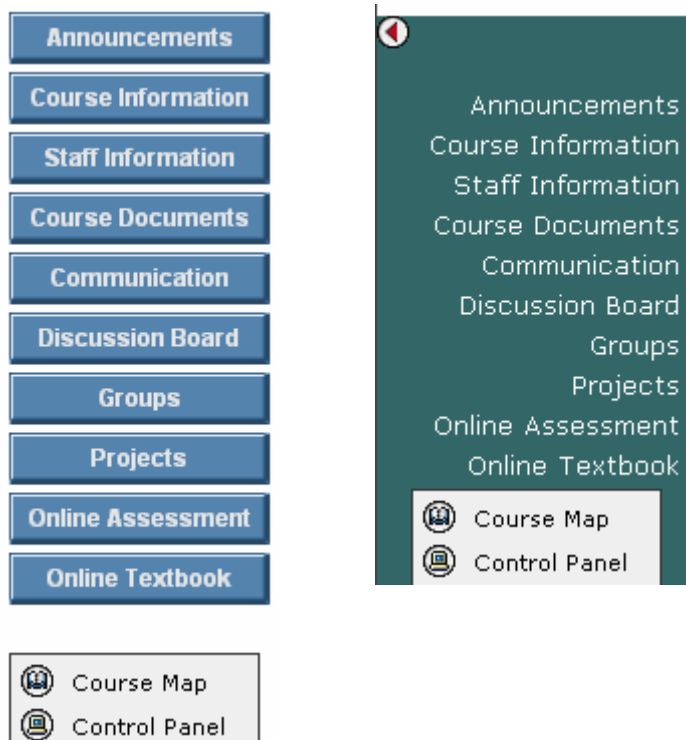


Blackboard 7.2.3 gives faculty control over the names and order of buttons appearing in the left-hand navigation menu.



Further to a decision by the Academic Services Management Committee, Faculty are asked to ensure that the **first four buttons** in every Blackboard course are **Announcements, Course Information, Staff Information, and Course Documents**.



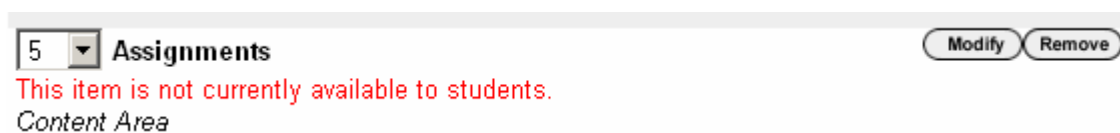
Students (who have four or five different Blackboard courses each semester) will find that the basic information in their Blackboard courses is always presented in the same way: Announcements are the “home page” of the course, Course Information is where they expect to find the Course Outline and Schedule, Staff Information is where they will find information about the professor(s) who are teaching the course, and Course

Documents is where they can access their required learning materials such as class notes.

These are the default settings for all Blackboard courses at Algonquin and faculty are asked not to change them.

To change the names and order of menu buttons

To change the name and order of the menu buttons, use Control Panel --> Manage Course Menu.



Use the Modify and Remove Buttons to change default buttons.

Use Modify to make buttons invisible to students.

Use the drop-down to change the order of the buttons.

To add new buttons to the menu



Click on the Add area at the top of Manage Course Menu. Note that in addition to Content Areas (i.e. Course Documents) and Tools (i.e. Discussion Board), you can add Course Links (permanent links to other places in your course) and External Links (links to external websites outside of Blackboard.)

To change the appearance of the buttons or change to a text menu

To change the appearance of the buttons (or to change to a text menu), use Control Panel --> Course Design --> Course Menu Design.