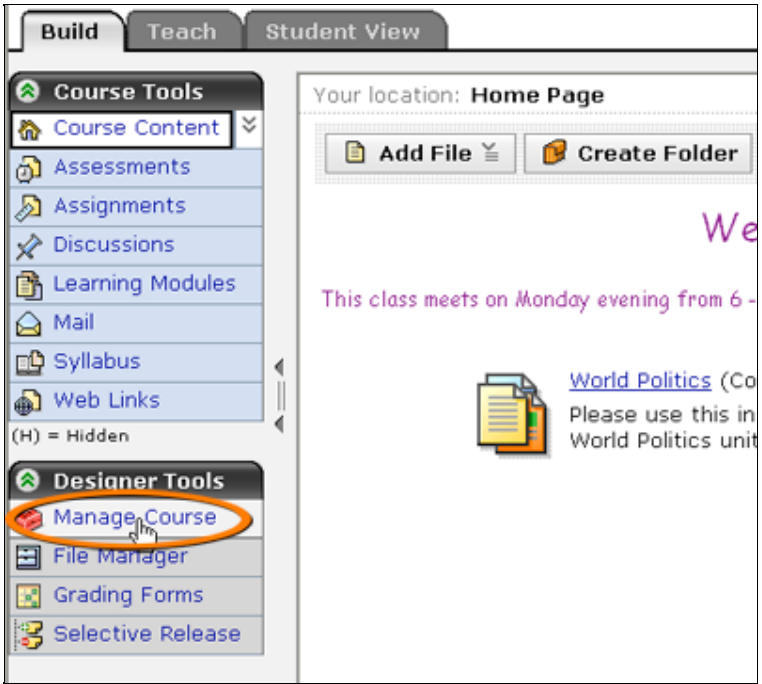


Blackboard Vista: Working with the Course Menu

You can change the way the Course Content menu is displayed in your course.

Step 1: Access the Manage Course Screen

- From the "Home Page", in either the "Designer Tools" or "Instructor Tools" area, select **Manage Course**. The Manage Course screen is displayed.



The screenshot shows the Blackboard Vista interface. At the top, there are tabs for 'Build', 'Teach', and 'Student View'. Below these is a 'Course Tools' menu with options like 'Course Content', 'Assessments', 'Assignments', 'Discussions', 'Learning Modules', 'Mail', 'Syllabus', and 'Web Links'. Below that is a 'Designer Tools' menu where 'Manage Course' is highlighted with a red circle and a mouse cursor. To the right, the main content area shows 'Your location: Home Page' and buttons for 'Add File' and 'Create Folder'. Below that, there is a message: 'This class meets on Monday evening from 6 - ...' and a link for 'World Politics (Co...)' with a document icon.

Step 2: Access the Course Menu Screen

- Click the **Course Menu** link. The Course Menu screen is displayed.

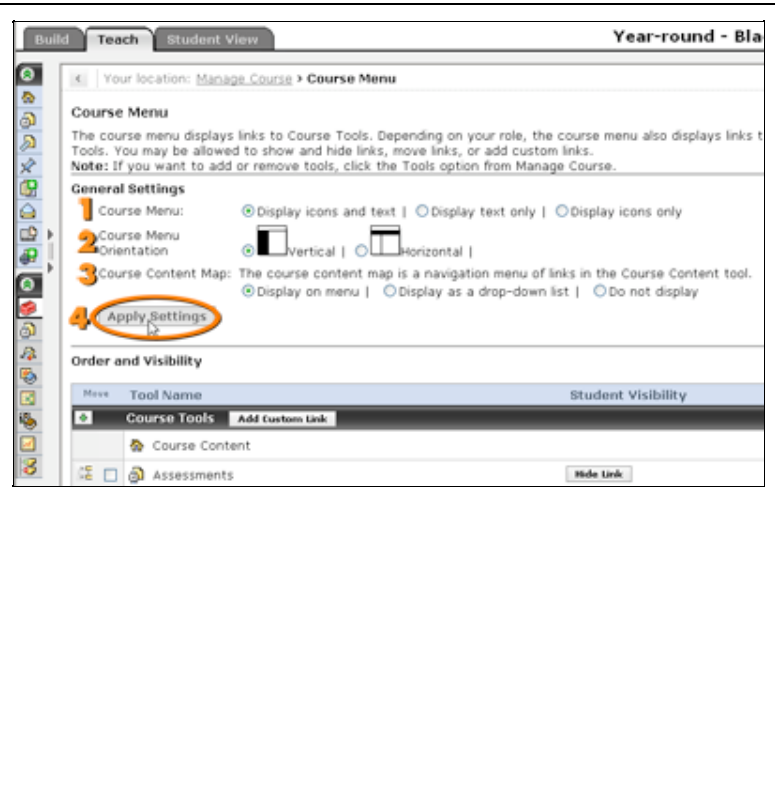


The screenshot shows the 'Manage Course' screen. At the top, there are tabs for 'Build', 'Teach', and 'Student View'. Below these is a 'Course Tools' menu with options like 'Course Content', 'Assessments', 'Assignments', 'Discussions', 'Learning Modules', 'Mail', 'Syllabus', and 'Web Links'. Below that is a 'Designer Tools' menu where 'Manage Course' is selected. The main content area shows 'Your location: Manage Course' and a list of options: 'Tools', 'Course Menu' (circled in orange), 'Colors', 'Course Content Icons', 'Settings', 'Import', 'Course Preview Page Setup', 'Date Rollover', and 'Course URL'. Each option has a brief description of its function.

Step 3: General Settings

In the "General Settings" area, you can change the following settings:

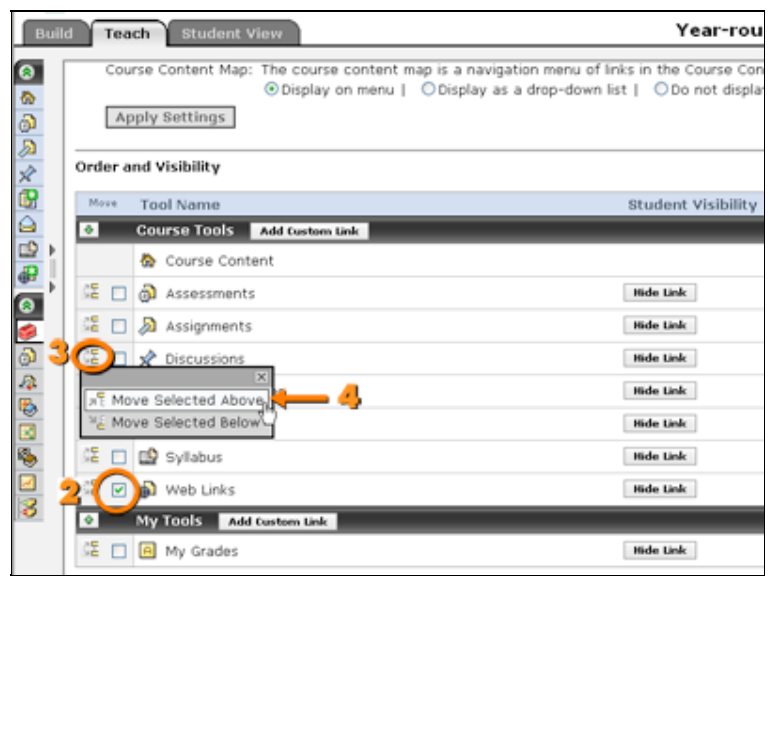
1. In the "Course Menu" area, for each tool, you can select "Display icons and text," which is the default setting. You can change the setting to "Display text only" or "Display icons only."
2. In the "Course Menu Orientation" area, you can choose where the Course Tools menu is displayed. The default setting is "Vertical", but you can change it to "Horizontal."
3. In the "Course Content Map" area, you can decide where the map will be accessed from, if displayed. The default setting is "Display on menu" but you can display it as a drop-down list or not display it at all.
4. Click **Apply Settings**. The Course Menu screen is closed and the Home Page is displayed.



Step 4: Reorder Tools

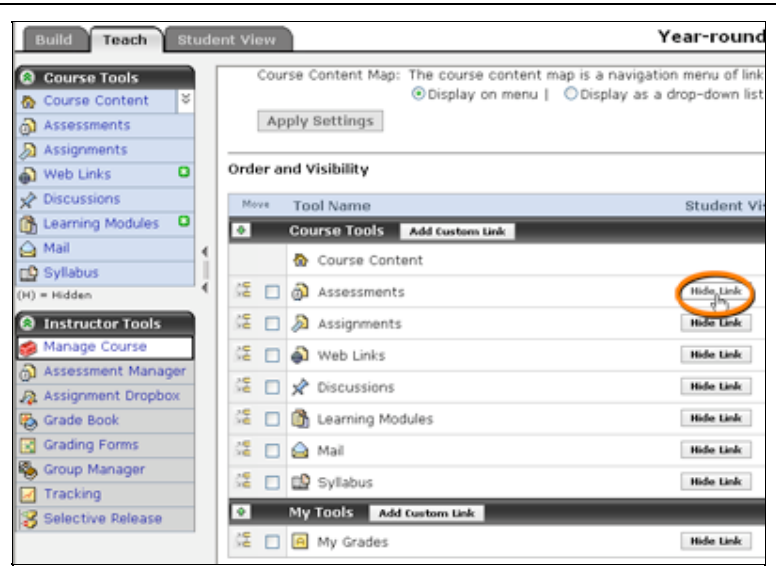
You can choose to reorder and hide tools from students in the "Order and Visibility" section.

1. If the Home Page is displayed, you will need to click the **Manage Course** link and then click the **Course Tools** link (not illustrated).
2. In the "Order and Visibility" area, select the tool you want to move. In this example, we want to move the Web Links tool.
3. In the "Order and Visibility" area, click the icon next to the column you want to move the tool above or below. In this example, we will move the Web Links tool above the Discussions tool.
4. Select **Move Selected Above**. The icon is moved to the new location.
NOTE: The Course Menu screen is closed and the Home Page is displayed.



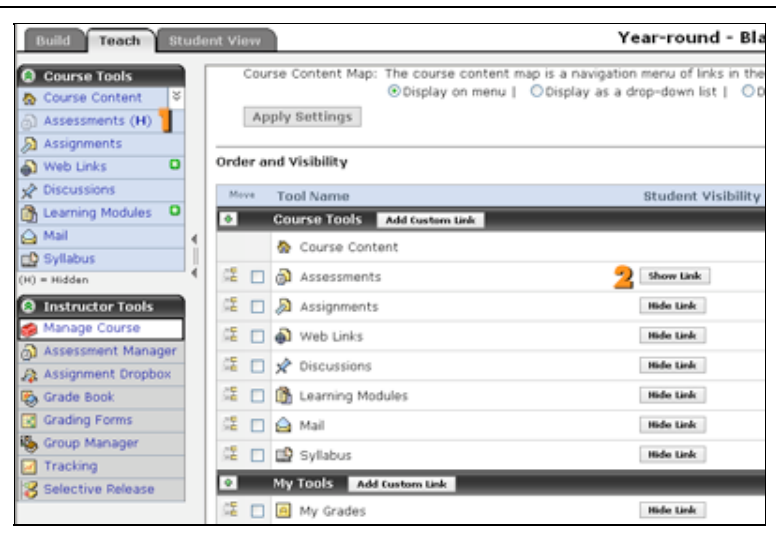
Step 5: Hide Tool

1. If the Home Page is displayed, you will need to click the **Manage Course** link and then click the **Course Tools** link (not illustrated).
2. In the "Order and Visibility" area, for the tool you want to hide, click **Hide Link**. In this example, we are going to hide the Assessments link. The screen updates.



Step 6: Verify Hide

1. In the "Course Tools" menu, the Assessments tool icon is greyed out and there is an (H) following the tool name.
2. In the "Order and Visibility" area, in the "Student Visibility" column, the Hide Link has toggled to Show Link.



Your screens may look different depending upon your configuration.