



Managing the course tools menu

Quick guide for designers

For Blackboard Vista 4.x

As designer, you determine which tools appear in the **Course Tools** menu under the **Teach** and **Student View** tabs by selecting those tools. This is done under **Manage Course >>Tools**.

Adding and removing tools from the course tools menu

Under the **Build** tab, to add a tool to the **Course Tools** menu:


1. Under **Designer Tools**, click on **Manage Course**. The **Manage Course** screen appears.
2. Select **Tools** from the menu to reveal the list of available tools.
3. Check the boxes for the tools you wish to appear in the menu.
4. Click **Save**.

To remove a tool from the menu:

1. Follow steps 1 and 2 above.
2. Uncheck the boxes next to the tools you don't require.
3. Click **Save**.

Arranging tools on the course tools menu

You can rearrange the order of tools on the **Course Tools** menu. To move a tool:

1. Select **Manage Course** from the **Designer Tools** menu to open the **Manage Course** screen and then select **Course Menu**. The **Course Menu** screen appears.
2. To move a tool item up or down the list, first select the item you wish to move from the **Course Tools** list by clicking its check box, and then locate the item where you would like it to go above or below.
3. Click on the *Move Options*  icon next to this location and choose either **Move Selected Above** or **Move Selected Below**. The item is moved.

Modifying the course tools menu

You can change the orientation of the **Course Tools** menu list for students, and change/control other aspects of its appearance to students through the **Course Menu** screen.

1. Select **Manage Course** from the **Designer Tools** menu to open the **Manage Course** screen and then select **Course Menu**. The **Course Menu** screen appears.
2. Under **General Settings**:
 - a. Set how the menu item should display (as text, icon, or both)
 - b. Set the orientation (**Vertical** is default; to change the display to a horizontal bar above the main screen, select the radio button for **Horizontal**).
3. Click **Apply Settings**.

Managing the course tools menu

To hide a menu item from students:

Under **Order and Visibility >> Student Visibility**, click on the **Hide Link** button for the item.

To reverse the position of the Course Tools and My Tools menus for students:

Click on the *Move Up* or *Move Down* arrow  located in the black title area for the menu concerned.

Need more information?

See the companion step-by-step guide [Managing the course tools menu](#).

References:

Designer and Instructor Reference: Application Pack 2 for Blackboard Learning System – Vista Enterprise License (Release 4) 2006 Blackboard Inc

Vista 4.2 Online Help (Blackboard Inc.)

Blackboard, Vista and other product names mentioned are either registered trademarks or trademarks of Blackboard Inc.