

The action menu is located in the top of a learning module page. It is used to navigate and to access tools within the learning module.

## Default action menu

When you create a learning module an action menu will automatically appear.



The icons on the default action menu are:

### Bookmarks



Bookmark a particular page to easily return to that page in future.

### Print



Print or save the contents of a learning module.

### Notes



Students can add notes and save them as they work through the learning module. They can then compile the notes and print.

### Retrace



Retrace steps through the learning module.

### Previous page



View the preceding page of the learning module.


### Next page



View the next page of the learning module.

## Adding new links to the action menu

To add new links to the action menu (in **Build** tab):

1. Under **Course Tools** click on **Learning Modules**.
2. Click on the *ActionLinks* icon  of the particular learning module and choose **Edit Action Menu**.
3. The **Action Menu Links** page will appear and you will have a choice of items to add to your action menu. This page also provides the option for designers to choose which tools will be available to students on the action menu. You can also turn the action menu on or off from this page.

## Creating action menus

**Action Menu Settings for: Academic Writing** Action Menu Status  On /  Off

**Action Menu Links**  
(These links will appear on the Action Menu for this Learning Module.)

Action Menu Links to Items		Action Menu Tools		Browsing Controls
Links	Actions	Tool	On / Off	These controls aid in browsing the Learning Module and cannot be turned off.
Discussion Topic	<input type="checkbox"/>	Notes	<input checked="" type="radio"/> / <input type="radio"/>	
References	<input type="checkbox"/>	Bookmarks	<input checked="" type="radio"/> / <input type="radio"/>	
File	<input type="checkbox"/>	Create Printable View	<input checked="" type="radio"/> / <input type="radio"/>	
Assessment	<input type="checkbox"/>			
Media Library Collection	<input type="checkbox"/>			
Chat	<input type="checkbox"/>			
Web Links	<input type="checkbox"/>			
Assignment	<input type="checkbox"/>			
Discussion Category	<input type="checkbox"/>			

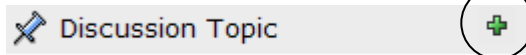
**Done**

**Turn action menu on or off**

**Choose which tools will be available on the action menu**

4. Click on a green cross  to add a link to that item. For example, you may wish to add an Action menu a link to a discussion that is specific to the information contained in the learning module.

- Click on the green cross beside *Discussion topic*.



The discussion topics you have available will be listed.

- Put a tick in the check box beside the topic you wish to add and click on **Add Selected**. You can also create a discussion topic here if one doesn't already exist.

< Your location: [Course Content Home](#) > [Test module 1](#) > [Action Menu Settings](#) > [Create Link](#)

**Create Link to: Discussion Topics**

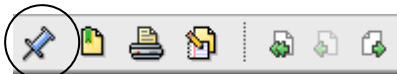
**Create Discussion Topic**

Click **Add Selected** to create a link to the selected item.

<input type="checkbox"/>	Default Topic
<input type="checkbox"/>	Test topic

**Add Selected** **Cancel**



- When you have added all of the links you need, click **Done**.
- Your action menu will now display an icon linking to your discussion topic.

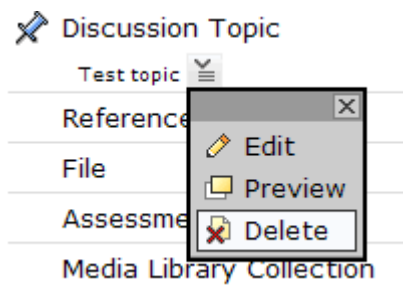


- Follow the same procedure to add links to other items relevant to your learning module content, such as quizzes, assignments, references or web links.

## Deleting links from the action menu

To delete a link from the action menu (in Build tab):

1. Under **Course Tools** click on **Learning Modules**.
2. Click on the *ActionLinks* icon  of the particular learning module and choose **Edit Action Menu**.
3. Click on the *ActionLinks* icon  next to the item you wish to remove, and select **Delete** from the drop-down list that appears.



4. Confirm the delete action, and then click **Done** to save the change.

## Need more information?

For more information see: [Adding tools and content to a learning module - Quick guide for designers](#).

### 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.)

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