The links in your Blackboard course site’s Course Navigation menu are links to the various parts of your Blackboard course site. You can add, remove, rename, and reorder the links in your Course Navigation.

To add a new link, do the following:
1. Log in to Blackboard and browse to your Blackboard site.
2. On the left-hand side of the screen, locate the Course Navigation. Mouse-over the plus icon.
3. Select the type of link you want to add. Each of the options below will add a link to the Course Navigation.
   - Content Area makes a new Content Area. Content Areas are places in your Blackboard site where you can create content items and content folders, upload attachments such as documents and video files, or post links to course materials and quizzes.
   - Module Page A Module Page is an organized collection of course material.
   - Blank Page If you are comfortable writing your own HTML code or you have designed a web page in another application, the Blank Page option allows you to publish such material.
   - Tool Link allows you to place specific tools (e.g., My Grades, Discussion Board, or Blackboard Collaborate) on the Course Navigation. Such links may also be placed inside a Content Area.
   - Web Link creates a link to an external website on your Course Navigation.
Building Main Menu Navigation

- **Subheader** adds a header to your *Course Navigation*. Headers allow you to group related links together.
- **Divider** creates a horizontal divider line in your *Course Navigation*.

4. Depending on the option you select, Blackboard will ask you for the name of the Content Area or tool link, course link, or external link. Type appropriate text in all required fields (marked with a red asterisk *) and click **Submit**.

![Add Content Area](image)

**Note:** Some links are hidden by default. If you want the new link to be immediately available to your students, click the **Available to Users** check box.

To remove, edit or hide a link, do the following:

In the *Course Navigation*, find the link you want to remove, and click the chevron next to the link. A pop-up menu will display.

![Unit One menu item options](image)

1. From the pop-up menu, click **Rename**, **Hide Link** or **Delete**. If you think you may need a link later, then click **Hide Link**.
○ **Hide Link** makes the link's contents unavailable to students, but does not remove it from your course site. Hidden links are still visible to the course instructor(s) and marked with a small "_hidden" icon. If you may need a link's contents later, choose this option.

○ **Rename Link** allows you to provide a new name for the link. After clicking "rename", enter your new name and click the checkmark after you have entered the new name.

○ **Delete** permanently removes the link. If the link links to a Content Area, this deletes the entire Content Area and its contents. Please be certain that you don't need a link and its contents before deleting it.

2. If you clicked **Hide Link**, your link is now hidden from students (but visible to you, marked with a special "hidden" symbol).

3. If you clicked **Delete**, your link and its contents have been permanently deleted.