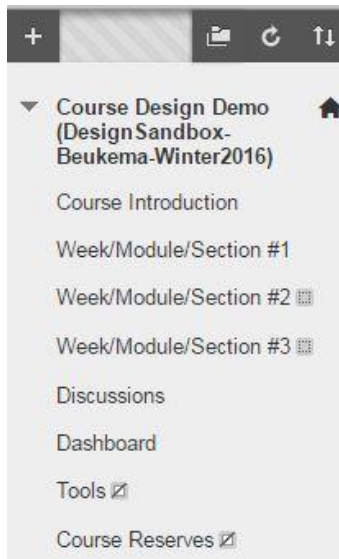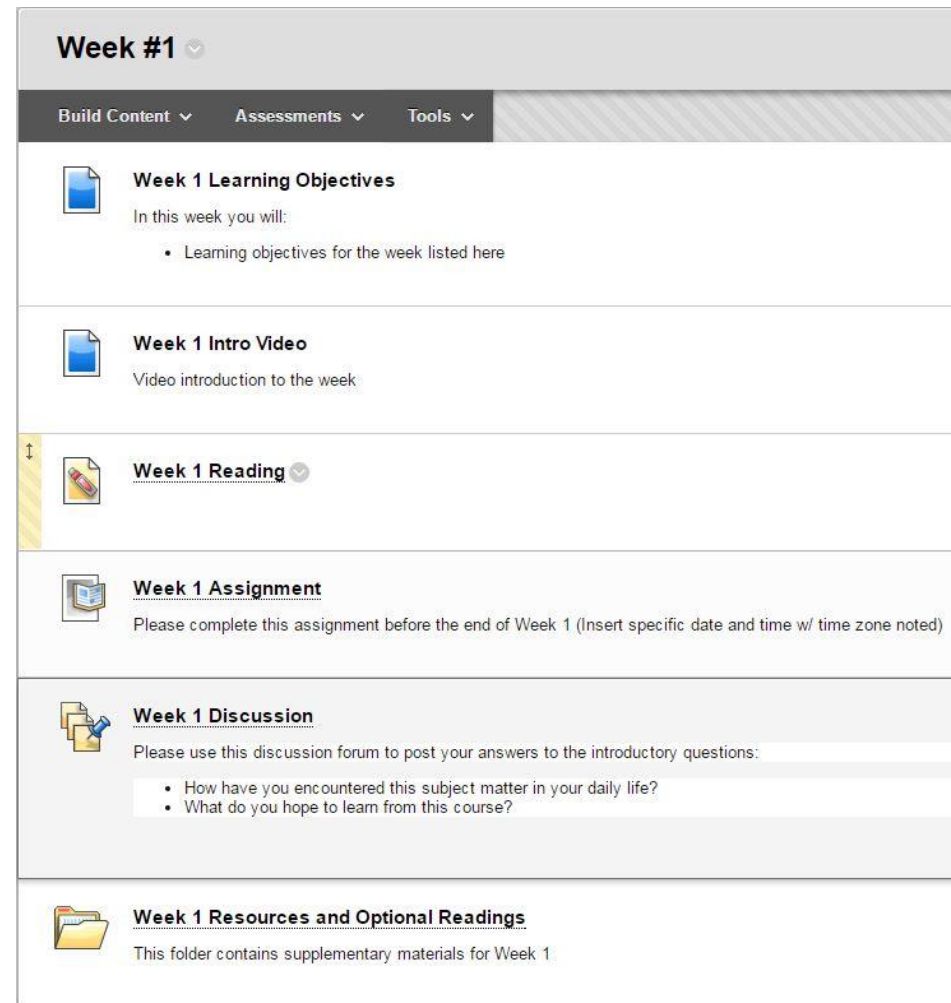# Online Course Layout in Blackboard

Content Structure

Organizing content by week, topic, module, or unit allows for easy navigation and reduces the number of places a student needs to look to gather all of the materials needed to complete each section of your course.

For example, the initial organizing principle in online courses often mirrors how the instructor has files organized on their computer – like with like. The result is a folder or section with all of the readings, another for discussions, and more for assignments, quizzes etc. When faced with this structure students may have difficulty knowing what to do next, or if they have completed all of the required items for a section.

The screenshot on right shows how a content area for each week/section or module can be created, and what materials may be placed within. Each 'content area' can be added to the main menu for your course, as demonstrated in the image below.

Blackboard course menu with content areas added for each section of the course.

Content area for a specific week, module, or section containing all relevant materials in sequential order.
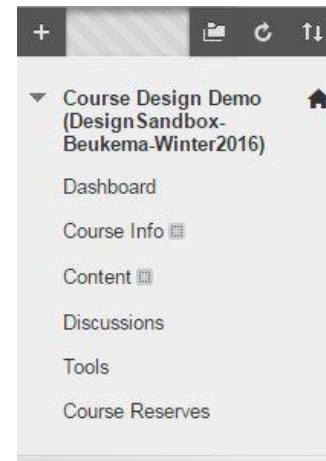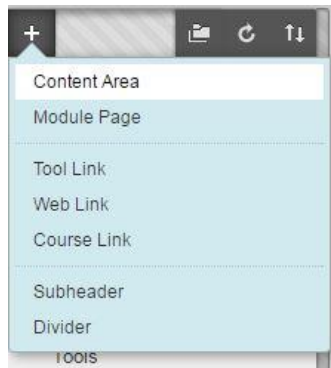
Blackboard Course Menu

You are able to customize the Blackboard Menu. The first image to the right shows the default menu.
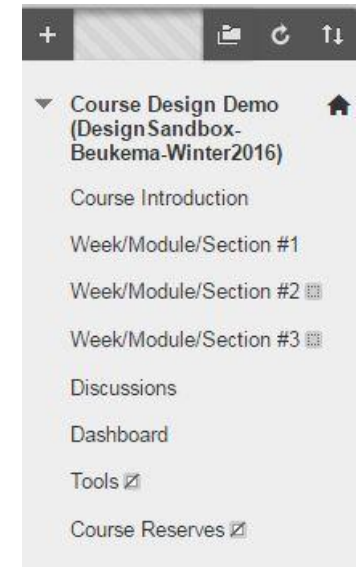
The second image shows a revised menu. By adding relevant content areas, hiding all unused items, and ensuring that the order reflects the sequence of the course the student experience has been improved.

Specific Skill – Adding Items to the Menu
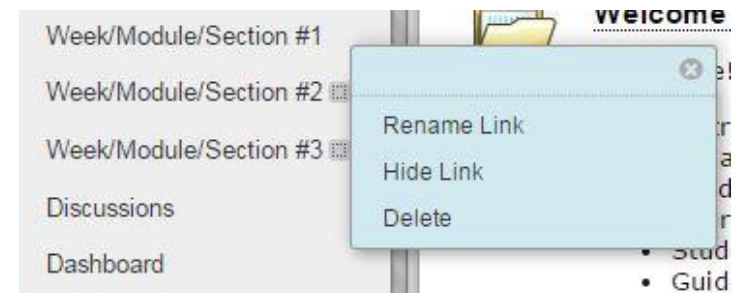Click on the '+' in the upper left corner of the menu to add new items
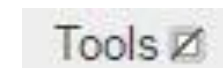

1. Default Blackboard course menu

2. Blackboard course menu customized for a course

Specific Skill – Rearranging Menu Items

Hover your pointer over the left edge of the item you wish to move, a 4-way arrow will appear, click and drag the item to the desired location.

Specific Skill – Renaming, Hiding and Deleting Menu Items

Hover your pointer over the right edge of a menu item and click on the down arrow that appears.

A box with a slash through it indicates that a menu item is hidden from student view.