MODIFYING / DELETING COURSE MENU ITEMS

It is possible to rename, hide, and delete course menu items.

To rename a course menu item:

1. Click the menu item options button on the course menu item you want to rename.
2. Click Rename Link.
3. Type in a new name for the button.
4. Press ENTER or click the Save icon (green checkmark) to complete the button name change process.

To hide a course menu item:

1. Click the menu item arrows on the course menu item you want to hide.
2. Click Hide Link.
3. The button will now appear with the link is unavailable icon. You will still be able to see the course menu item, but students will no longer see it.
To show a course menu item:

1. Click the menu item options on the course menu item you want to show.
2. Click **Show Link**.

   ![Menu Options](image)

3. The button will no longer appear with the link is unavailable icon. Students will now be able to see the course menu item.

To remove a course menu item:

1. Click the menu items arrows on the course menu item you want to delete.
2. Click **Delete**.

   ![Menu Options](image)

3. Click **OK** to confirm the delete process.

**WARNINGS:**
Deleting a course menu item that has content associated with it will "orphan" the content!
The content associated with the button will still be in Blackboard and tied to your course, but it will require intervention from a Blackboard Administrator to retrieve the content. Be careful when attempting to delete a course menu item!