# ITS Resource Center Home

## How to Customize a Blackboard Course Space

### Contact Information

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### How to Change Your Students' View of a Course

1. Changing the default menu items:
   a. Click the Edit Mode switch to On (upper-right corner of page).
   b. Mouse over the double-headed arrow to the left of any menu item (the cursor changes to a four-pointed arrow) to drag-and-drop the item to a new place.
   c. Click the "action button" to the right of any item and then select Rename Link, Hide Link or Delete (content areas which are empty will simply not appear to students).
2. Adding new menu items:
   a. Click the Edit Mode switch to On (upper-right corner of page).
   b. In the course menu area, click the plus sign in the upper left corner to add a new content area, external link, course link, divider, etc.
3. Adding or removing course tools:
   a. Click the Edit Mode switch to On (upper-right corner of page).
   b. Click on the Tools link.
   c. Click the "Hide Link" button to make any tools you are not planning to use unavailable to your students (for example, if you do not want students to be able to see their grades, hide the My Grades Tool).
4. Change the default language and other settings:
   a. Go to the Control Panel area of the course.
   b. Click the "Customization" sub-menu to expand it and select the "Properties" option.
   c. Choose a new Language Pack to change the language of your course (the Enforce option will override users' settings for this course only).
   d. You can change the Availability of your course (you can access the course but students cannot).
   e. You can change the Name of the course to change the title which displays in the My Courses module.
5. Change the menu style, add a course banner, change entry point:
   a. Go to the Control Panel area of the course.
   b. Click the "Customization" sub-menu to expand it and choose the "Teaching Style" option.
   c. In the "Select Menu Style" area, you can choose a button style or change button/text colors.
   d. In the "Select Banner" area, you can add an image to the Announcements area.
   e. In the "Select Course Entry Point" area, you can choose a page other than "Course Home" as the initial page of your course (it must have content in it and be visible to students).

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