To change the course buttons (on the left navigation menu bar), do the following:

1. Go to the Control Panel.
2. Under Course Options at the bottom left column, select Course Design.
3. Click on Course Menu Design.

Choose whether you want a button or text-based navigation menu.

If you choose buttons, you can then browse the buttons available. Click on Gallery of Buttons to see a list of all the buttons available. You have three choices for button type – solid colors, striped colors, and patterns. In addition, you also have three choices for button shape – rectangular, rounded corners, and rounded ends. Select a button type and a button shape. Click on the button in the Button Gallery, then click on the Close button at the top of the Button Gallery. This will take you back to the Button Style main page. Your new button style should appear next to the heading Button Style. When you are done, click Submit and the change will be applied immediately.

If you choose text, you can choose the colors for the menu in #2 Select Style Properties. Click Submit to make the changes.

Adding a banner image to your course:
This can be any image, as long as it is saved as a “gif” or “jpg” file. This banner will appear above your Announcements when you log in to the course.

To add the banner:

1. Go to the Control Panel.
2. Under Course Options at the bottom left column, select Course Design.
3. Click on Course Banner.

Click Browse to locate the image you are using, and click Submit when you have selected it.
To remove buttons from the navigation menu:

1. Go to the Control Panel.
2. Under Course Options at the bottom left column, select Manage Course Menu.

Here you can remove certain buttons from the navigation menu. This area will also allow you to change the button text by selecting Modify next to the button. Scroll through the rest of the page, making any changes that you would like to apply, and click Submit when you are done.