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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.

If you have questions about Blackboard or library research,

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