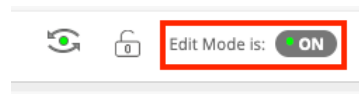


## Changing the Appearance of the Blackboard Menu

[https://calbaptist.mediaspace.kaltura.com/media/Changing+the+Appearance+of+the+Blackboard+Menu/1\\_o0d0fae1](https://calbaptist.mediaspace.kaltura.com/media/Changing+the+Appearance+of+the+Blackboard+Menu/1_o0d0fae1)

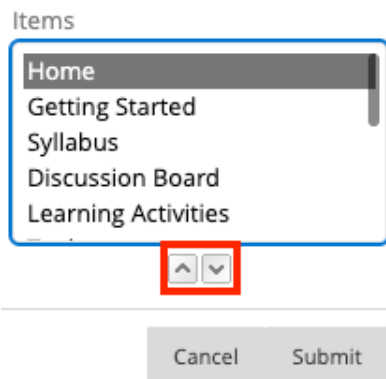
### Directions

1. Make sure Edit Mode is on in upper right corner of blackboard

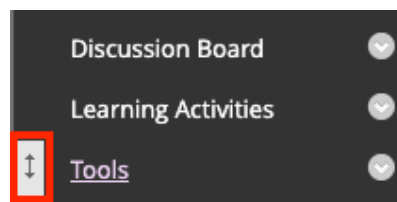


2. You can reorder links on left hand menu in one of two ways

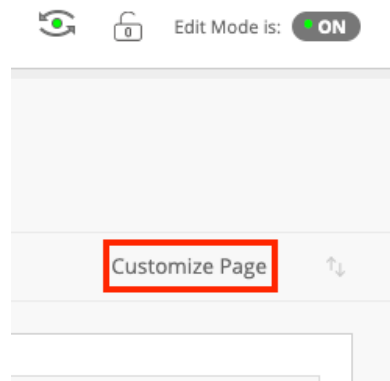
#### Reorder: Menu Items



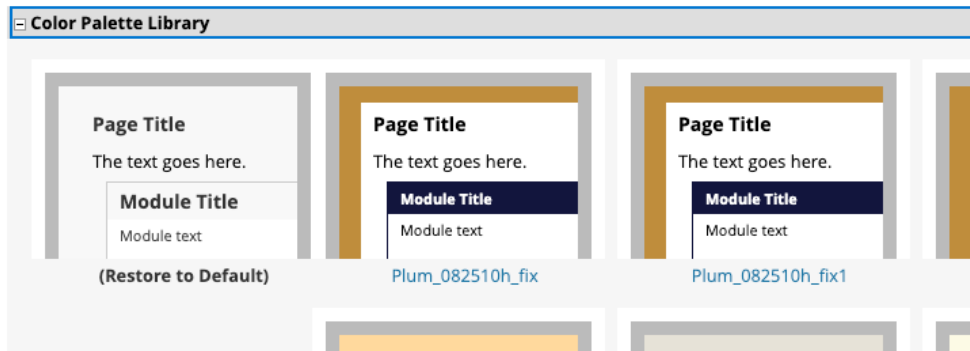
- a. Click the Reorder arrows Button at top of menu, select menu item you want to move and click the up or down arrow to move it. Click submit to save changes.



- b. Or hover over menu item you wish to move and note the two arrows on the far left of menu item, hover over those arrows until you see the 4 arrows and drag the menu item



up or down



3. To customize Blackboard Home page colors
  - a. From Home Page click Customize Page on the far right
  - b. Choose one of the options in the Color Palette Library and click submit to approve.