

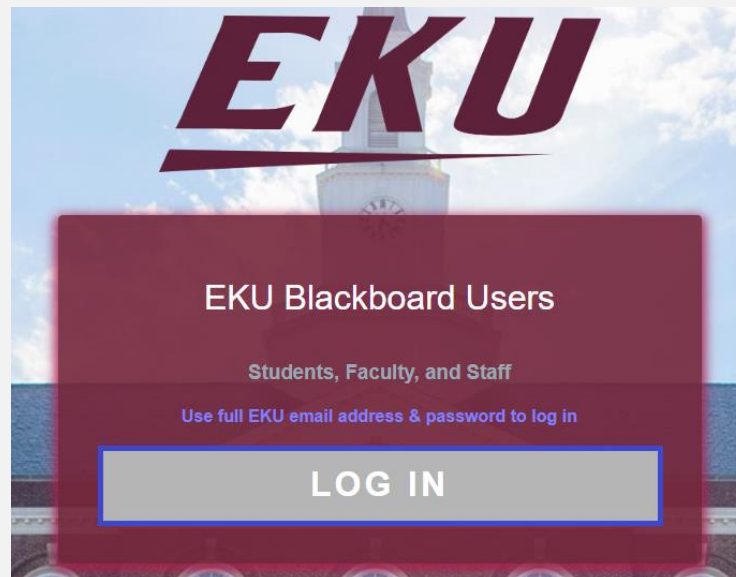
# EKU ONLINE INSTRUCTIONAL DESIGN CENTER

## MAKING A MENU ITEM VISIBLE

For the organization of your course in Blackboard, deciding what is and isn't visible to your students can be a great way to keep content streamlined. If you have a previously hidden menu item that you want to make visible for students, the following steps can be taken:

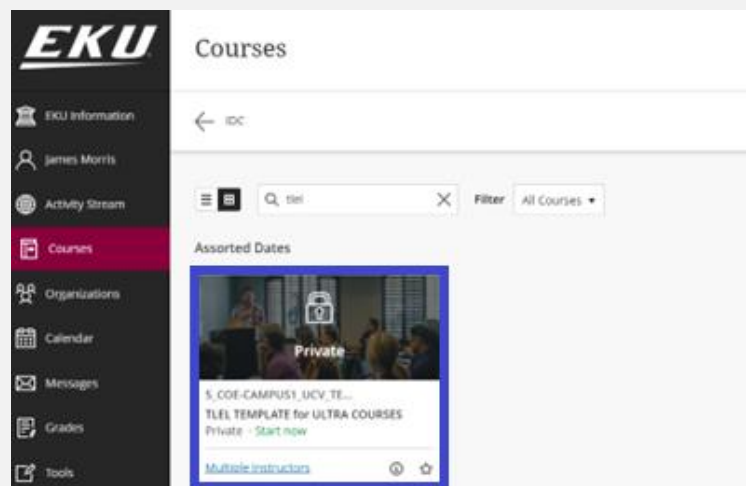
### STEP 1

Log into Blackboard.



### STEP 2

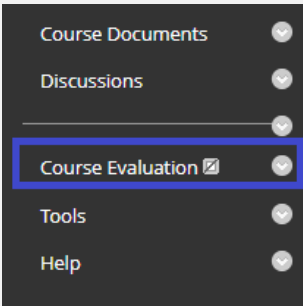
Select the appropriate course in which needs to be made available.



### STEP 3

# EKU ONLINE INSTRUCTIONAL DESIGN CENTER

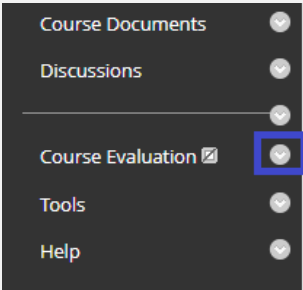
Locate the Menu Item you wish to make visible to students.



The screenshot shows a dark sidebar menu with the following items: Course Documents, Discussions, Course Evaluation (checked and highlighted with a blue box), Tools, and Help. Each item has a small downward arrow to its right. To the right of the menu is a white area with a dashed line and the text "New announcements appear below this line" and "No Announcements found."

## STEP 4

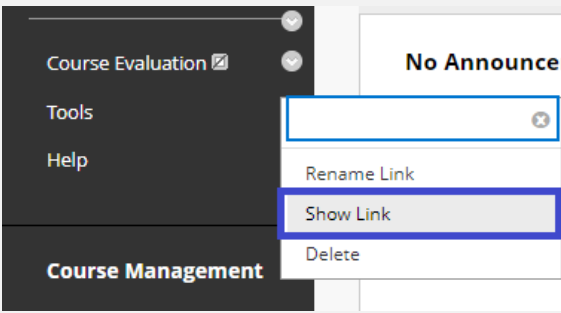
Click on the dropdown circle next to the Menu Item's title.



The screenshot is similar to the previous one, but the dropdown circle next to "Course Evaluation" is now highlighted with a blue box.

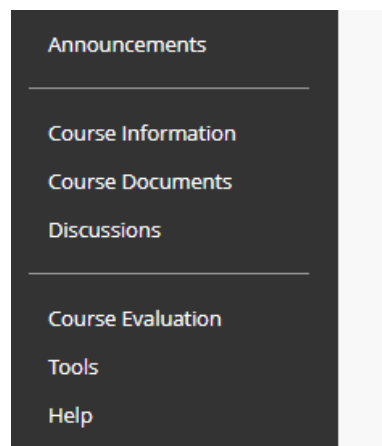
## Step 5

Select *Show Link* from the dropdown menu.



The screenshot shows the dropdown menu for "Course Evaluation" open. The menu items are: Show Link (highlighted with a blue box), Rename Link, and Delete. The "Course Management" section is visible below the dropdown.

This menu is now visible to students to students, as can be seen in the *Student Preview Mode*:



The screenshot shows a dark sidebar menu with the following items: Announcements, Course Information, Course Documents, Discussions, Course Evaluation, Tools, and Help.