

Navigation

Navbar templates define the look of a navigation bar, including its size, background graphics and link fonts. Change the links that appear on the navigation bar or change the colors and background image.

Understanding Navbars

Navbars, or navigational bars, are a set of links across the top of all pages that are used to navigate between tools and the homepage. Each course has its own navbar (based on the **Course Default Navbar**) that links to relevant tools for that course.

By default new courses use the **Course Default Navbar**. To add or remove tools from the Course Default Navbar, a new navbar needs to be created. Navbar templates define the look and feel of a navbar, while the navbar controls which links are available on the navbar.

The **New Navbar** and **Edit Navbar** pages are divided into two tabs. The **Properties** tab is used to give your navbar a name and description and select a navbar template. The **Links** tab is used to add links to the navbar link area. You can also rename the link areas, by default they are called: Top Left Link Area, Top Right Link Area, Bottom Left Link Area and Bottom Right Link Area. The link area names you provide are used as headings; some users, such as blind individuals who use screen readers, use headings to navigate between areas.

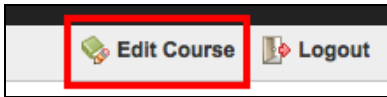
Typical Navbar Link Locations

- Top Left: Personal tools (My Home, Locker, Calendar, Email, etc.)
- Top Right: Date
- Bottom Left: Course tools (Course Home, Dropbox, Discussions, Grades, etc.)
- Bottom Right: Edit Course, Logout

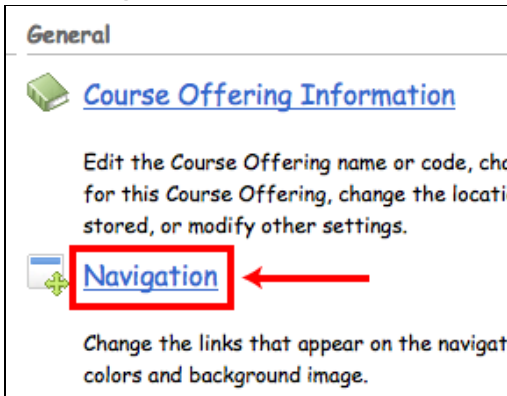
Creating an Editable Navbar

If you create a navbar template in a course, you cannot share it with other courses because they are at the same level in the organization hierarchy.

1. Click on **Edit Course**.



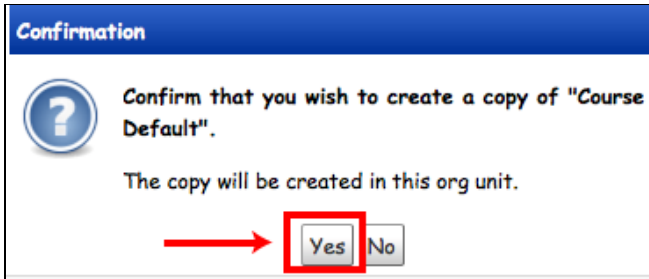
2. Click on **Navigation**.



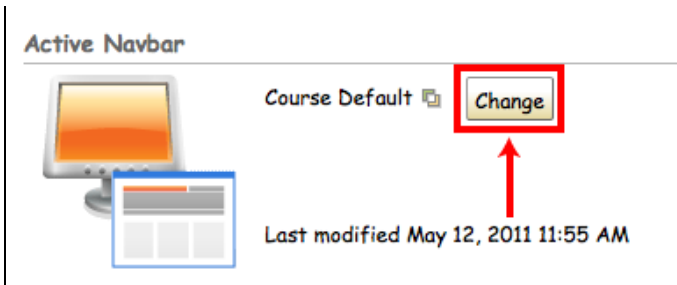
3. Locate **Course Default** and click the **Copy Course Default** icon to its right.



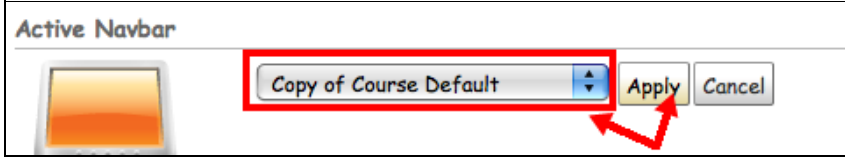
4. Click **Yes** in the "Confirm that you wish to create a copy of a "Course Default" window."



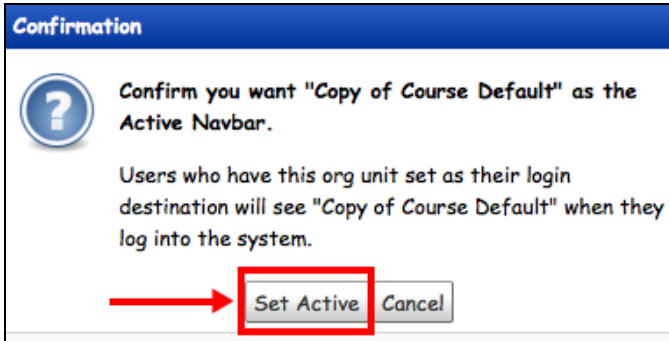
5. Click **Change**.



6. Select the **Copy Course Default** from the dropdown and click **Apply**.



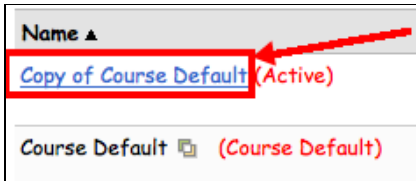
7. Click **Set Active** in the "Confirm you want "Copy of Course Default" as the Active Navbar."



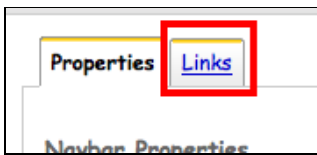
8. You can preview your changes in the  **Preview** area.

Add Links to the Navbar

1. On the main **Navbars** page, click the name of the navbar you want to edit.



2. Click the **Links** tab.



3. Select **Add Links**.

Navbar Links

Use this page to position links on the navbar and define a header for each area/link group. [Why should I rename each link area?](#)

Top Left Link Area

My Home | Blog | ePortfolio | Library

BeachBoard Help | Email

Add Links

Top Right Link Area

Date(Short)

Add Links

Middle Area

Middle Left Image: Screenshot Help Files | Mail Image

Bottom Left Link Area

Course Home | Content | Dropbox | Quizzes

Classlist | Grades | Discussions | Online Rooms

Add Links

Bottom Right Link Area

Edit Course | Logout

Add Links

- Select the check box next to the link you wish to add.
- Click Add.

Add Links to Bottom Left Link Area - Screenshot Help Files - California State University, Long Beach

<input type="checkbox"/>	Email Provides access to the Email tool
<input type="checkbox"/>	ePortfolio Provides access to the user's Learning Portfolio.
<input type="checkbox"/>	FAQ Provides access to the Frequently Asked Questions (FAQ) tool
<input type="checkbox"/>	Glossary Provides access to the Glossary tool
<input type="checkbox"/>	Grades Provides access to the Grades tool
<input checked="" type="checkbox"/>	Groups Provides access to the Groups tool
<input type="checkbox"/>	Help Provides access to a Help page that displays background information on some of the tools used throughout the system.
<input type="checkbox"/>	Instructional Design Wizard Provides access to the Instructional Design Wizard
<input type="checkbox"/>	Journal Provides access to the Journal tool

Cancel Add

Remove a tool or link from a navbar

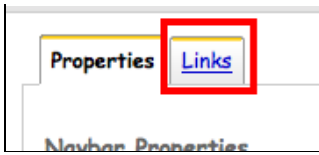
- On the main Navbars page, click the name of the navbar you want to edit.

Name ▲

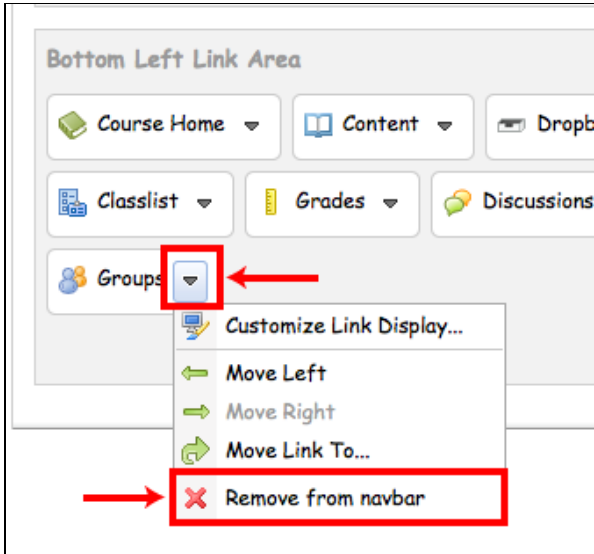
Copy of Course Default (Active)

Course Default (Course Default)

- Select the Links tab.

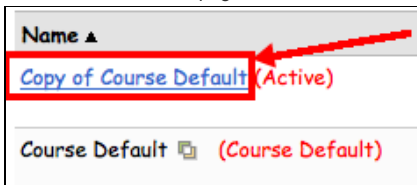


3. Open the **Actions** context menu for the desired link by clicking on the arrow to its right.
4. Select **Remove**.

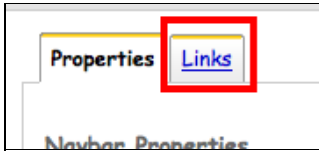


Reorder links

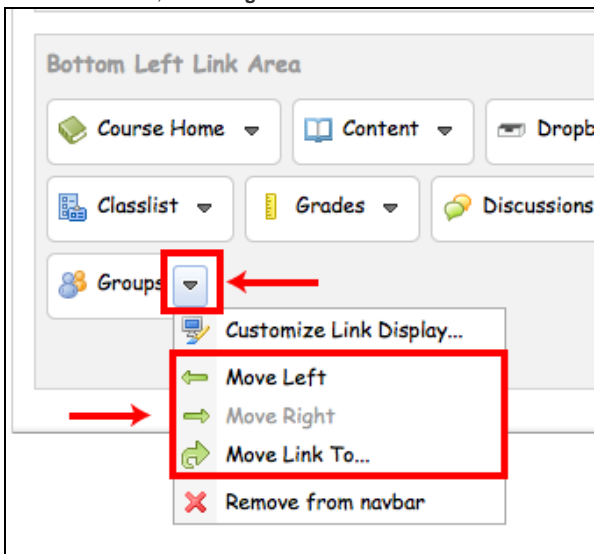
1. On the main **Navbars** page, click the name of the navbar you want to edit.



2. Select the **Links** tab.

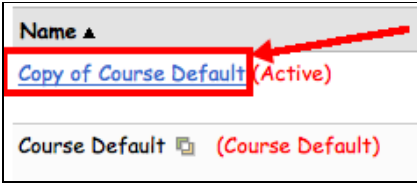


3. Open the **Actions** context menu for the desired link by clicking on the arrow to its right.
4. Select **Move Left**, **Move Right** or **Move Link To**.

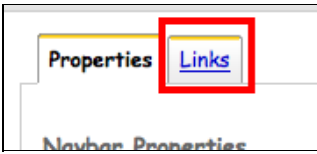


Show or hide a link's text or icon

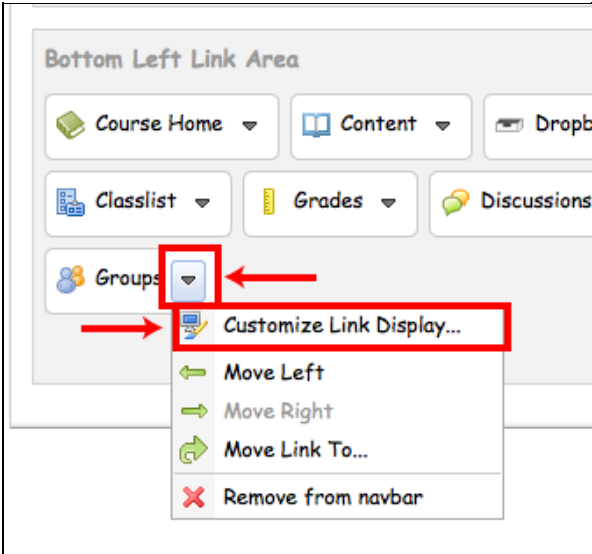
1. On the main **Navbars** page, click the name of the navbar you want to edit.



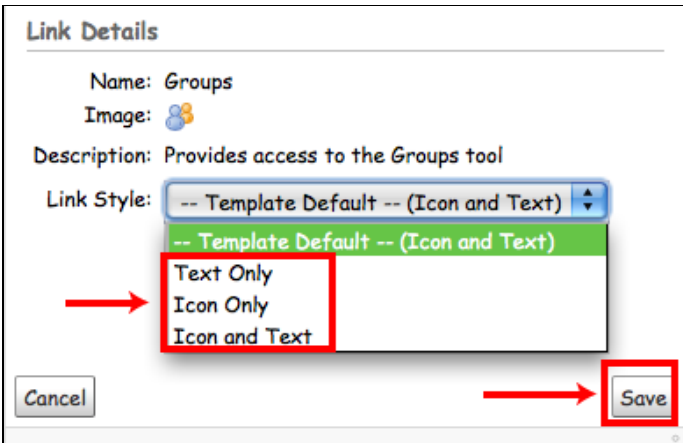
2. Select the **Links** tab.



3. Open the **Actions** context menu for the desired link by clicking on the arrow to its right.
4. Select **Customize Link Display**.

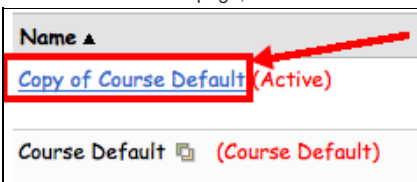


5. From the Link Style drop-down menu, select **Text Only**, **Icon Only** or **Icon and Text**.
6. Click **Save**.

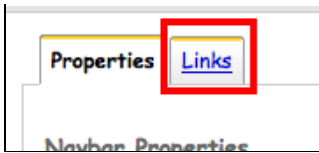


Rename a link area

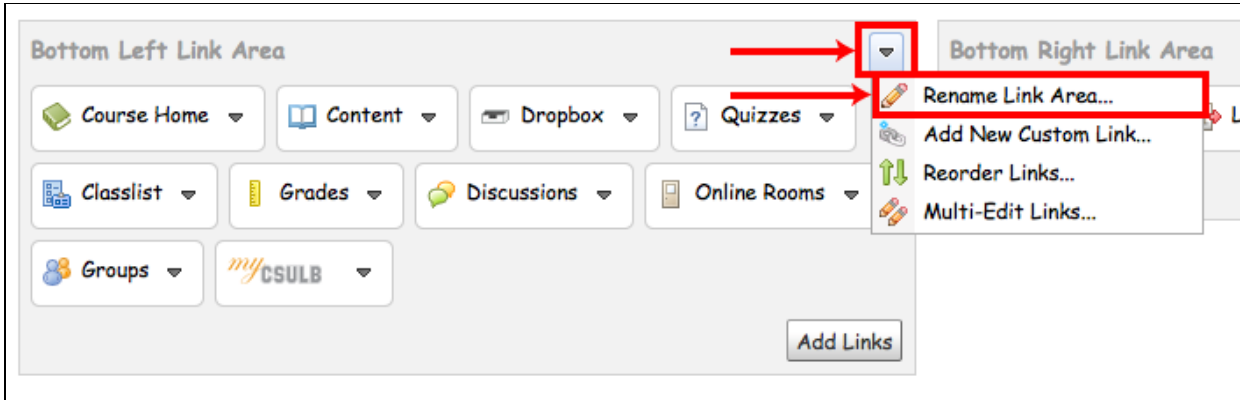
1. On the main **Navbars** page, click the name of the navbar you want to edit.



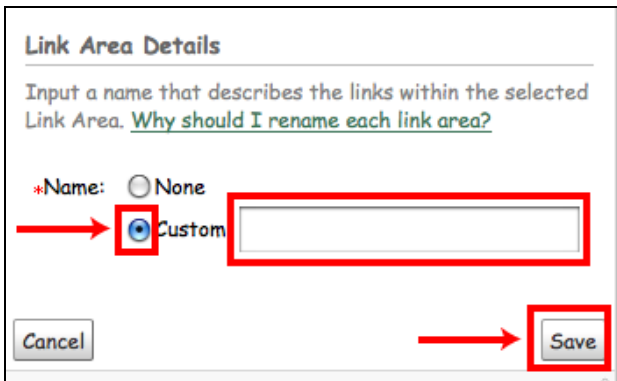
2. Select the **Links** tab.



3. Open the **Actions** context menu for the link area you want to rename by clicking on the arrow to its right.
4. Select **Rename Link Area** .



5. Select **Custom** and enter a Custom Name or select none.
6. Click **Save** .



Delete a navbar

On the main Navbar page, click the  **Delete** icon beside the navbar's name.

Name ▲	Last Modified	Actions
Copy of Copy of Course Default	Jun 8, 2011 12:58 PM	 
Copy of Course Default (Active)		

Warning You cannot undo this action. When you delete a navbar that is being used, the course using the navbar is forced to use the Course Default Navbar. You cannot delete the Course Default Navbar and you can only delete the copy.