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.
   ![Edit Course]

2. Click on Navigation.
   ![Course Offering Information]

   ![Navigation]
   Change the links that appear on the navigation bar, including its size, background graphics and link fonts.

   ![Copy Course Default]
   Locate Course Default and click the Copy Course Default icon to its right.

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

   ![Confirmation]
   The copy will be created in this org unit.

4. Click Change.

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

- **Email**: Provides access to the Email tool
- **ePortfolio**: Provides access to the user’s Learning Portfolio
- **FAQ**: Provides access to the Frequently Asked Questions (FAQ) tool
- **Glossary**: Provides access to the Glossary tool
- **Grades**: Provides access to the Grades tool
- **Groups**: Provides access to the Groups tool
- **Help**: Provides access to a Help page that displays background information on some of the tools used throughout the system
- **Instructional Design Wizard**: Provides access to the Instructional Design Wizard
- **Journal**: Provides access to the Journal tool

![Add Link button](image)

**Cancel**

**Add**

### Remove a tool or link from a navbar

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

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of Course Default (Active)</td>
</tr>
<tr>
<td>Course Default (Course Default)</td>
</tr>
</tbody>
</table>

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 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.

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.