Navbar – Modifying

1. Hold you cursor over the empty area of the Navbar (directly under the "gear" icon) and an "ellipsis" box will appear:
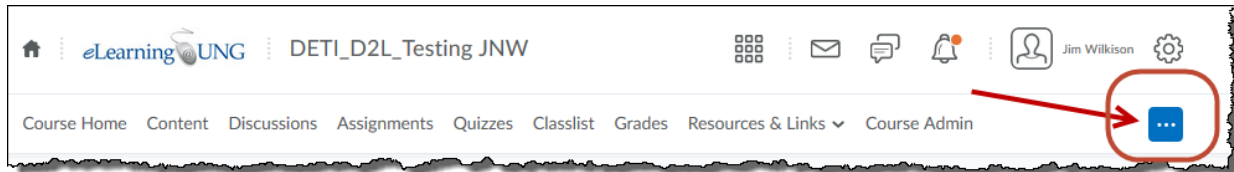

Fig. 1

2. Click on the "ellipsis" and a drop-down menu will appear. If the current Navbar is the default, the menu will appear as in Fig. 2. If the current Navbar is already a customized version, it will appear as in Fig. 3.
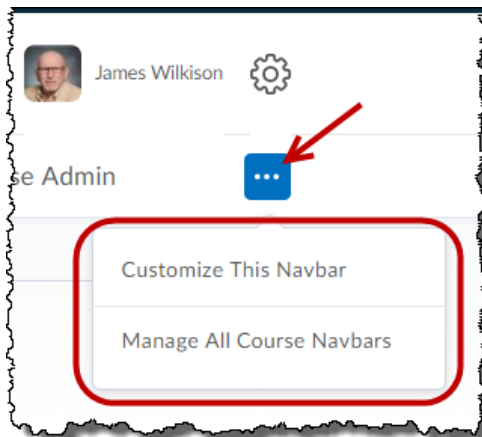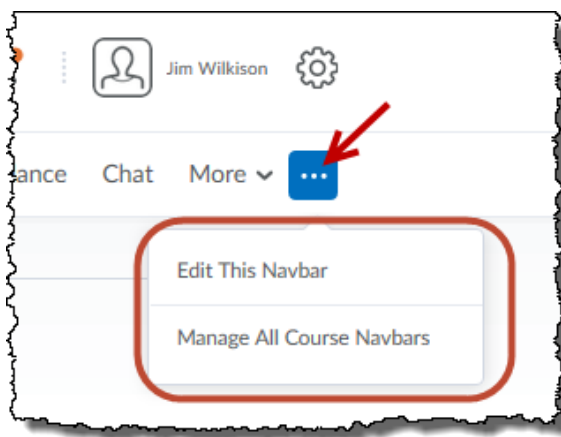

Fig. 2   Fig. 3

3. For the Default Navbar condition (Fig. 2):

Customize This Navbar – You will first receive the following message in a "pop-up" window:
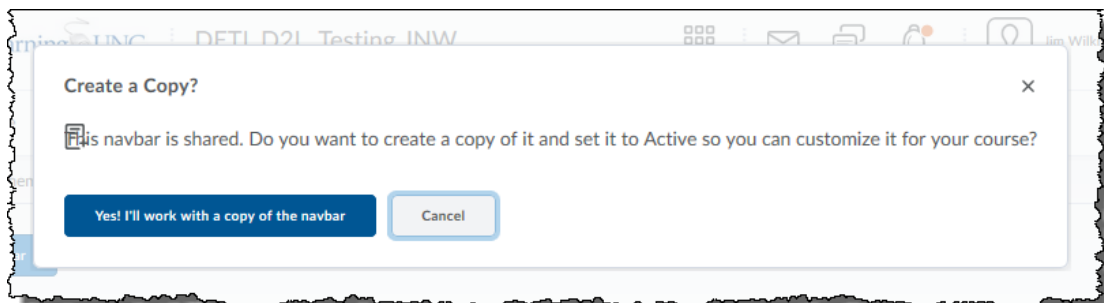

Fig. 4

If you haven't already made a copy of the current (default) Navbar, click the "Yes! I'll work with a copy of the navbar" button. Otherwise, you will have to find the "ellipsis" again and click on

Manage All Course Navbars which will take you to the Navigations and Themes screen that list all available system and custom (if any) Navbars. On this screen you can edit an existing custom Navbar or make a copy of a system version and then edit the copy. (You can also access this screen through "Course Admin" > "Navigation and Themes".)

When you select "Yes!...", you will be taken to the edit navbar screen(for this copy):

Fig. 5

Adding link buttons (tool link buttons) – Upon clicking the "Add Links" button (above), the following pop-up window will appear:
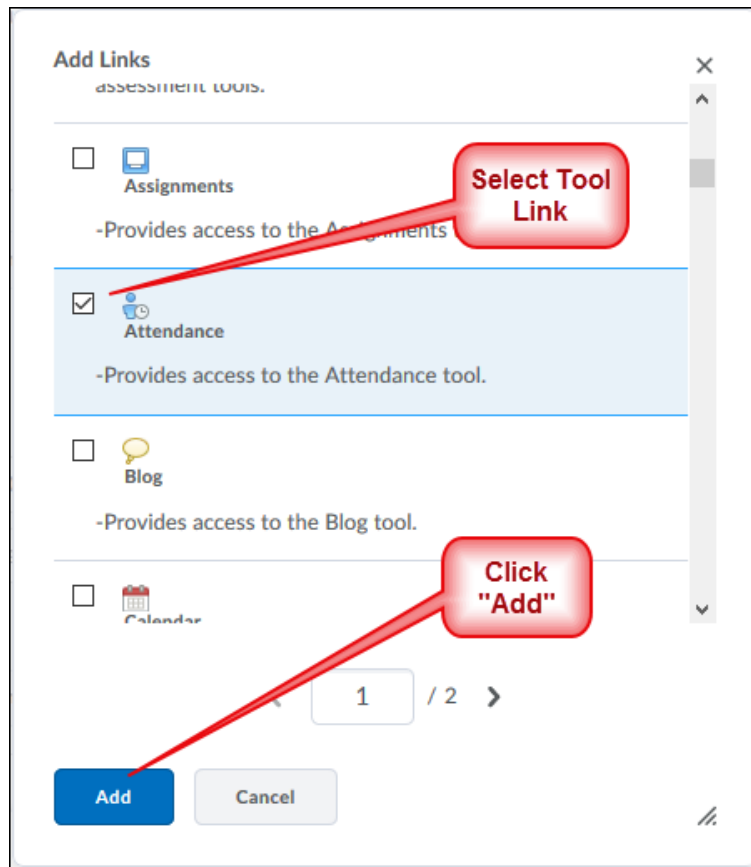

Fig. 6

The above is an example of adding the "Attendance" tool to the Navbar.

After editing, **Save and Close.**

Manage All Course Navbars – Accesses the Navigation and Themes screen that list all available course Navbars.

4. For the Customized Navbar condition: (Fig. 3 above)

Edit this Navbar – you will be taken directly to the Edit Navbar screen (as shown above) to make any changes (additions or deletions).

Again the *Manage All Course Navbars* – Accesses the Navigation and Themes screen that list all available course Navbars.
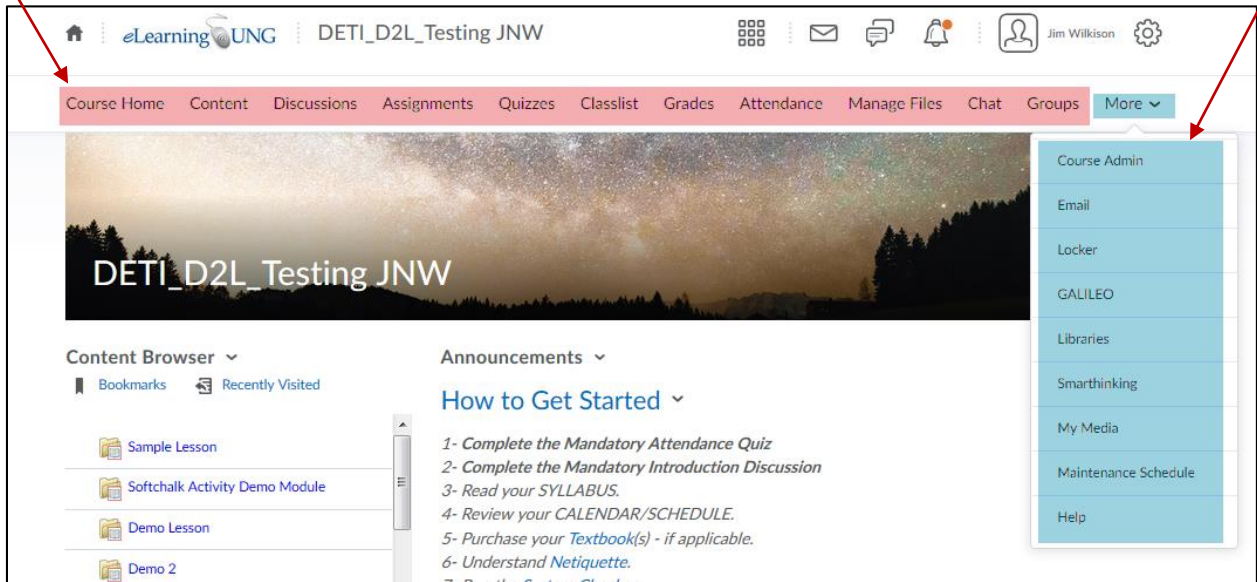
5. Button link configuration order - editing screen order to actual Navbar order:
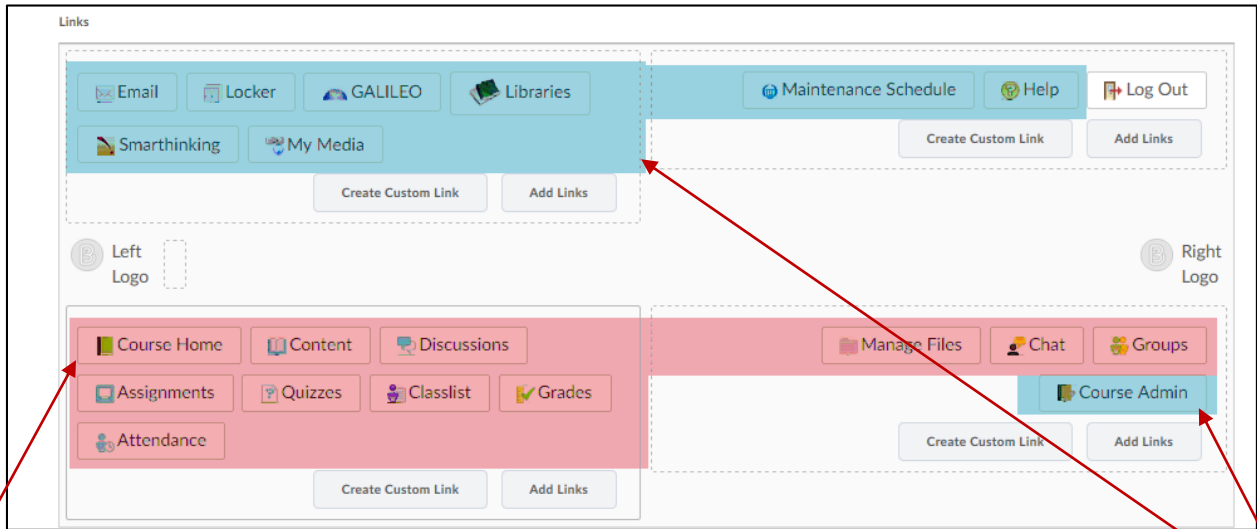
Edit Navbar screen – button links editing

Navbar is populated starting here, then placing button links from left to right

After 11 have been placed, then the rest go in the "More" menu, in the order shown.

Navbar on Course Home Page