

Customizing the Navbar in D2L Brightspace – Daylight Experience

With the *Navbar Management Tool*, you can customize the *Navbar* in your course with additional links and resources. By default, there are three Navbars to choose from in a course. This guide shows you the various default Navbars, demonstrates how to create a Navbar from scratch, switch to another Navbar, duplicate and edit an existing Navbar, as well as how to create custom links and link groups.

Default Navbars

There are three *Default Navbars* available in each course. With the addition of responsive design in D2L Brightspace – Daylight Experience, the Navbar is collapsed to one row. Links that do not fit in the Navbar will nest under the *More* drop-down.

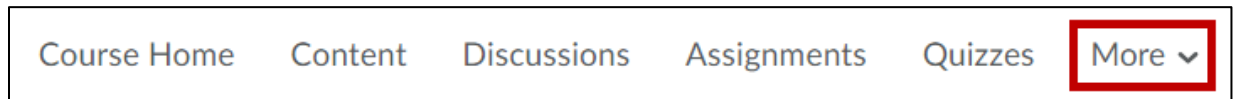


Figure 1 - More Drop-Down

Note: Default Navbars cannot be edited. To customize one of these Navbars, you will need to copy it first, as explained in the Copy a Navbar section of this document.

The Course Navbar

The *Course Navbar* is the default Navbar for a course. The Course Navbar contains the following links:



Figure 2 - Course Navbar

- | | |
|-------------------------------|-----------------------------|
| a. Course Home (See Figure 2) | e. Quizzes (See Figure 2) |
| b. Content (See Figure 2) | f. Other (See Figure 2) |
| c. Discussions (See Figure 2) | g. Classlist (See Figure 2) |
| d. Assignments (See Figure 2) | h. Grades (See Figure 2) |

Note: The **Other** drop-down contains links to additional D2L resources and *External Learning Tools*, such as *Attendance*, *Checklist*, and *Collaborate Ultra*.

The KSU Course Default Navbars

The *KSU Course Default Navbar* and the *KSU Course Expanded Navbar* both contain the following links:

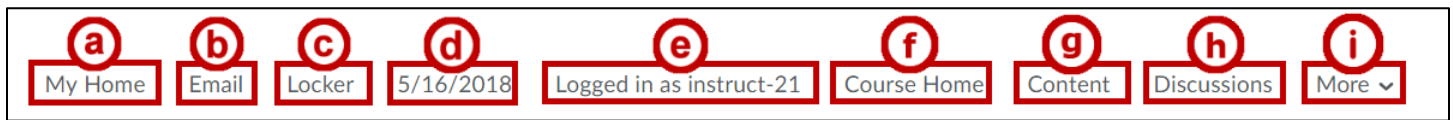


Figure 3 - KSU Course Default Navbar/KSU Course Expanded Navbar

- | | |
|-------------------------------------|-------------------------------|
| a. My Home (See Figure 3) | f. Course Home (See Figure 3) |
| b. Email (See Figure 3) | g. Content (See Figure 3) |
| c. Locker (See Figure 3) | h. Discussions (See Figure 3) |
| d. Date (See Figure 3) | i. More (See Figure 3) |
| e. User Account Name (See Figure 3) | |

However, options under the *More* drop-down differ. The *KSU Course Default Navbar* contains the following:

- Assignments
- Quizzes
- Grades
- Classlist
- Course Admin

Whereas the *KSU Course Expanded Navbar* contains additional links:

- | | |
|---|---|
| <ul style="list-style-type: none">• Assignments• Quizzes• Checklist• Chat• Compentencies• FAQ• Glossary• Rubrics | <ul style="list-style-type: none">• Self Assessments• Surveys• Groups• Links• Collaborate Classic• Grades• Classlist• Course Admin |
|---|---|

The Navbar Management Tool

You can access, create, edit, and duplicate Navbars from the *Navbar Management tool*.

Access the Navbar Management Tool

1. On the *Course Homepage*, hover over the *Navbar*. Click the **Navbar editor** icon (See Figure 4).
2. Click **Manage All Course Navbars** (See Figure 4).

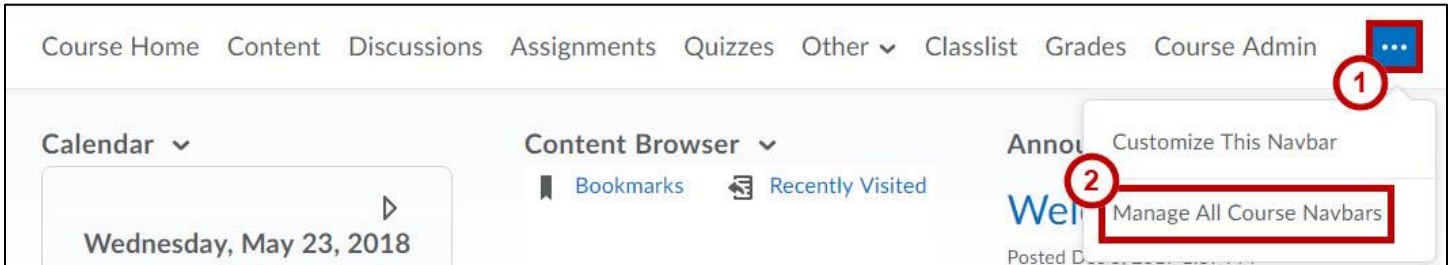


Figure 4 - Access the Navbar Management Tool

3. The *Navbar Management tool* loads.

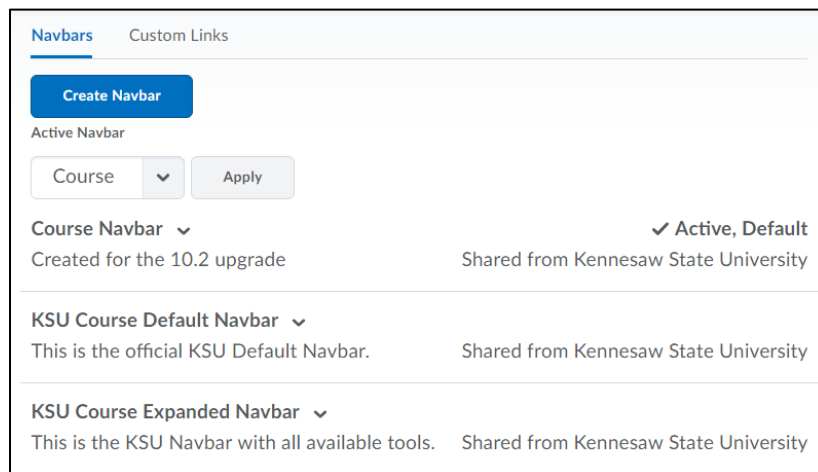


Figure 5 - The Navbar Management Tool

Create a Navbar

You can create a Navbar from scratch using the Navbar Management tool.

1. From the *Navbar Management tool*, click **Create Navbar**.

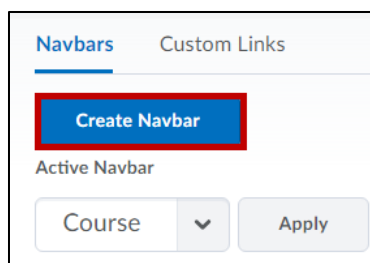


Figure 6 - Create Navbar

2. Enter a **name** (See Figure 7).
3. Enter a **description** (See Figure 7).

Figure 7 - Navbar Name and Description

4. *Optional:* Click **Change Theme** to adjust the Navbar theme. In this example, we will keep the recommended default *KSU Course Default Navbar Template*.

Figure 8 - Change Theme

Note: Themes from previous versions of D2L with multiple rows **will collapse to one row** in the Navbar when activated. If you select a theme with multiple rows, links will be displayed in the Navbar as follows: bottom-left link area, bottom-right link area, top left link area, and top-right link area. Note that when there are space limitations due to a large number of links in an area, the subsequent link areas will be collapsed into the *More* drop-down.

5. In the **Links Panel**, you determine which links will be in the Navbar (See Figure 9).
6. The *Links Panel* consists of **link areas** (See Figure 9).

Note: The link areas you see will depend upon the template you chose in the previous step.

Figure 9 - The Links Panel

7. Each *link area* contains the following options for adding links to the Navbar:
 - a. **Create Custom Link** – Create a link to a custom resource, such as an external URL (See Figure 10).
 - b. **Add Links** – Add links to resources in D2L or previously created custom links (See Figure 10).



Figure 10 - Add Links

8. Using the buttons above, add links as needed.

Important: You **must** add links to a Navbar before applying it to the course. Failing to do so will render all content within your course inaccessible, and the course will have to be created again from scratch.

9. When ready, click **Save and Close**.

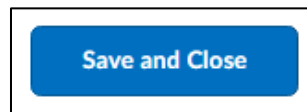


Figure 11 - Save and Close

Apply a New Navbar to the Course

1. From the *Navbar Management tool*, click the **Active Navbar** drop-down (See Figure 12).
2. Select the **Navbar** you want to activate (See Figure 12).
3. Click **Apply** (See Figure 12).

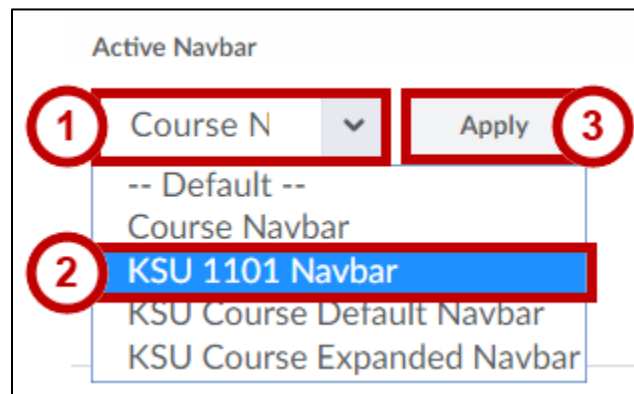


Figure 12 - Apply a New Navbar

4. The Navbar is applied to the course.

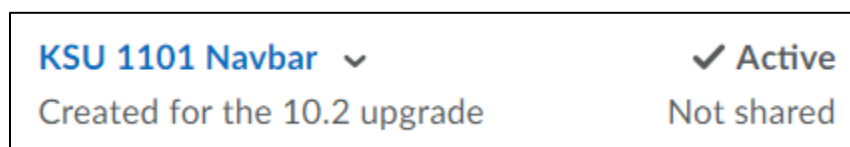


Figure 13 - Applied Navbar

Copy a Navbar

To customize a *Default Navbar*, it must be copied first. The following explains how to copy a Navbar:

1. From the *Navbar Management tool*, click the Navbar's **context menu** (See Figure 14).
2. Click **Copy** (See Figure 14).

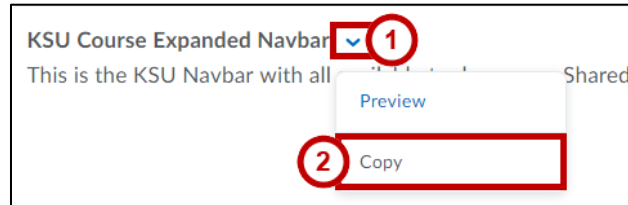


Figure 14 - Copy a Navbar

3. The Navbar is copied.

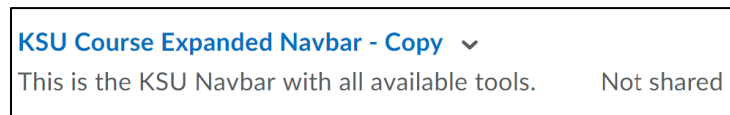


Figure 15 - Copied Navbar

Edit a Navbar

1. From the *Navbar Management tool*, click the **title** of the Navbar you wish to edit.

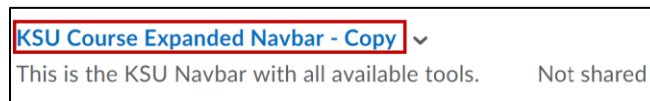


Figure 16 - Edit Navbar

2. The *Edit Navbar* page loads. Make any needed adjustments.
3. When your edits are complete, click **Save and Close**.

Delete a Navbar

You can delete Navbars you have created or copied. Default Navbars cannot be deleted.

1. From the *Navbar Management tool*, click the **context menu** of the Navbar you want to delete (See Figure 17).
2. Click **Delete** (See Figure 17).

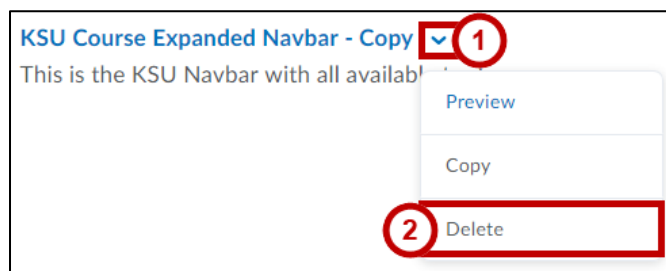


Figure 17 - Delete a Navbar

3. A confirmation displays. Click **Yes**.

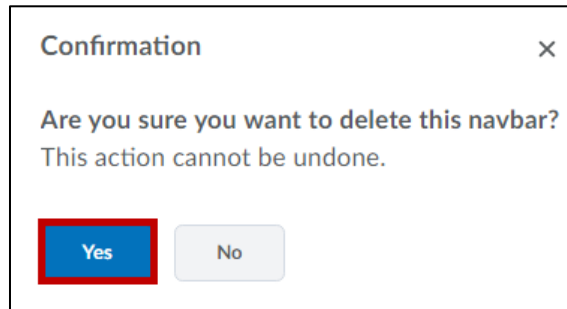


Figure 18 - Confirm Deletion

4. The Navbar is deleted.

Create a Custom Link

Custom Links direct learners to an external URL or a specific location in your course, such as a submission folder or discussion topic.

1. From the *Navbar Management tool* click **Custom Links**.

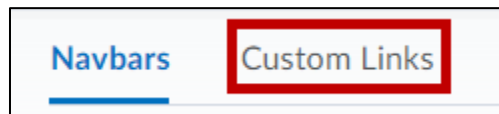


Figure 19 - Custom Links

2. Click **Create Link**.

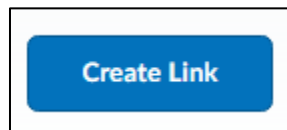


Figure 20 - Create Link

3. Enter a **Name** (See Figure 21).
4. Enter a **URL** if you are linking to an external site, or click **Insert Quicklink** if you are linking to a location within the course (See Figure 21).

Note: URLs must begin with `http://` or `https://`.

A form titled "Create Custom Link". It has two input fields. The first field is labeled "Name *" and contains the text "KSU Homepage". The second field is labeled "URL *" and contains the text "https://kennesaw.edu". To the right of the URL field is a button labeled "Insert Quicklink". Both input fields are highlighted with a red border, and the numbers 3 and 4 are circled in red next to them.

Figure 21 - Enter Name and URL

5. Determine the **behavior** of the link.
 - a. Choose if the link opens in a new window or the current window (See Figure 22).
 - b. If the link opens in a new window, determine the **dimensions** of that window (See Figure 22).
 - c. Set the **browser attributes** of the new window (See Figure 22).

Note: Not all browsers support these options.

6. Enter a **description** of the Custom Link (See Figure 22).

Figure 22 - Create Custom Link

Note: The *Upload Icon* feature is disabled. Icons will not display in *D2L Brightspace: Daylight Experience*.

7. If the link should only be available to certain roles in the class, such as students or non-grading instructors, check **Limit to specific roles** and select the roles the link will be visible to.

Figure 23 - Limit to Specific Roles

8. When ready, click **Save**.



Figure 24 - Save

Create Custom Link Group

A *Link Group* is a list of links that appears as a drop-down in the Navbar.

1. From the *Navbar Management tool*, click **Custom Links**.

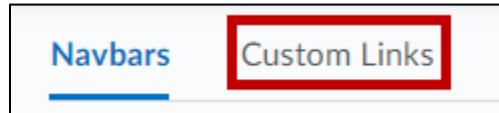


Figure 25 - Custom Links

2. Click **Create Link Group**.



Figure 26 - Create Link Group

3. Enter a **Name** for the group (Figure 27).

Note: The *Upload Icon* feature is disabled. Icons will not display in D2L Brightspace Daylight Experience.

4. Enter a **description** of the group (Figure 27).
5. Click **Add Existing Link** to add links to the group (Figure 27).
6. Click **Create Link** to create a Custom Link and add it to the group (Figure 27).
7. When finished, click **Save** (Figure 27).

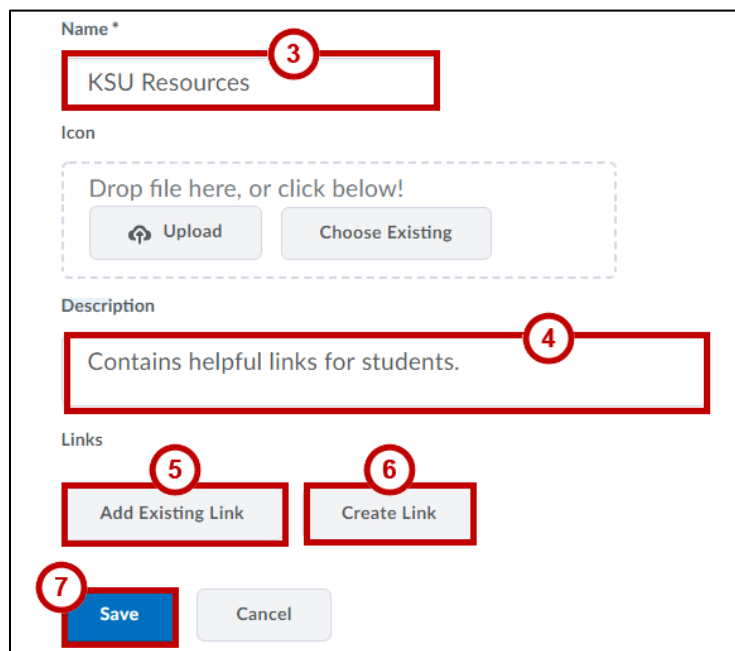
A screenshot of the 'Set Properties for Custom Link Group' form. The form has several fields and buttons, each with a red circle and number indicating a step: 1. 'Name *' field with 'KSU Resources' entered, circled with a '3'. 2. 'Icon' section with 'Drop file here, or click below!' text and 'Upload' and 'Choose Existing' buttons. 3. 'Description' field with 'Contains helpful links for students.' entered, circled with a '4'. 4. 'Links' section with 'Add Existing Link' and 'Create Link' buttons, circled with '5' and '6' respectively. 5. 'Save' button circled with a '7'. 6. 'Cancel' button.

Figure 27 - Set Properties for Custom Link Group