

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.

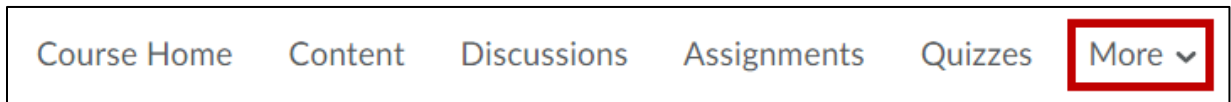


Figure 1 - More Drop-Down

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 Brightspace 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:

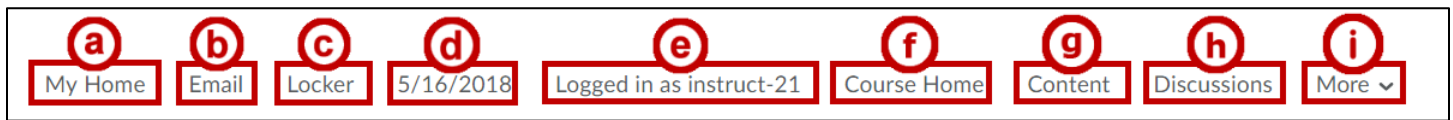


Figure 3 - KSU Course Default Navbar/KSU Course Expanded Navbar

- | | |
|-------------------------------------|-------------------------------|
| 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• Competencies• 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).

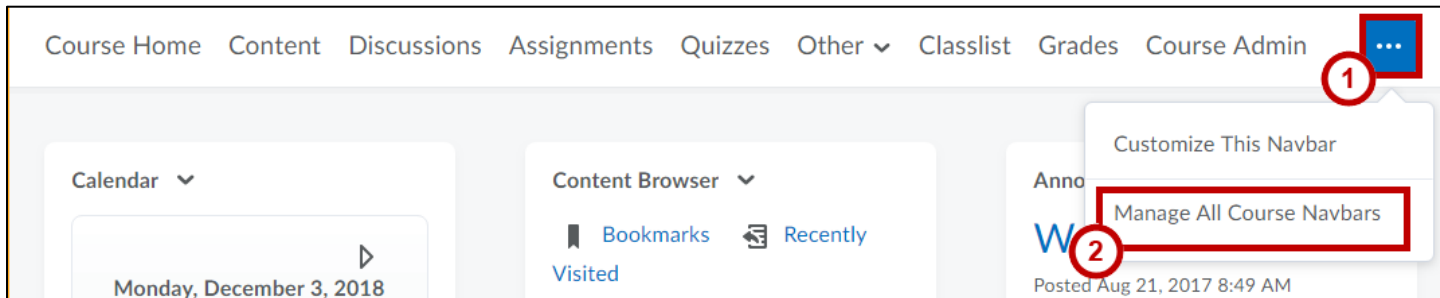


Figure 4 - Access the Navbar Management Tool

3. The *Navbar Management tool* loads.

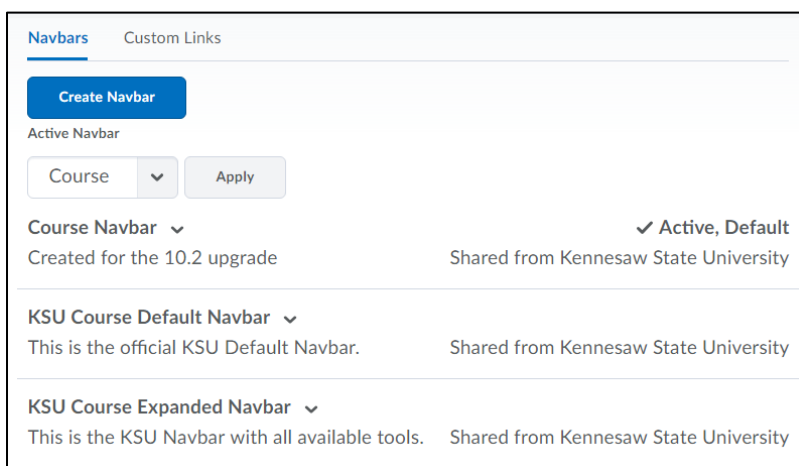


Figure 5 - The Navbar Management Tool

Change the Course Title

1. **Create** a copy of your existing preferred navbar.
2. From the *Navbar Management tool*, click the **title** of the Navbar you wish to edit.

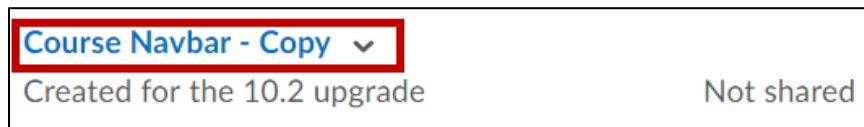


Figure 6 - Edit Navbar

3. Scroll down to the *More Options* section (See Figure 7).
4. Click the **right-pointing arrow** to expand the *Change the title in the navbar* section (See Figure 7).



Figure 7 – Expand the Section

5. Select the **option button** by *Custom* (See Figure 8).
6. Enter the new **title** you would like to give your course (See Figure 8).

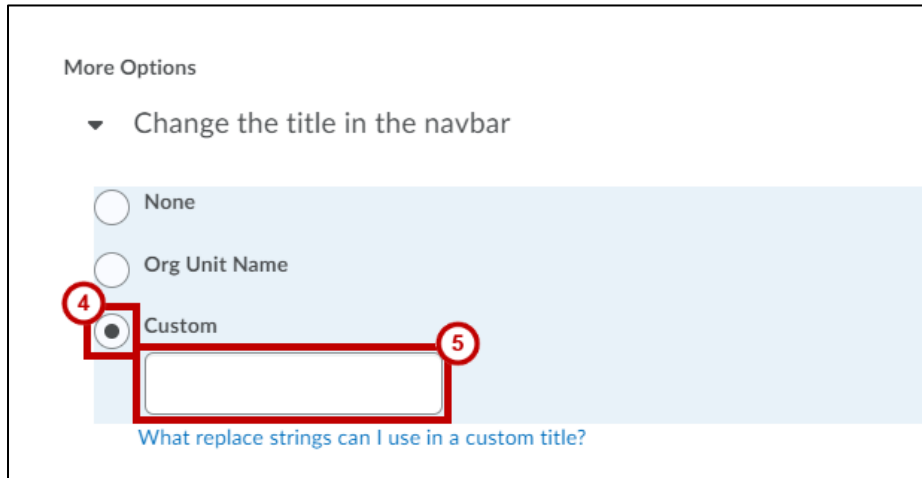


Figure 8 – Enter A Custom Title

7. When you are finished, select **Save and Close**.
8. **Apply** the new navbar to your course.

Apply a Navbar to the Course

1. From the *Navbar Management tool*, click the **Active Navbar** drop-down (See Figure 9).
2. Select the **Navbar** you want to activate (See Figure 9).
3. Click **Apply** (See Figure 9).

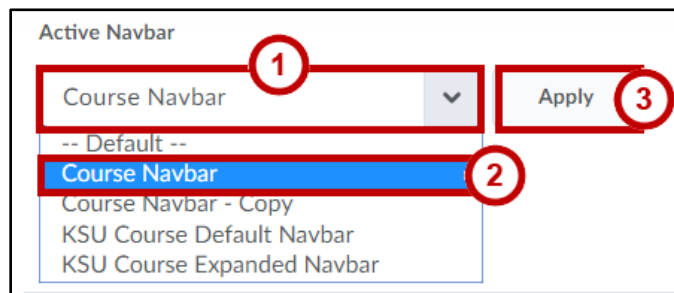


Figure 9 - Apply a New Navbar

4. The Navbar is applied to the course.



Figure 10 - 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 default course Navbar's **context menu** (See Figure 11).
2. Click **Copy** (See Figure 11).

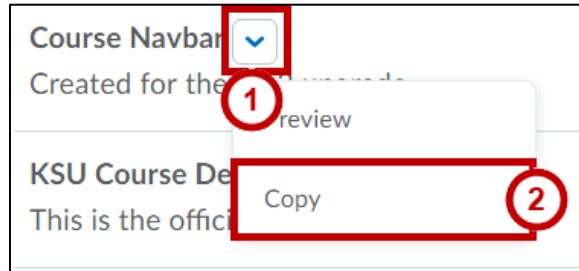


Figure 11 - Copy a Navbar

3. The Navbar is copied.

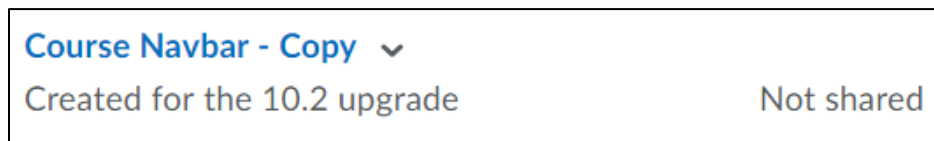


Figure 12 - Copied Navbar

Edit a Navbar

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

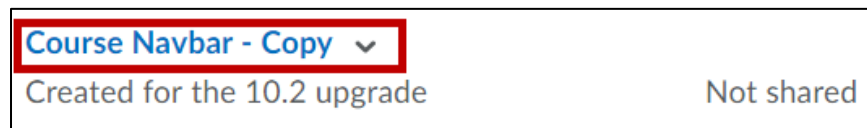


Figure 13 - Edit Navbar

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.

Note: Default Navbars cannot be deleted.

1. From the *Navbar Management tool*, click the **context menu** of the Navbar you want to delete (See Figure 14).
2. Click **Delete** (See Figure 14).

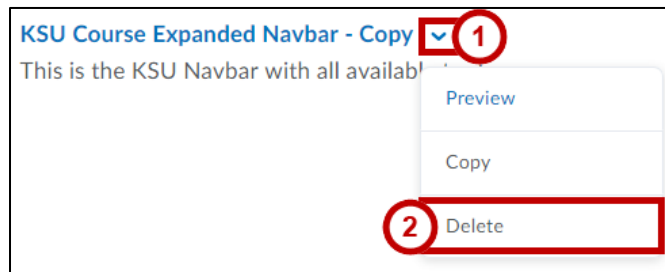


Figure 14 - Delete a Navbar

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

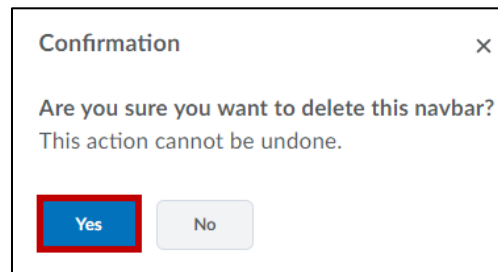


Figure 15 - Confirm Deletion

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**.

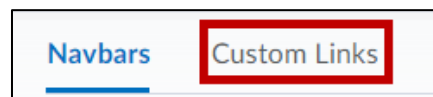


Figure 16 - Custom Links

2. Click **Create Link**.



Figure 17 - Create Link

3. Enter a **Name** (See Figure 18).
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 18).

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

Figure 18 - 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 19).
 - b. If the link opens in a new window, determine the **dimensions** of that window (See Figure 19).
 - c. Set the **browser attributes** of the new window (See Figure 19).

Note: Not all browsers support these options.

6. Enter a **description** of the Custom Link (See Figure 19).

Figure 19 - Create Custom Link

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

7. (Optional) 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 20 - Limit to Specific Roles

- When ready, click **Save**.



Figure 21 - Save

Create Custom Link Group

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

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

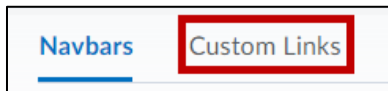


Figure 22 - Custom Links

- Click **Create Link Group**.

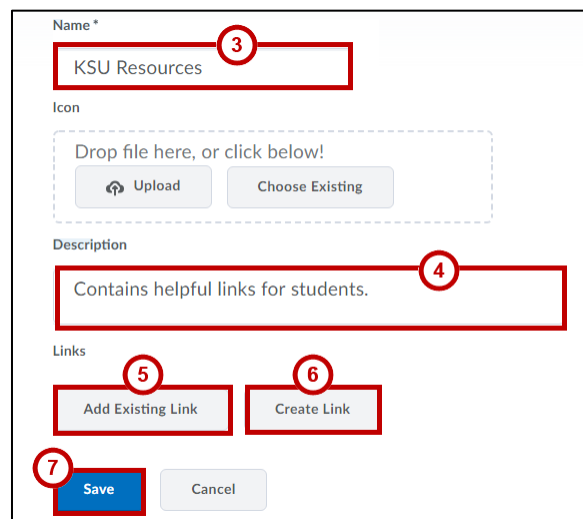


Figure 23 - Create Link Group

- Enter a **Name** for the group (Figure 24).

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

- Enter a **description** of the group (Figure 24).
- Click **Add Existing Link** to add links to the group (Figure 24).
- Click **Create Link** to create a Custom Link and add it to the group (Figure 24).
- When finished, click **Save** (Figure 24).



Name *

KSU Resources

Icon

Drop file here, or click below!

Upload Choose Existing

Description

Contains helpful links for students.

Links

Add Existing Link Create Link

Save Cancel

Figure 24 - Set Properties for Custom Link Group

For additional support, please contact the KSU Service Desk

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KSU Service Desk for Faculty & Staff

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•Website: <http://uits.kennesaw.edu/>

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