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](image)

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](image)

- Course Home (See Figure 2)
- Content (See Figure 2)
- Discussions (See Figure 2)
- Assignments (See Figure 2)
- Quizzes (See Figure 2)
- Other (See Figure 2)
- Classlist (See Figure 2)
- 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:

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<table>
<thead>
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</thead>
<tbody>
<tr>
<td>a</td>
<td>b</td>
<td>c</td>
<td>d</td>
<td>e</td>
<td>i</td>
</tr>
<tr>
<td>My Home</td>
<td>Email</td>
<td>Locker</td>
<td>S/16/2018</td>
<td>Logged in as instruct-21</td>
<td>More</td>
</tr>
</tbody>
</table>

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

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

- Assignments
- Quizzes
- Checklist
- Chat
- Competencies
- FAQ
- Glossary
- Rubrics
- 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).

3. The Navbar Management tool loads.

Apply a Navbar to the Course
1. From the Navbar Management tool, click the Active Navbar drop-down (See Figure 6).
2. Select the Navbar you want to activate (See Figure 6).
3. Click Apply (See Figure 6).
4. The Navbar is applied to the course.

Figure 7 - 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 8).
2. Click Copy (See Figure 8).

Figure 8 - Copy a Navbar

3. The Navbar is copied.

Figure 9 - Copied Navbar

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

Figure 10 - 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 11).

2. Click **Delete** (See Figure 11).

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

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**.

2. Click **Create Link**.
3. Enter a **Name** (See Figure 15).
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 15).

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

![Create Custom Link](image)

**Figure 15 - 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 16).
   b. If the link opens in a new window, determine the **dimensions** of that window (See Figure 16).
   c. Set the **browser attributes** of the new window (See Figure 16).

**Note:** Not all browsers support these options.

6. Enter a **description** of the Custom Link (See Figure 16).

![Create Custom Link](image)

**Figure 16 - 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.

![Limit to Specific Roles](image)

**Figure 17 - Limit to Specific Roles**
8. When ready, click **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**.

2. Click **Create Link Group**.

3. Enter a **Name** for the group (Figure 21).

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

4. Enter a **description** of the group (Figure 21).

5. Click **Add Existing Link** to add links to the group (Figure 21).

6. Click **Create Link** to create a Custom Link and add it to the group (Figure 21).

7. When finished, click **Save** (Figure 21).