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.

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:

- 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:

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>My Home</td>
<td>b</td>
<td>Email</td>
<td>c</td>
</tr>
<tr>
<td></td>
<td>(See Figure 3)</td>
<td></td>
<td>(See Figure 3)</td>
<td></td>
</tr>
<tr>
<td>d</td>
<td>Locker</td>
<td>e</td>
<td>Logged in as instruct-21</td>
<td>f</td>
</tr>
<tr>
<td></td>
<td>(See Figure 3)</td>
<td></td>
<td></td>
<td>Course Home</td>
</tr>
<tr>
<td>g</td>
<td>Content</td>
<td>h</td>
<td>Discussions</td>
<td>i</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>More (See Figure 3)</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).

![Figure 4 - Access the Navbar Management Tool](image)

3. The *Navbar Management tool* loads.

![Figure 5 - The Navbar Management Tool](image)

**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](image)

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).
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).

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).

4. The Navbar is applied to the course.
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).

3. The Navbar is copied.

Edit a Navbar

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

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).

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 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://.

![Create Custom Link](image)

**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).

![Create Custom Link](image)

**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.

![Limit to Specific Roles](image)

**Figure 20 - Limit to Specific Roles**
8. When ready, click **Save**.

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**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 22 - Custom Links](image)

2. Click **Create Link Group**.

![Figure 23 - Create Link Group](image)

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

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

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

![Figure 24 - Set Properties for Custom Link Group](image)