Desire2Learn (D2L) Version 10.5.7

How to Change the Nav Bar

CLAYTON STATE UNIVERSITY

Changing the NavBar

This is the Default NavBar, it should contain these elements.
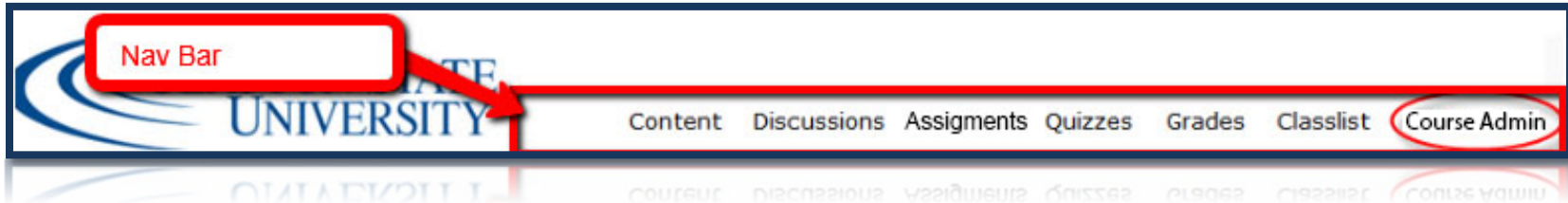

This is called the CourseSlim or Default NavBar. Changes can be made, but remember to **make a copy** of the NavBar then make edits to the copy.

*Note: It is always important to make a copy of the NavBar, in case of mistakes or errors the original default NavBar will be available as a quick backup. **Only make changes to the copy.**
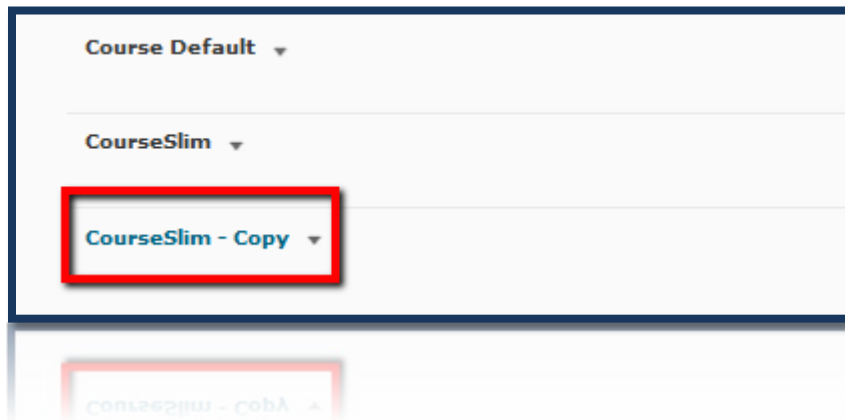
Step 1: Click on Course Admin in the NavBar.
Step 2: Click on Navigation & Themes.
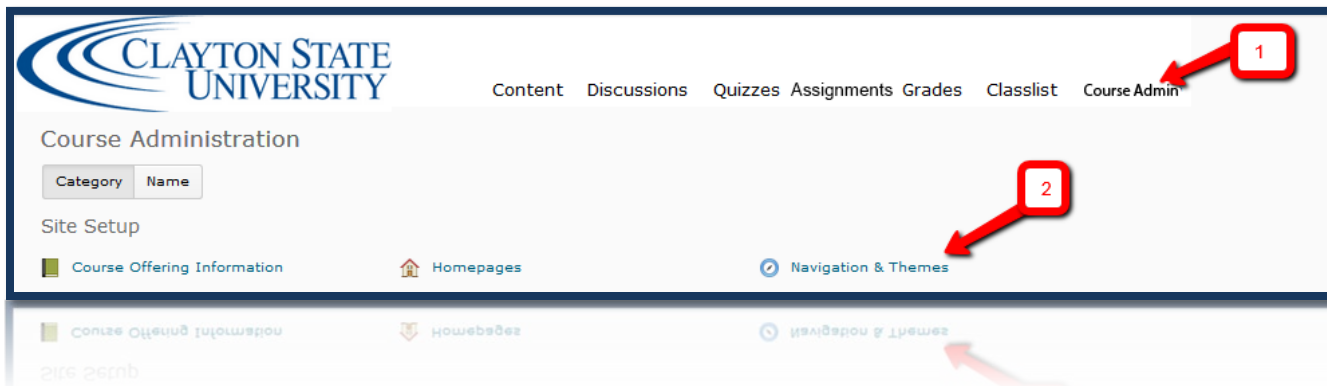
The current NavBar is the one selected in the Active NavBar. It also has a checkmark and the word "Active" on the far right side. Other navbars are listed below that one.
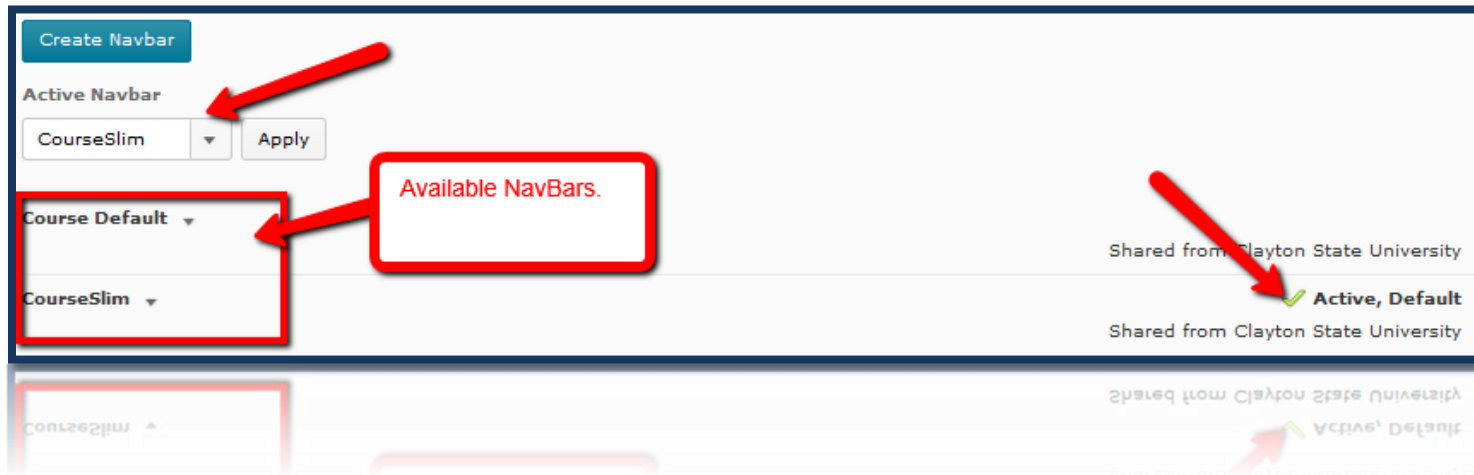
Step 3: Make a copy of the NavBar. Click the arrow to the right of the NavBar name, then select Copy.

The copy will appear in the list.

Note: Click on the title to make edits to the NavBar.

The title of the copied NavBar can be changed to a more accurate title for easy reference and identification.

Edit Navbar

Name*

NavBar of Excellence ← Name change here.

Description

Enter a description

Any of the current or added links can be moved or deleted. Click on the link that needs to be moved and drag it to the correct location. To delete the link click the X at the top right corner of the link.

Click Add Links to add more links to the NavBar. Select the correct link from the list then click Add.

Cours...

Change Theme

Links

Left Logo

Content Discussions Quizzes Assignments Grades Classlist Edit Course

Create Custom Link Add Links

Once all changes have been made click Save and Close.

Save and Close Save Cancel

Note: You can also give each section a custom name. The name will appear only to those using assistive technologies.

To name a section, click on a blank area of that section to go the properties. Select the rename checkbox and enter a name. Click on Save to return to the NavBar screen.

Properties for Main Link Area

Rename Link Area

Why should I rename each link area?

‹ Hide Properties

Save and Close   Save   Cancel

Adding Custom Links

Custom links can be added to the NavBar. It is important to keep these limited and only added when they are important and will be used frequently.

Step1: Click on Create Custom Link.

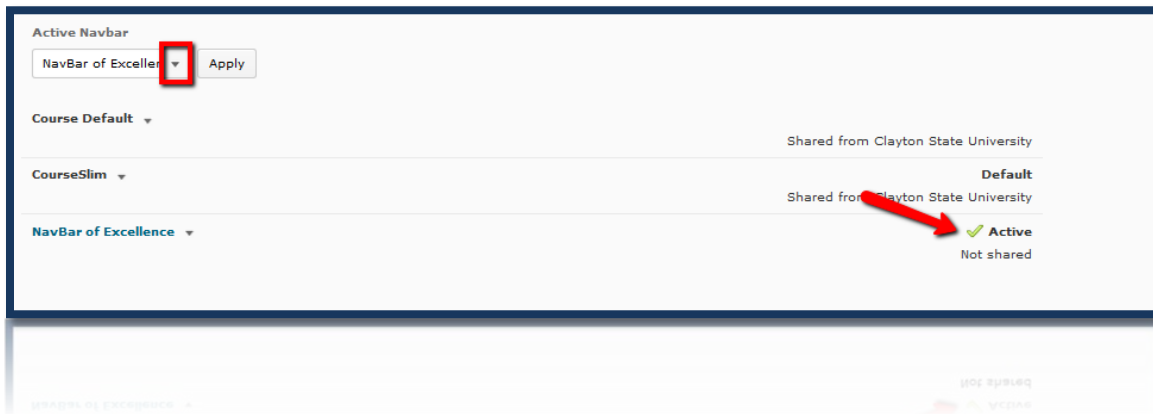## Step 2: Complete the necessary information.

The NavBar can be previewed at any point by clicking on the arrow by the newly created NavBar. Then click Preview.
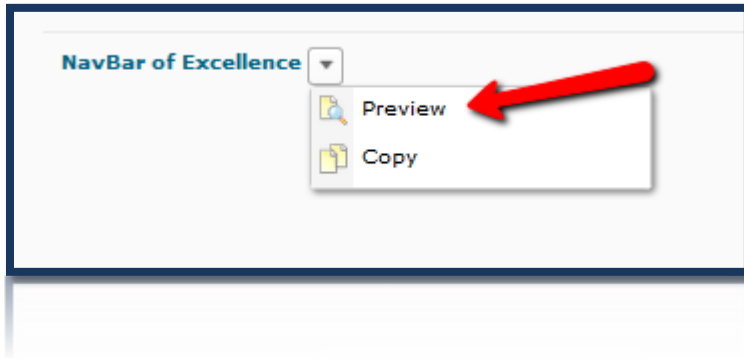
Activating the New NavBar

Remember to Save and Close out of the NavBar.

Step 1: Click the down arrow to the right of the Active Navbar.

Step 2: Select the new navbar's name and then click Apply. The new Navbar should appear at the top of the course.

The old Navbar is still intact and can be used if needed.

To delete a navbar, Click Course Admin, Navbars, and click the arrow to the right of the navbar that should be deleted, then select delete. Note: An active navbar cannot be deleted, so select another navbar then delete the correct navbar.