

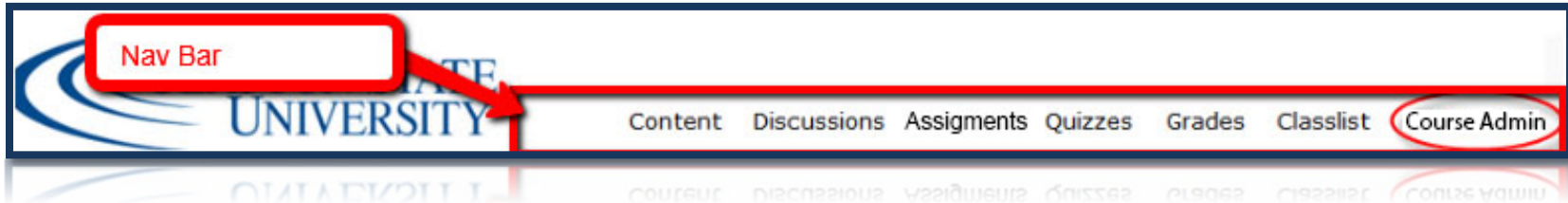
Desire2Learn (D2L) Version 10.5.7

How to Change the Nav Bar



Changing the NavBar

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

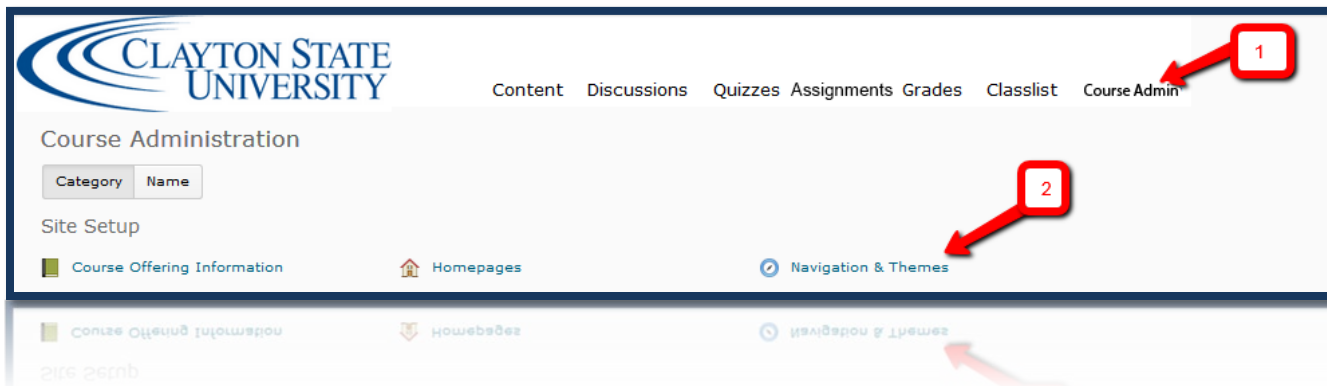


This is called the CourseSlim or Default NavBar. Changes can be made, but remember to **make a copy** of the NavBar then make edits to the copy.

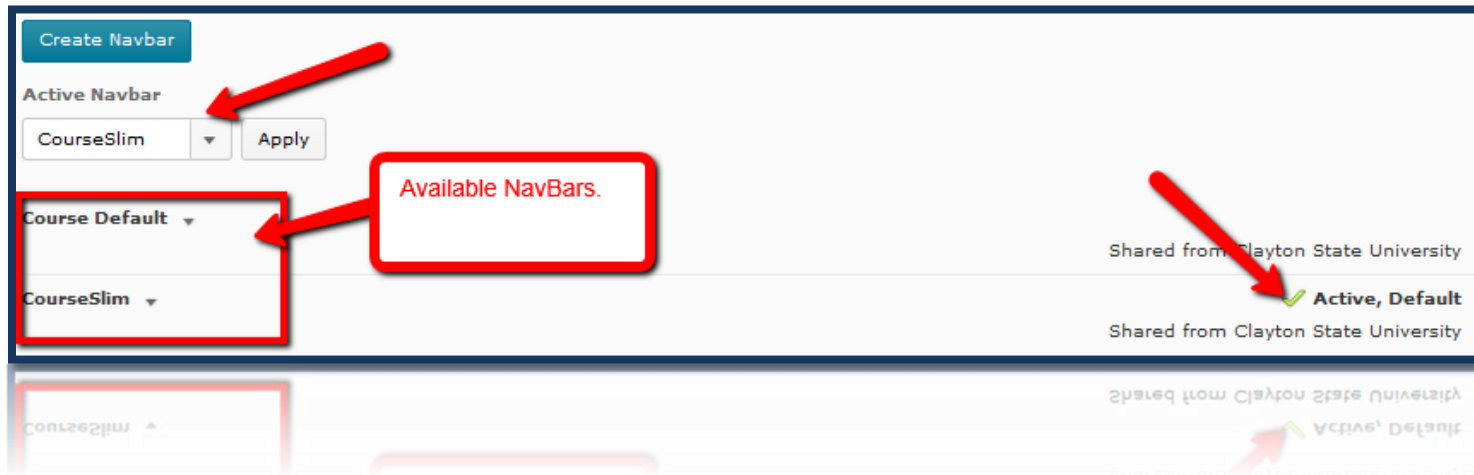
*Note: It is always important to make a copy of the NavBar, in case of mistakes or errors the original default NavBar will be available as a quick backup. **Only make changes to the copy.**

Step 1: Click on Course Admin in the NavBar.

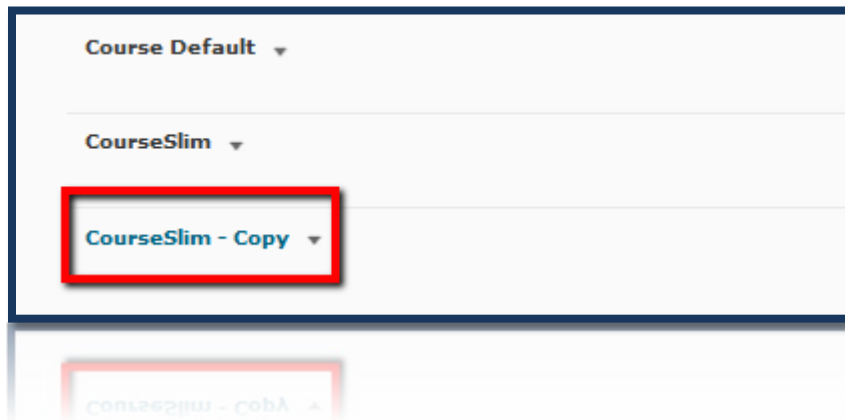
Step 2: Click on Navigation & Themes.



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.

The screenshot shows the 'Edit NavBar' interface. At the top, the 'Name' field contains 'NavBar of Excellence', with a red callout box stating 'Name change here.' pointing to it. Below the name field is a 'Description' text area with the placeholder 'Enter a description'. To the left of the description area are two color swatches (light green and light blue) and a 'Change Theme' button. The 'Links' section features a 'Left Logo' (a blue circle with a white 'B') and a row of buttons: 'Content', 'Discussions', 'Quizzes', 'Assignments', 'Grades', 'Classlist', and 'Edit Course'. Below these buttons are 'Create Custom Link' and 'Add Links' buttons. A red callout box points to the 'Content' button with the text: '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.' Another red callout box points to the 'Add Links' button with the text: 'Click Add Links to add more links to the NavBar. Select the correct link from the list then click Add.' At the bottom left, there are three buttons: 'Save and Close' (highlighted in blue), 'Save', and 'Cancel'. A red callout box points to the 'Save and Close' button with the text: 'Once all changes have been made click Save and Close.' A second, faded version of the same interface is shown below the first, with a red callout box pointing to the 'Save and Close' button and the text: 'Save and Close: Once all changes have been made click Save and Close.'

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.

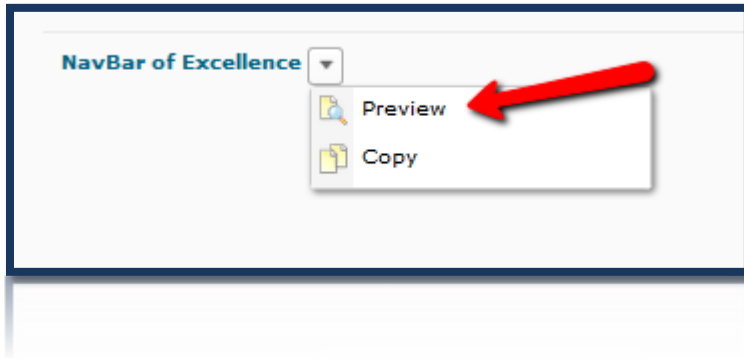
Step 2: Complete the necessary information.

The screenshot shows the 'Create Custom Link' form with the following fields and annotations:

- Name ***: A text input field with the placeholder 'Enter a name'. A red box with the text 'Enter a concise name for the new link.' points to this field.
- URL ***: A text input field with the placeholder 'Enter a website URL or Insert a Quicklink to content within the course.' and an 'Insert Quicklink' button. A red box with the text 'Enter the website URL or Insert a Quicklink to content within the course.' points to this field.
- Behavior**: A dropdown menu with 'Same window' selected. A red box with the text 'Set this to open in a new window.' points to this dropdown.
- Description**: A text input field with the placeholder 'Enter a description'.
- Icon**: A dashed box with the text 'Drop file here, or click below!' and 'Upload' and 'Choose Existing' buttons. A red box with the text 'Check this, only if certain individuals need access to the new link. Leave it unchecked if it is available to everyone.' points to the 'Limit to specific roles' checkbox.
- Availability**: A checkbox labeled 'Limit to specific roles'. A red box with the text 'Check this, only if certain individuals need access to the new link. Leave it unchecked if it is available to everyone.' points to this checkbox.
- Create**: A blue button. A red box with the text 'Once finished click Create.' points to this button.

The bottom part of the screenshot shows the form after the 'Create' button is clicked, with the text 'Click Create: Once finished' and 'Availability: Leave it unchecked if it is available to everyone. Check this only if certain individuals need access to the new link.' pointing to the 'Create' button and the 'Limit to specific roles' checkbox respectively.

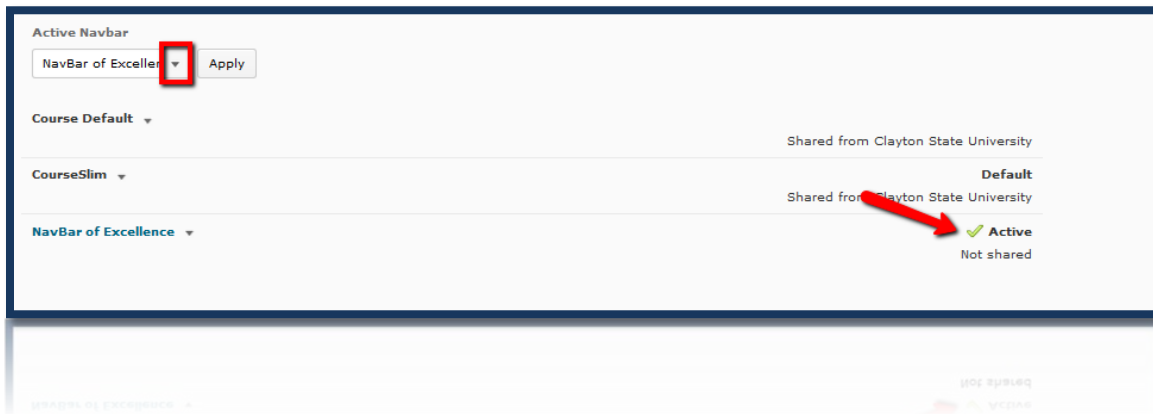
The NavBar can be previewed at any point by clicking on the arrow by the newly created NavBar. Then click Preview.



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.

