



Customizing your Navigation Bar – D2L Tutorial

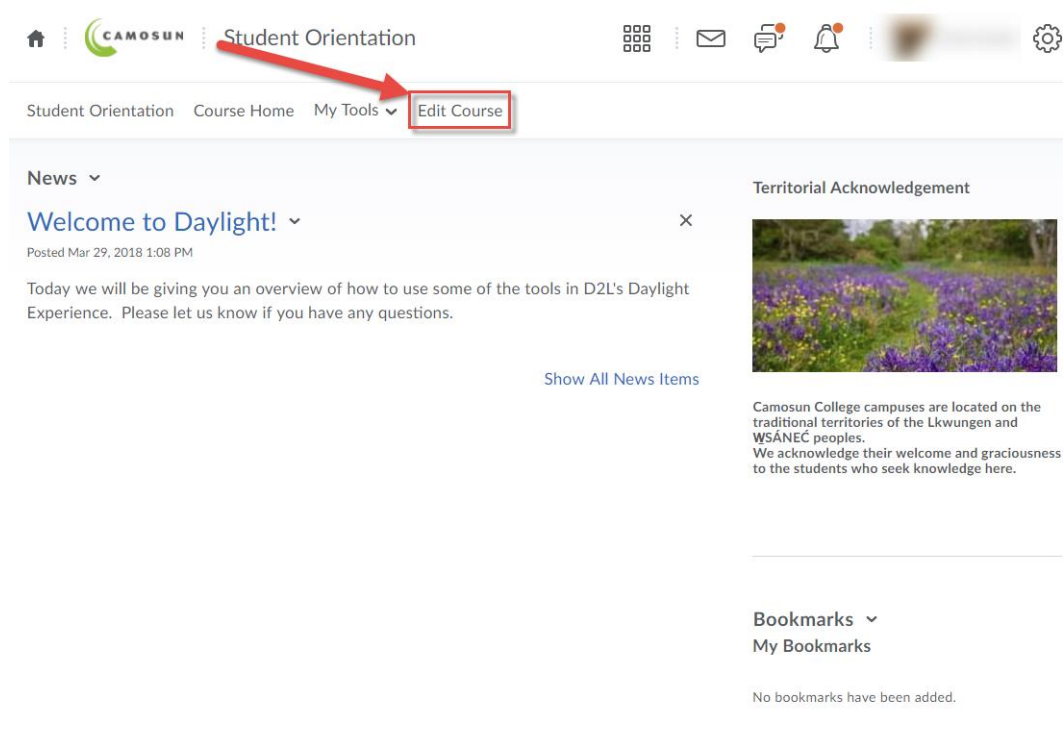
This tutorial is designed for faculty who have experience using D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

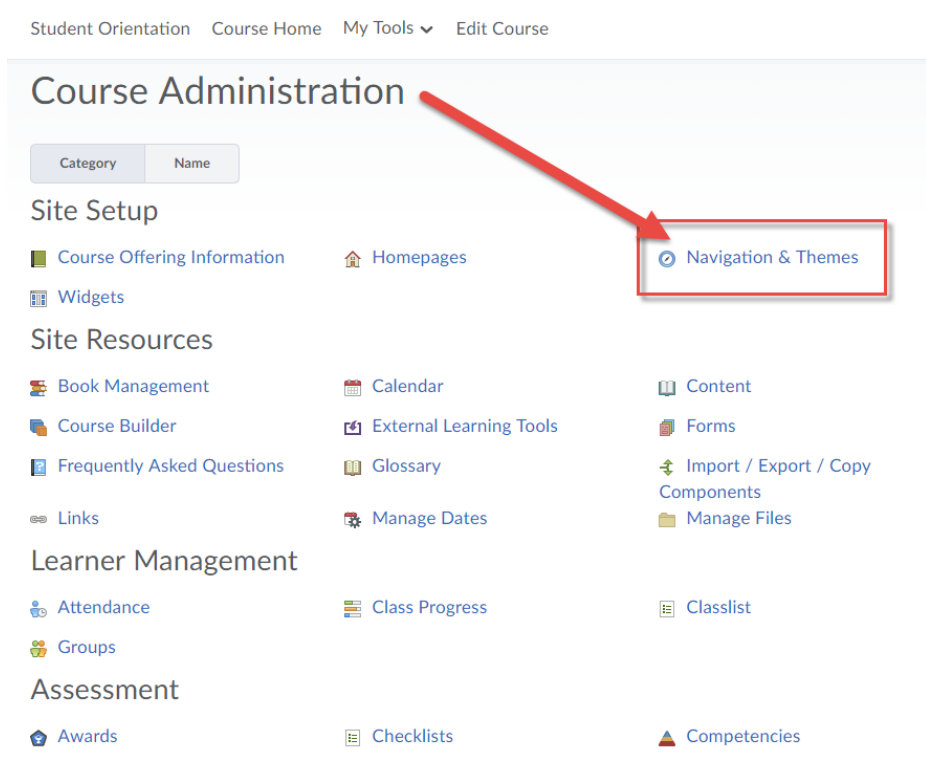
This tutorial will cover the steps involved when you wish to create a new navigation bar (Navbar) for your D2L course site, so that you can modify what is on it. Note that this tutorial presumes you have NOT copied an already modified Navbar from another course. If this is the case, all you will need to do is activate that Navbar.

Steps

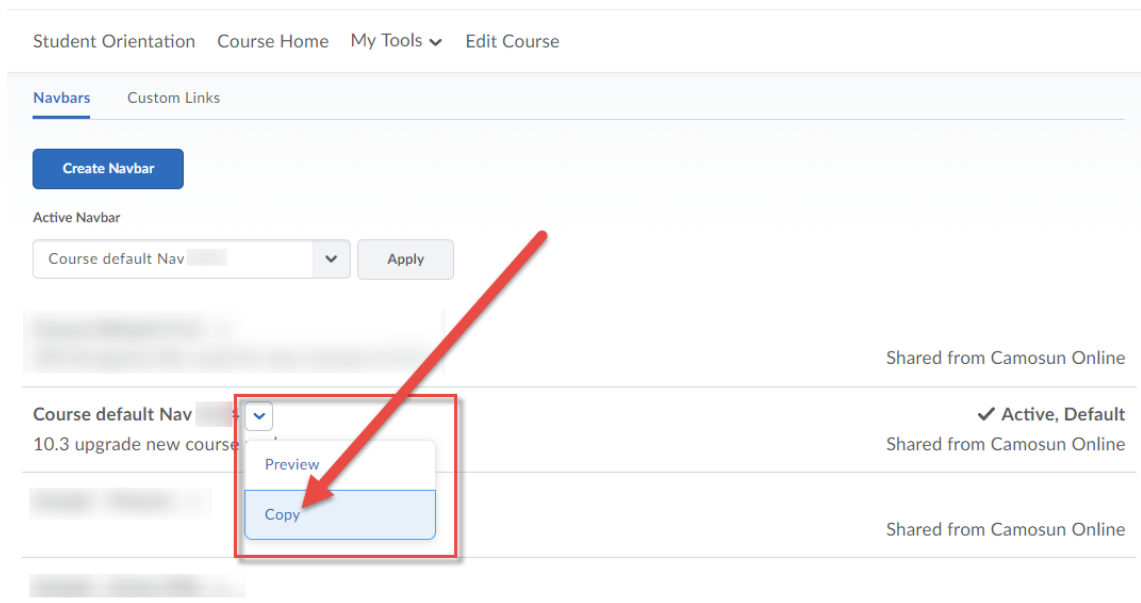
1. Go to your D2L course site.
2. Click on **Edit Course** in your course Navigation bar (Navbar) (see the last page of this document for a slightly quicker way to get through Steps 1 to 5.)



3. Click on **Navigation and Themes**.



4. Create a copy of the **Course default** Navbar by clicking on its drop-down menu and selecting **Copy**. (You cannot make changes to the Course default navbar, only to a copy.)



5. Click on the linked name of the copy you just made.

Student Orientation Course Home My Tools ▾ Edit Course

Navbars Custom Links

Create Navbar

Active Navbar

Course default Nav 2014 ▾ Apply

Course default Nav - Copy ▾
10.3 upgrade new course navbar Not shared

Course default Nav ▾
10.3 upgrade new course navbar ✓ Active, Default
Shared from Camosun Online

Shared from Camosun Online

6. Change the **Name** of your Navbar (for example, to “HIST100 Navbar”) and delete the **Description**. If you like, you can add your own description (for example, “This is the Navbar for John’s History 100 course”). Click **Save and Close**.

Student Orientation Course Home My Tools ▾ Edit Course

Edit Navbar

Name *
Student Orientation Navbar

▼ Edit description
Description
This is the Navbar for the Student Orientation course site.

Links
Student Orientation Course Home My Tools ▾ Edit Course
Add Links
 Enable Icon-Based Navbar

Theme
CAMOSUN Default 2014
Change Theme

Save and Close Save Cancel



- To activate your new Navbar (so you can see any changes you have made to it), click on the **Active Navbar** drop-down menu and select the Navbar you created. Click **Apply**. You can now make changes to the links that appear on your Navbar (for example in the My Tools menu – see the *Customizing your My Tools Menu* tutorial for instructions).

Student Orientation Course Home My Tools ▾ Edit Course

Navbars Custom Links

Create Navbar

Active Navbar

Course default Nav 2014 ▾

-- Default --

Course default Nav 4.1

Course Student Orientation - March 2014

Apply

Shared from Camosun Online

✓ Active, Default
Shared from Camosun Online

Not shared

Shared from Camosun Online

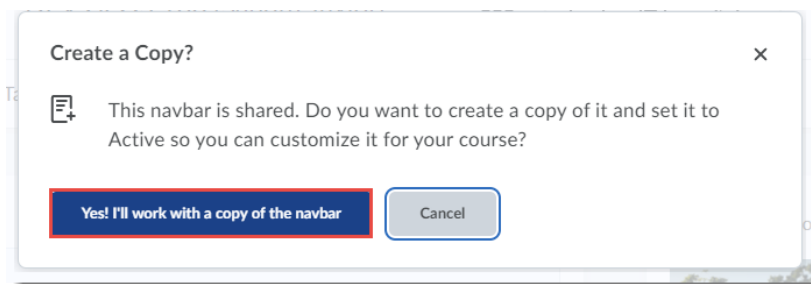
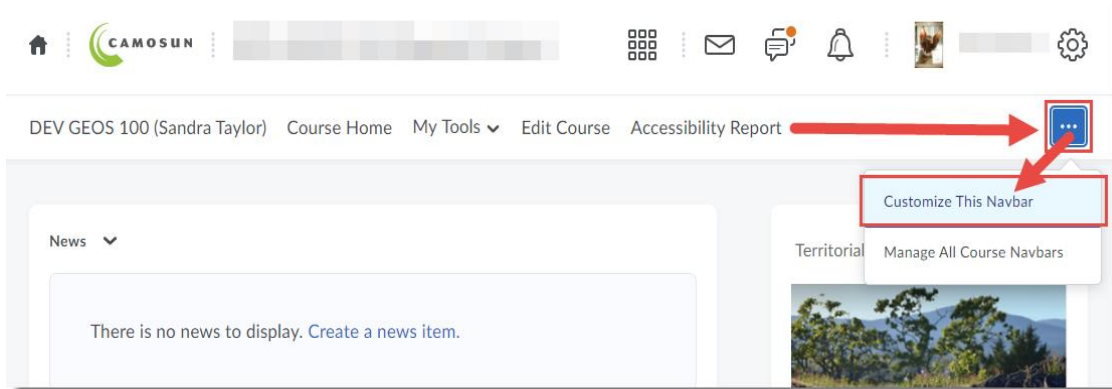


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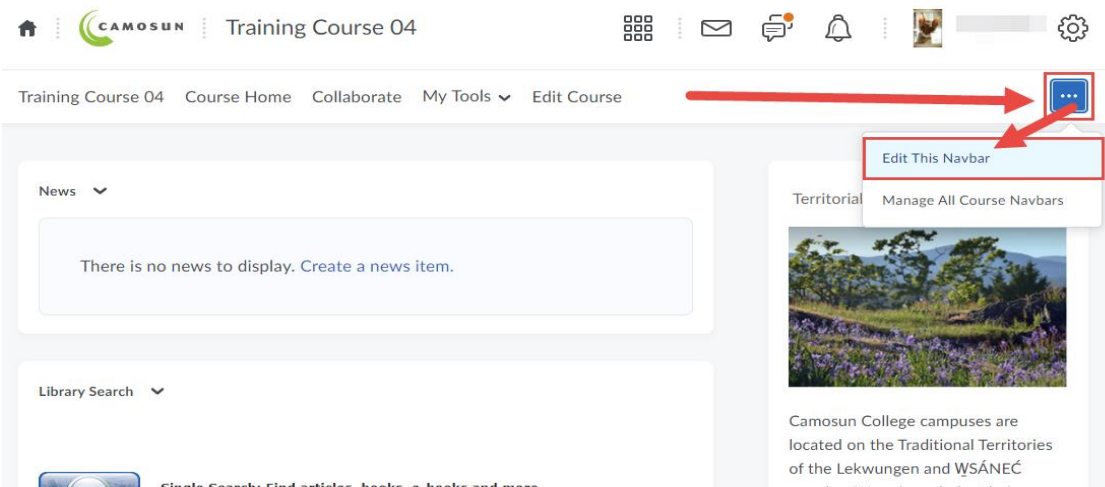
Things to Remember

Any edits you make to your Navbar will only appear AFTER you have activated your Navbar. Check this first if your NavBar changes do not appear. Once you have created a new Navbar, you can copy it to other courses using **Import/Export/Copy Components**.

You can also start the copy process by hovering your mouse over your Navbar and clicking on the three dots on the right side. Then select either **Customize This Navbar** and click **Yes! I'll work with a copy of the navbar, ...**



OR **Edit this Navbar** if you have already made a copy.



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