



## Customizing Tool Titles for your Navbar – D2L Tutorial

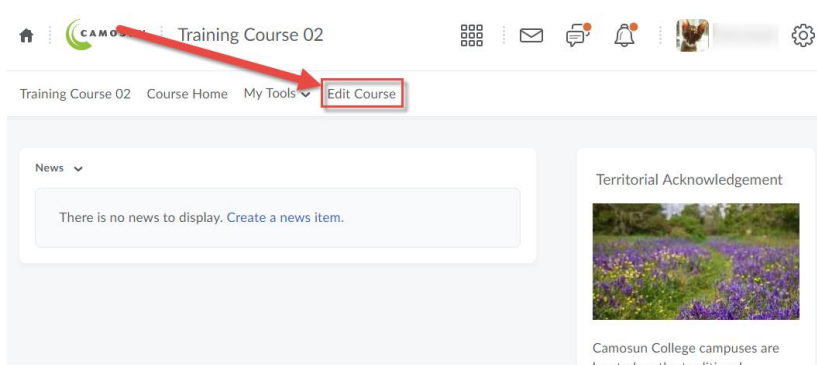
This tutorial is designed for faculty who have previous experience using D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

### Scenario

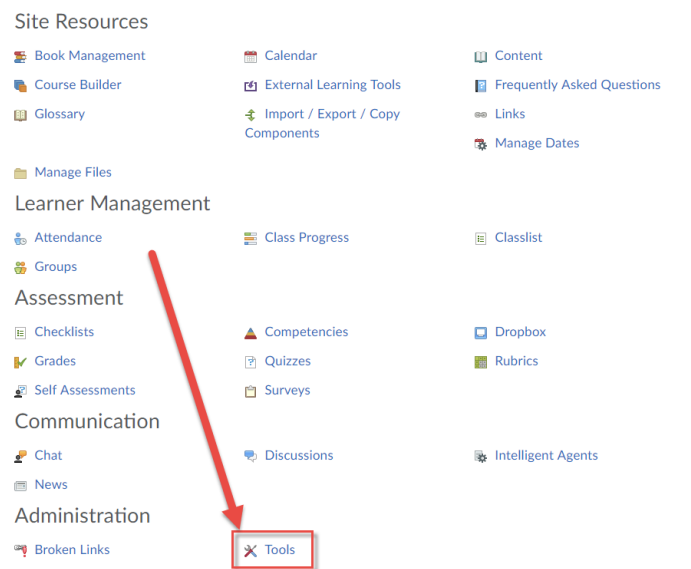
This tutorial will cover the steps involved when you wish to change the titles of the tools that appear in your D2L course Navbar and/or My Tools drop-down menu. For example, if you wish to change the title **Quizzes** to **Tests**.

### Steps

1. Click on **Edit Course**.



2. Scroll down and click on **Tools**.



3. In the **Custom Navbar Name** column boxes, type the new title(s) you wish to give your tool(s). Hit the **Enter** key or click outside of the box to save your new title.

Tool Status - TRAIN\_02 (Training)

Tool Name	Custom Navbar Name	Status
Accelerator	<input type="text"/>	<input checked="" type="checkbox"/>
Advanced Data Sets	<input type="text"/>	<input checked="" type="checkbox"/>
Attendance	<input type="text"/>	<input checked="" type="checkbox"/>
Audio Capture	<input type="text"/>	<input checked="" type="checkbox"/>
Blog	<input type="text"/>	<input checked="" type="checkbox"/>
Brightspace Data Sets	<input type="text"/>	<input checked="" type="checkbox"/>
Broken Link Viewer	<input type="text"/>	<input checked="" type="checkbox"/>
Calendar	<input type="text" value="Important Dates"/>	<input checked="" type="checkbox"/>
Chat	<input type="text"/>	<input checked="" type="checkbox"/>

4. When you are finished, you can return to your Course Homepage to see your new title(s) under your Tools drop-down menu (note that the tool's new name will appear in the same spot its old name did).

The screenshot shows the course homepage for 'Training Course 02'. The navigation bar includes 'Course Home', 'My Tools', and 'Edit Course'. The 'My Tools' dropdown menu is open, displaying a list of tools: 'Important Dates', 'Classlist', 'Content', 'Discussions', 'Dropbox', 'Email', 'Grades', 'Locker', 'Manage Files', and 'Quizzes'. A red arrow points from the 'Important Dates' entry in the dropdown menu back to the 'Important Dates' text in the 'Custom Navbar Name' field of the table in the previous image. To the right, there is a 'Territorial Acknowledgement' section with a photo of purple flowers and text about Camosun College's location on traditional territories.

## Things to Remember

You will not be able to change the names of the **Course Home** or **Edit Course** links.

**TIP:** Give your course tools names that will make sense to your students. In addition, we recommend you take some time at the beginning of the term to show your students your D2L course site and explain how they can navigate your course site. **Remember that other faculty members will not use your custom tool names, so students may become confused if they have access to other D2L course sites.**



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