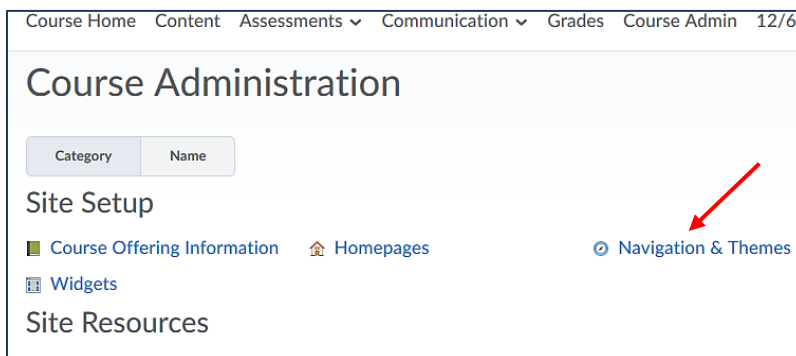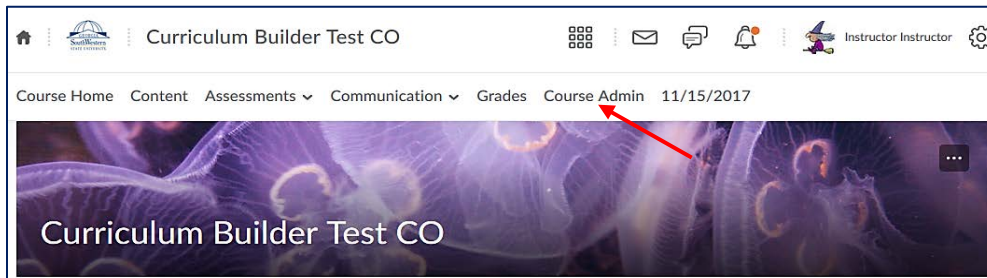# How to set up a custom Course Navbar

If you would like to set a specific navbar with the different links required by the course, you can choose either of the following ways:

1. Click **Course Admin** on the navbar, on the Course Administration page, click **Navigation and Themes** in the Site Setup area:
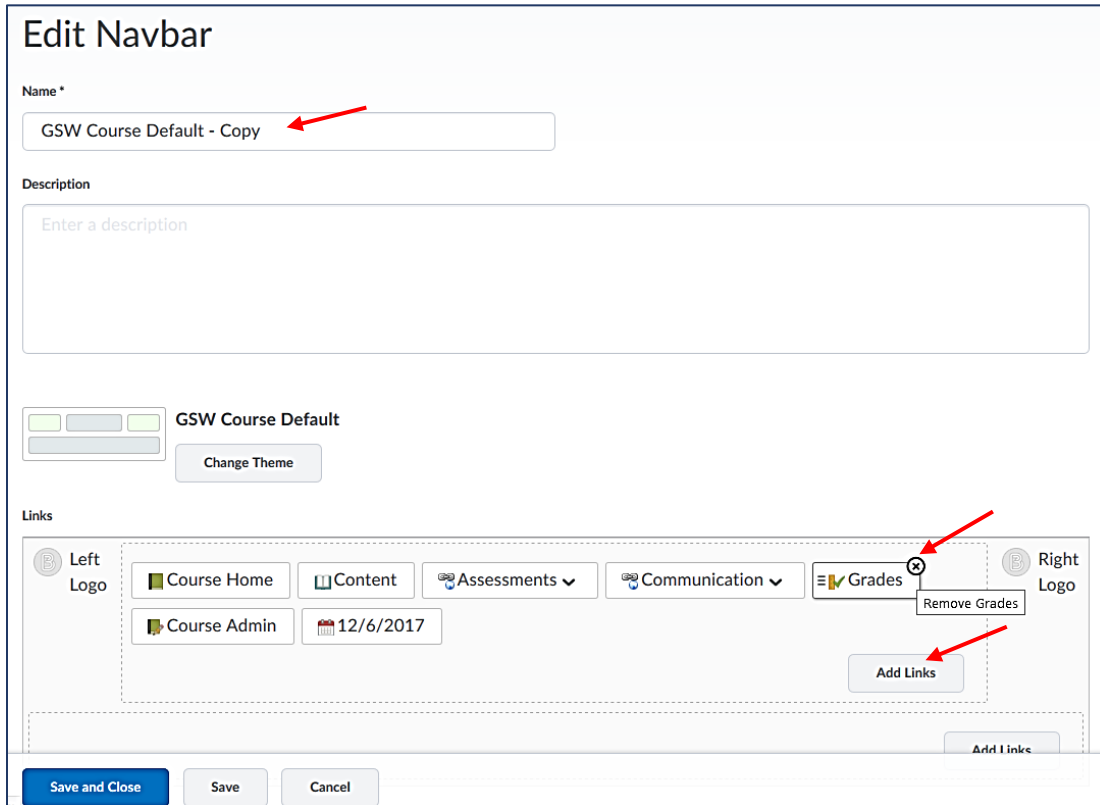

- On the Navbars page, click a small down arrow icon next to the course default "GSW Course Default" navbar and click Copy to create a navbar copy:
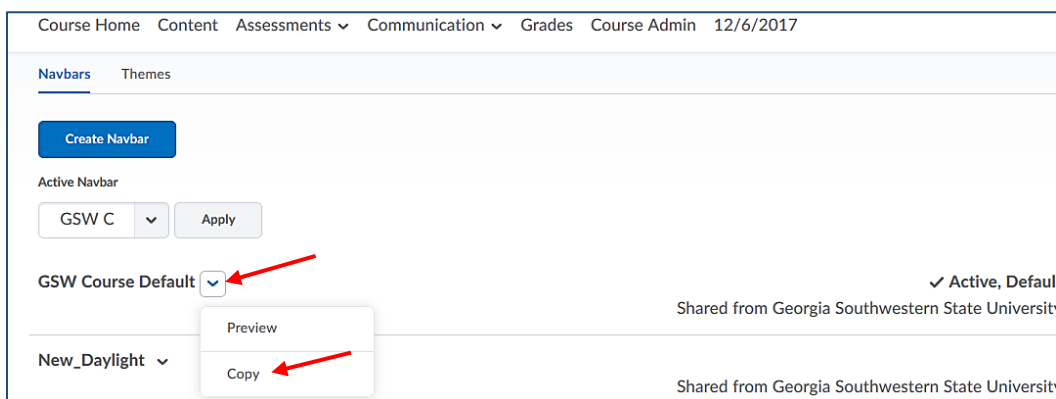
- The "GSW Course Default – Copy" link will be created. Click on the link to modify the navbar:
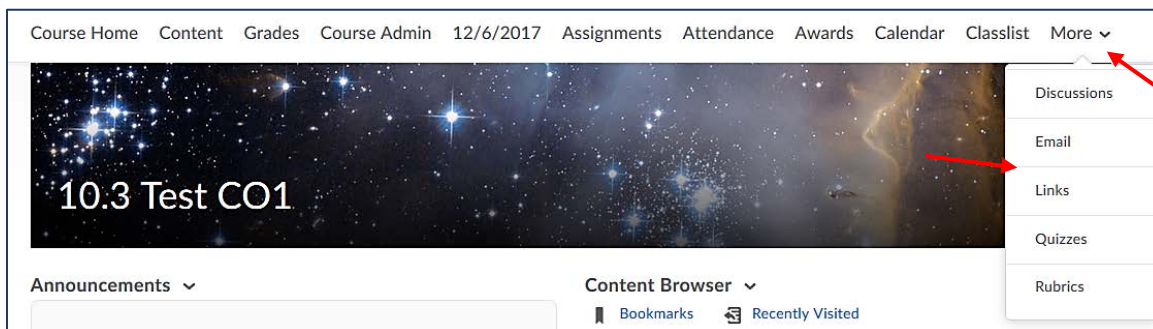
- On the Edit Navbar page, you can rename the navbar and add/remove the links in the Links area:

  o Hover your mouse over the link you wish to remove and click the X icon
  o Click the **Add Links** button, if you would like to add more links
 o Click **Save and Close** when you finish.

Note: If you add many links to your course navbar, the links will overflow into a clickable "More" menu:

- Once finish setting up your new navbar, you have to make it **Active**. On the Navbars page, click the down arrow in the Active Navbar box and select the "GSW Course Default – Copy" (or whatever its name is) and click the **Apply** button:
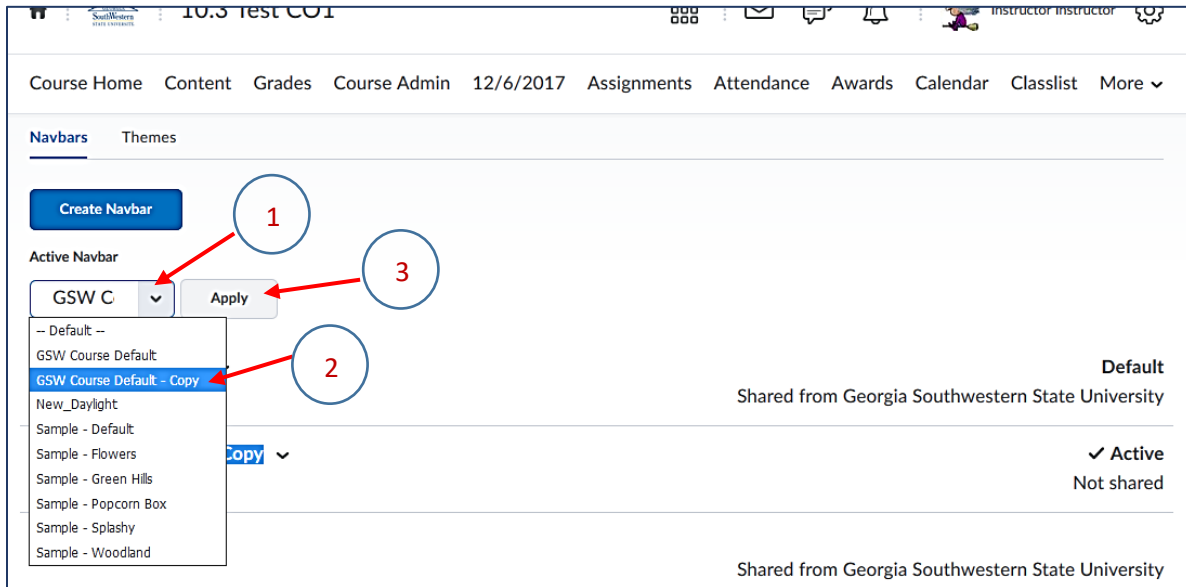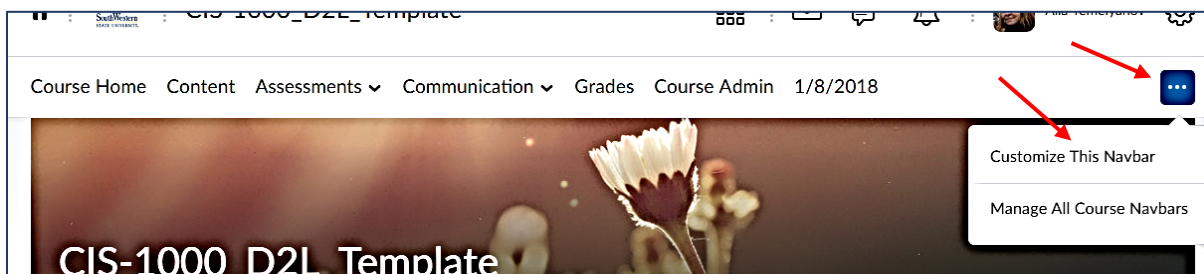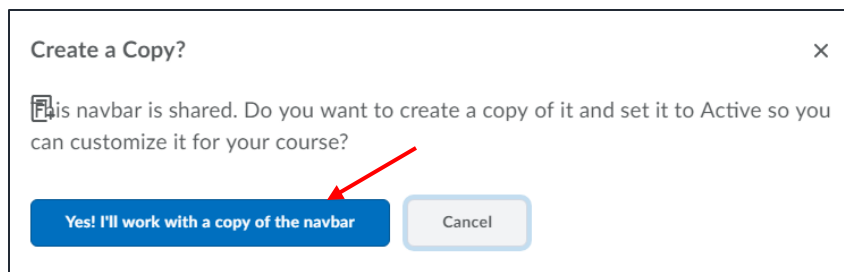

- You will see that the new navbar becomes Active:
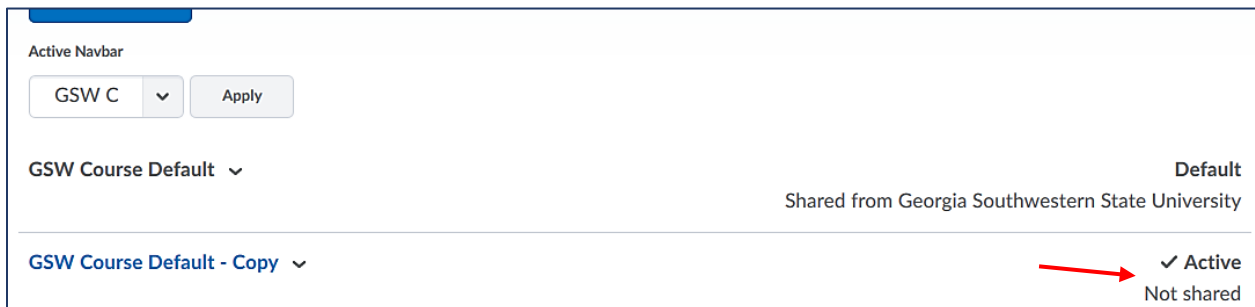
- Click Course Home to view your new navbar.

The second way:

2. Go to the course and hover your mouse over the navbar: you will see the three-dot icon at the far right side. Click it and select Customize This Navbar link:
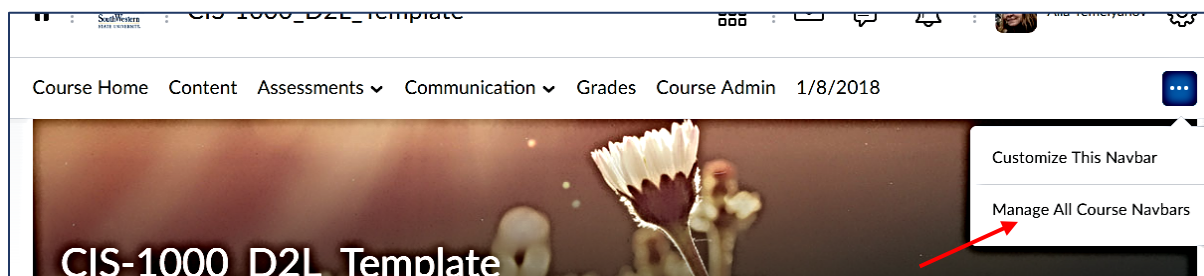

- On the pop-up window, click "Yes! I'll work…" tab:

Create a Copy?   ✕

This navbar is shared. Do you want to create a copy of it and set it to Active so you can customize it for your course?

Yes! I'll work with a copy of the navbar   Cancel

- Give your copy a name and remove or add links to your navbar in the Links area:

Name *

Daylight Course Default - Copy

Description

Enter a description

Icons

☐ Enable Icon-Based Navbar

Daylight Course Default

Change Theme

Links

Ⓑ Left Logo

📗 Course Home   📖 Content   🖥 Assessments ⌄   🖥 Communication ⌄   ✔ Grades

📕 Course Admin   📅 1/8/2018

Ⓑ Right Logo

Create Custom Link   Add Links

Create Custom Link   Add Links

Save and Close   Save   Cancel

- You can create your custom links if you wish by clicking the Create Custom Link tab.
- Once you finish, click Save and Close.

3. You can also change the content of the Group links.
- In the tree-dot icon, click Manage All Course Navbars:

CIS-1000_D2L_Template

Course Home   Content   Assessments ⌄   Communication ⌄   Grades   Course Admin   1/8/2018   •••

Customize This Navbar

Manage All Course Navbars

CIS-1000 D2L Template

- Click Custom Links on the next page:

- Click any group you would like to update, for example, Communication:

- Click the "x" sign next to each link you would like to remove, and click Save. You can also add any existing links to the group by clicking the Add Existing Link button or create a new link by clicking the Create link button. Click Save:

This group is for the Course Default

Links

≡ ✉ Email ✕

≡ 🗐 Classlist ✕

≡ 💬 Discussions ✕

≡ 👥 Groups ✕

≡ 👥 Attendance ✕

≡ 🗔 Locker ✕

≡ 💬 Chat ✕

≡ ⬠ Awards ✕

Add Existing Link   Create Link

Save   Cancel