Editing the D2L Navigation Bar

The default navigation bar of D2L is no longer editable. Rather than create a new navigation bar from scratch, Instructors can copy the default navigation bar and then edit the copied bar to add and remove tools from their courses.

1. Log into D2L and enter your course.

2. Click Edit Course in the upper right. This takes you to the course administration tools area.

3. Click Navigation.

4. Under the Actions column, click the Copy icon. When prompted, Click Yes to confirm that you wish to create an editable copy of the navigation bar.

5. Click the newly created Copy of Course Navigation Default link.
6. Click the **Links** tab. From this page, you can control which links and tools show in the various regions of the course Navigation bar.

**IMPORTANT:** Students can become frustrated and confused if the entire Navigation bar structure is rearranged. Please edit only the **Bottom Left Link Area**.

7. **ADD TOOLS:** In the **Bottom Left Link Area**, click the **Add Links** button. For example, you may wish to add the Attendance tool.

8. Place a check next to the tool(s) you wish to add and click **Add**.

9. The newly added tool now appears in the **Bottom Left Link Area**. In this example, we added the Attendance tool. Because it is at the end of the list, it will appear as the right-most tool in the navigation bar.

10. **TO REORDER OR REMOVE TOOLS**, click on the actions triangle to the right of the tool name. Click **Remove from navbar** to remove tools from the navigation bar. You can also re-order the tools by using the **Move Left** and **Move Right** commands. When prompted, select yes to confirm. Repeat this step for each tool you wish to remove from your course.
11. The final step is to make the newly created Navigation bar active. Click the **Navbars** view button to return to the main Navigation menu.

12. Click the **Change** button.

13. Select Copy of **Course Navigation Default** and click **Apply**. When prompted, click **Set Active**.

In the example above, we added the Attendance tool, moved it one position left, and removed the Chat, Groups, Discussions, and Quizzes tools.