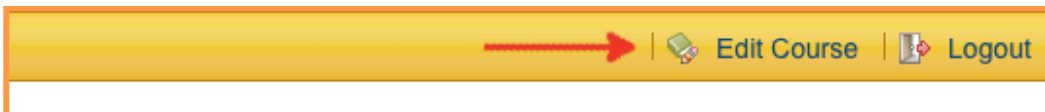


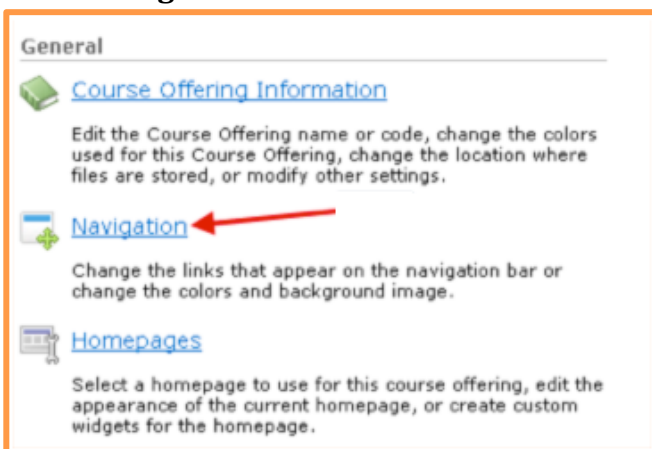
This step-by-step guide will demonstrate how to **Create a New NavBar** in Desire2Learn (D2L).

## Create a New NavBar

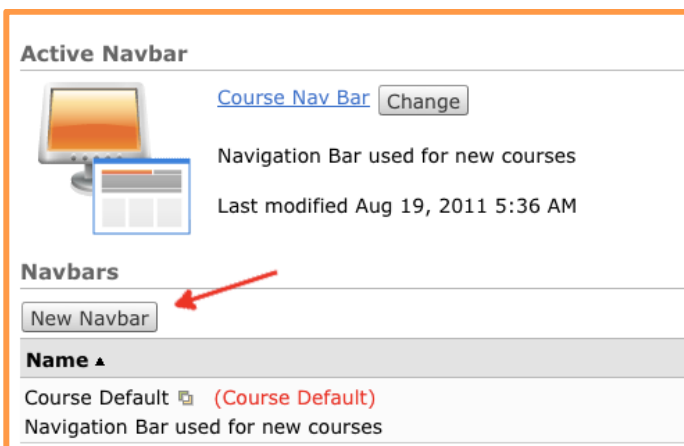
1. Select **Edit Course** from the course Navigation bar.



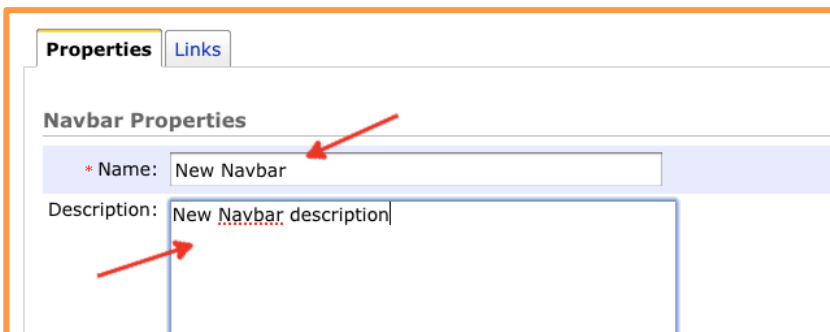
2. Select **Navigation**.



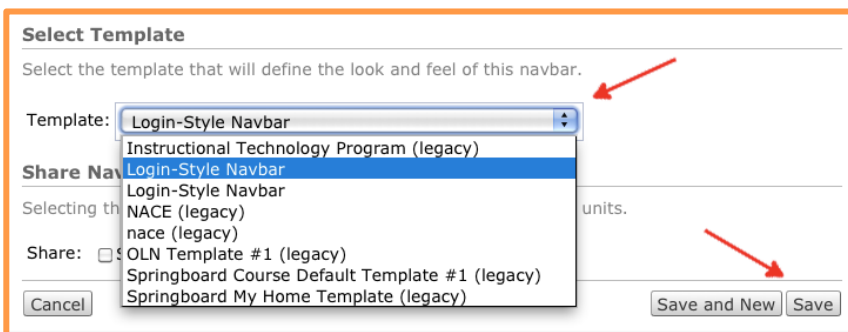
3. Select **New Navbar**.



4. Enter a **Name**.
5. *Optional*: Enter a **Description**.



6. *Optional*: Select a NavBar template from the **Template** dropdown menu.

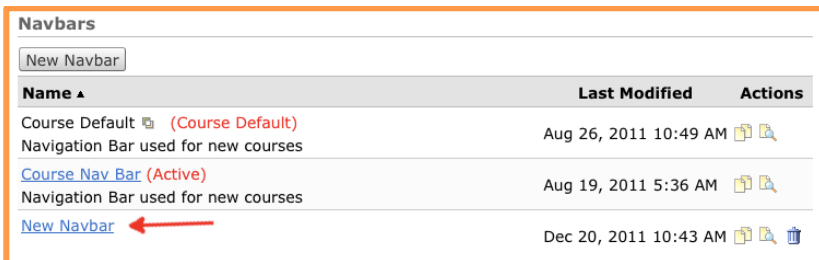


*Note:* NavBar templates are created at the organization level, usually by a site administrator.

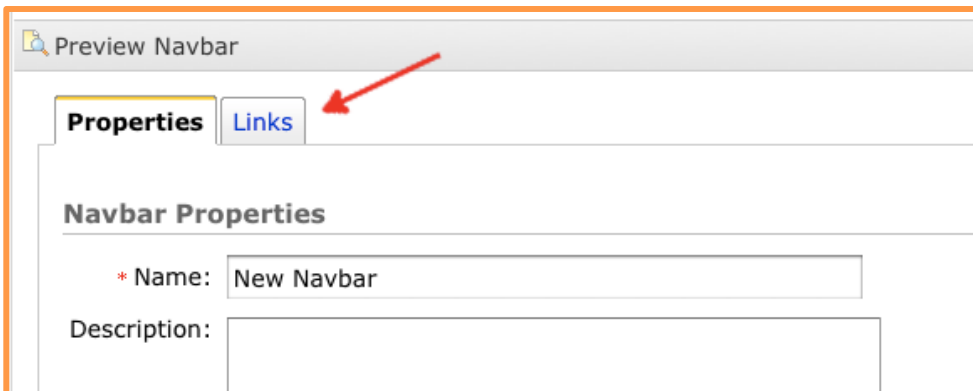
7. Select the **Save** button.

### Add Links to a New Navigation Bar

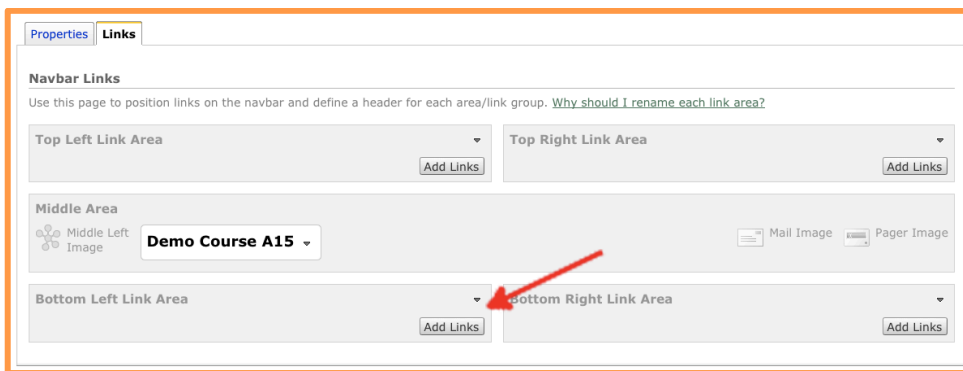
8. Select the NavBar to which links will be added.



9. Select the **Links** tab.



10. Select the **Add Links** button in the desired link area

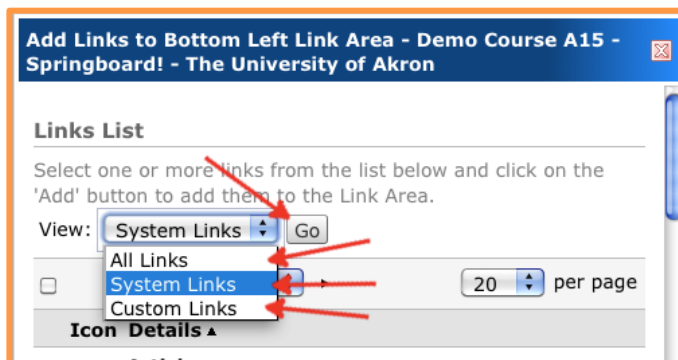


*Note:* Change to the bottom area only is recommended.

11. *Optional:* Select one of the following categories to display from the **View** dropdown menu.

- a. Select **All Links**.
- b. Select **System Links**.
- c. Select **Custom Links**.

12. Select **Go**.



13. Select the tool(s) you would like to add with a checkmark.

14. Select **Add**.

**Add Links to Bottom Left Link Area - Demo Course A15 - Springboard! - The University of Akron**

**Links List**

Select one or more links from the list below and click on the 'Add' button to add them to the Link Area.

View:

Page:   per page

**Icon Details ▲**

<input type="checkbox"/>	<b>Articles</b> Provides access to the Articles tool
<input checked="" type="checkbox"/>	<b>Attendance</b> Provides access to the Attendance tool
<input type="checkbox"/>	<b>Blog</b> Provides access to the Blog tool
<input type="checkbox"/>	<b>Calendar</b> Provides access to the Calendar tool
<input checked="" type="checkbox"/>	<b>Chat</b> Provides access to the Chat tool
<input checked="" type="checkbox"/>	<b>Checklist</b> Provides access to the Checklist tool