Modify Course Menu

The Course Menu appears on the left side of your course window. It is the cornerstone for the organization and navigation of your course. You create links on the Course Menu to present tools and materials to users. You can customize its appearance and order the links.

Add a New Menu Item

1. From the Course Menu, hover your mouse over the plus sign at the top left. This will bring up the different menu items you can create.

2. Click the item you wish to create. A new window will open with different options, depending upon the type of item you are creating for the Course Menu. The Tools Overview handout describes each of the available tools.

3. You can choose whether to make the menu item available to students or not. To make it available to students, click Available to Users.

4. Click Submit.

Edit a Menu Item

1. Go to the item you wish to edit/delete. Click the down arrows to the right of the item.

2. This will bring up the options menu. Here you can rename an item, hide an item, or delete an item.

   Note: If renaming an item, you must click on the green check mark to accept the new name.

Move a Menu Item

1. Go to the item you wish to move. Move your mouse over the double headed arrow to the left of the item. Your mouse should turn into a 4 headed arrow.

2. Click and hold your mouse key down while you drag the menu item to where you want it to be.