

Check the Course Menu

Confirm that the Course Menu consists of the buttons or links that you wish to use. If necessary, rename or modify the list of buttons. Make sure and check the Course Menu with **Edit Mode ON**. Instructors have direct access to edit and organize the Course Menu and may use the drag and drop feature to change the order of menu items. Course Menu items that do not contain any content are automatically hidden from student view but are visible to the instructor while in Edit Mode.

1. In the upper right-hand corner, select **Edit Mode ON**.
2. To add a new link to the Course Menu, click the "+" and select the area you want to add.
3. **Rename, Hide** or **Delete** links as necessary using the pull-down menu next to each link. **Note:** If you remove a menu item, all information within that area is removed permanently.
4. Organize your course menu using the drag and drop feature. For longer course menus you may want to consider creating Subheaders and Dividers by clicking on the "+" icon and selecting these features.