MANAGING MENU ITEM LINKS

on the Left Panel

OVERVIEW

You can manage menu item links on the left panel for your course. You can:

1. Rename link.
2. Hide link.
3. Permit guests.
4. Delete link

Here are the steps for these tasks.

STEPS

Step 1 Set “Edit Mode” to ON.

Step 2 Choose the course you want to edit. You will see all the menu item links for the course on the left panel.

Step 3 Choose the menu item link (e.g., Schedule) you want to edit.
Step 4 Click the chevron shaped icon next to “Schedule” and select:
- Rename Link: to rename the link.
- Hide Link: to hide the link from students.
- Permit Guests: to permit guests to view the page.
- Delete Link: Delete the link.