

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

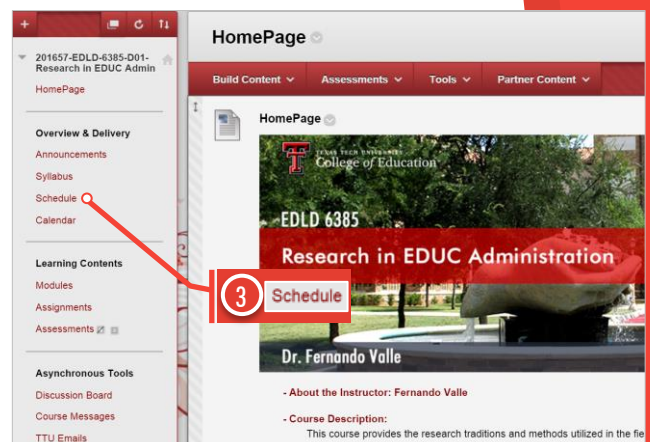
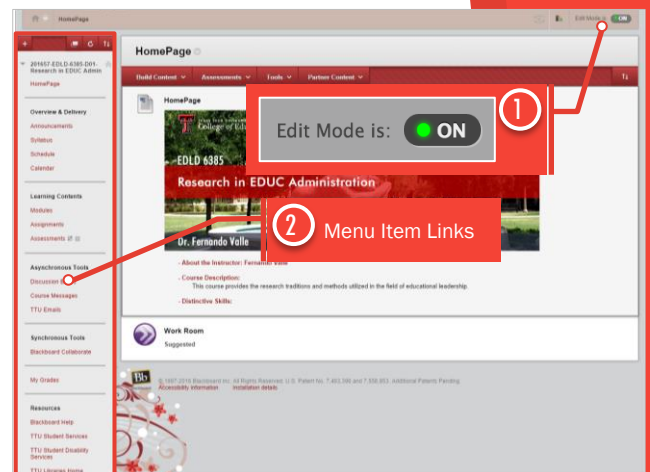
Here are the steps for these tasks.

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.



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- 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.

