

Managing the course menu

You can remove buttons that you do not want to use and rename buttons to better suit your specific needs. Removing unused buttons helps to streamline students' navigation of your course site and prevents dead-end "surfing".



1. Click the **Control Panel** button.
2. In the Course Options menu (lower left), click **Manage Course Menu**.
3. To remove a button, click **Remove**.
4. To add a button, click the appropriate button type in the menu (menu options are expanded below):

Course Options	
Manage Course Menu	Course Copy
Course Design	Import Course Cartridge
Manage Tools	Import Package
Settings	Export Course
Recycle Course	

<u>Content Areas</u>	<u>Tool Links</u>	<u>Course Link</u>	<u>External Link</u>
<ul style="list-style-type: none"> Assignments Bibliography Books Content Course Documents Course Information Course Materials Documents Homework Information Labs Lectures Projects Syllabus Textbooks 	<ul style="list-style-type: none"> Address Book Announcements Calendar Collaboration Communications Area Discussion Board Dropbox Email Glossary Groups Homepage Manual Messages My Grades Observer Tools Personal Trainer Resources Roster Staff Information Tasks 	<p>A link within a course site to a content area, specific document, or tool.</p>	<p>A link to a web site. You can create a menu button for a very frequently-used web site to make it accessible from the course home page.</p>

5. To rename a button, click **Modify**, then select a new name from the drop-down *Area name*: menu or enter a name in the text entry field (maximum 18 characters).

Update Course Information Area

6. Be sure to click the box next to *Make available for Student/Participant users*.
7. Click **Submit** and **OK** when prompted.

1 Set Area Properties

Area Type:	Content Area
Area name:	<input type="text" value="Course Information"/> <input type="text" value="Course Syllabus"/> <small>Suggested Minimum: 18 characters. Shorter names that use wide characters may cause rendering problems for g See "Course Design" under Settings to change navigation style.</small>
Allow guest access:	<input checked="" type="checkbox"/>
Allow observer access:	<input checked="" type="checkbox"/>
Make available for Student/Participant users	<input checked="" type="checkbox"/>