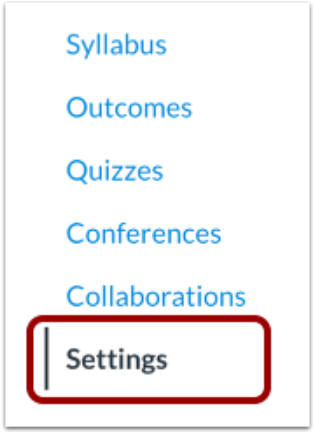
How to Use the Course Navigation Menu

Open Settings

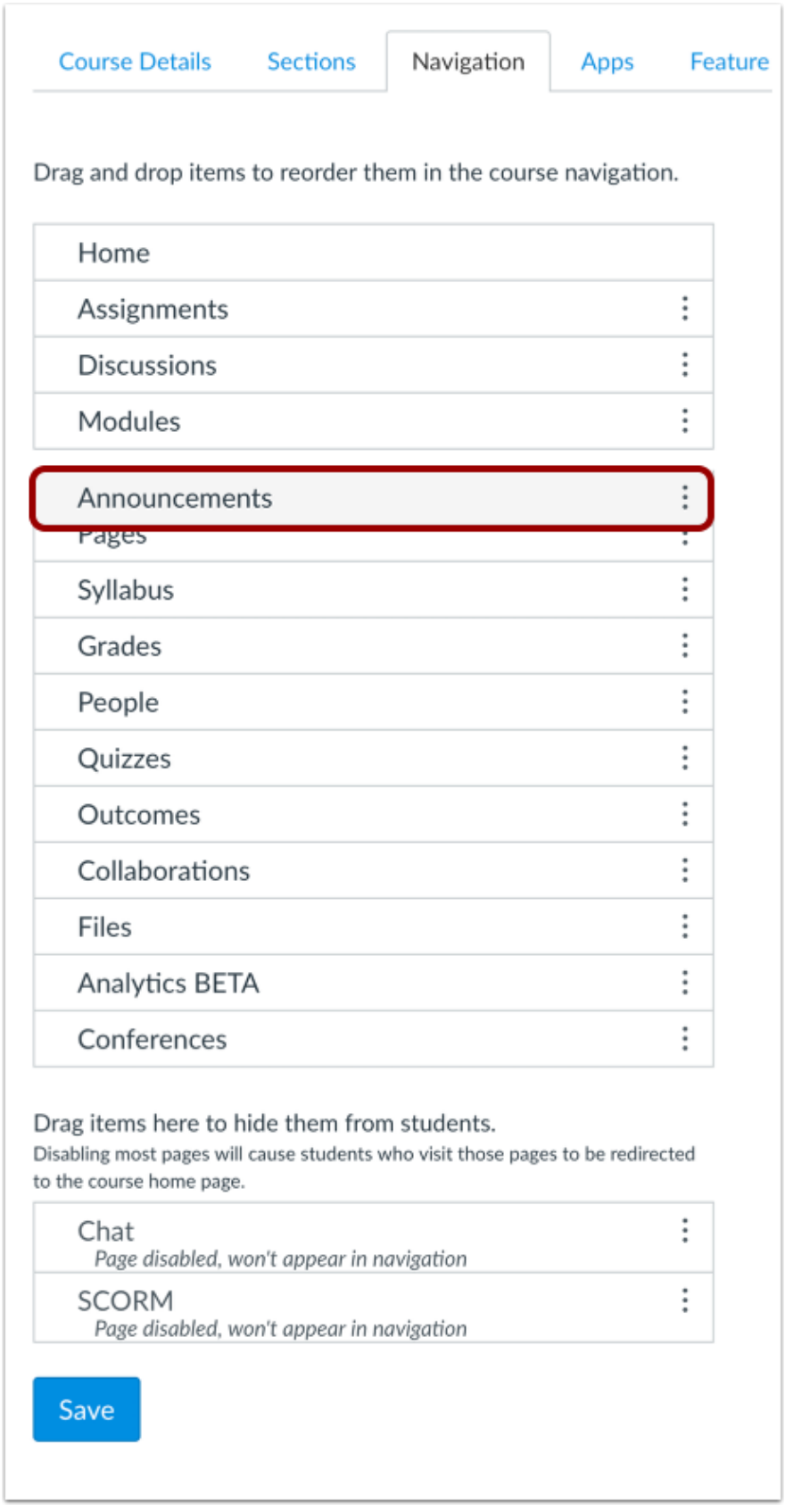


In Course Navigation, click the **Settings** link.

Open Navigation

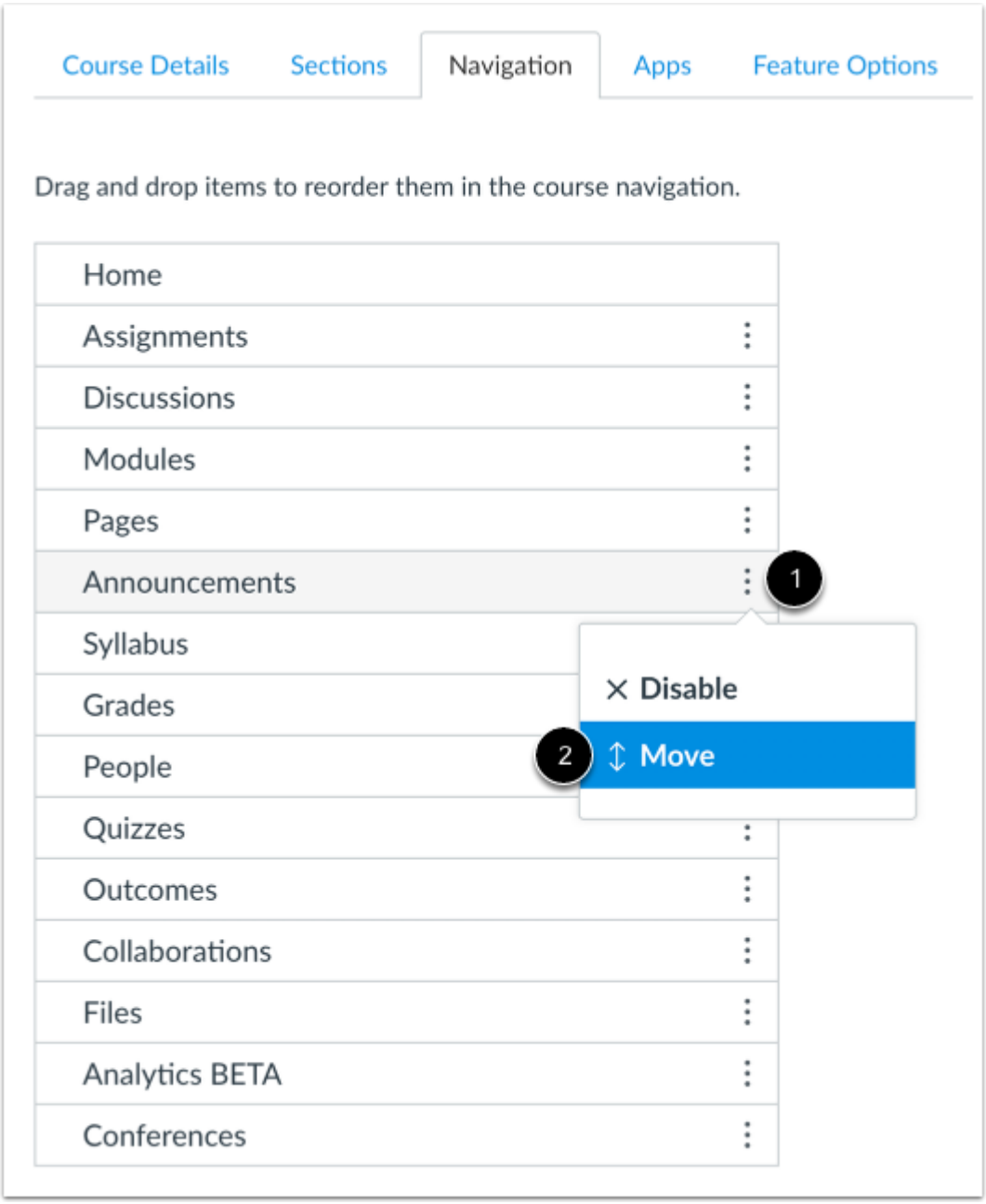
Click the **Navigation** tab.

Drag and Drop Navigation Links


Course Details
Sections
Navigation
Apps
Feature
Drag and drop items to reorder them in the course navigation.
Home
Assignments
Discussions
Modules
Announcements
Pages
Syllabus
Grades
People
Quizzes
Outcomes
Collaborations
Files
Analytics BETA
Conferences
Drag items here to hide them from students.
Disabling most pages will cause students who visit those pages to be redirected to the course home page.
Chat
Page disabled, won't appear in navigation
SCORM
Page disabled, won't appear in navigation
Save

You can use the drag and drop option to reorder navigation links. Click the navigation link you would like to move. Drop the navigation link in the desired location by releasing the mouse.

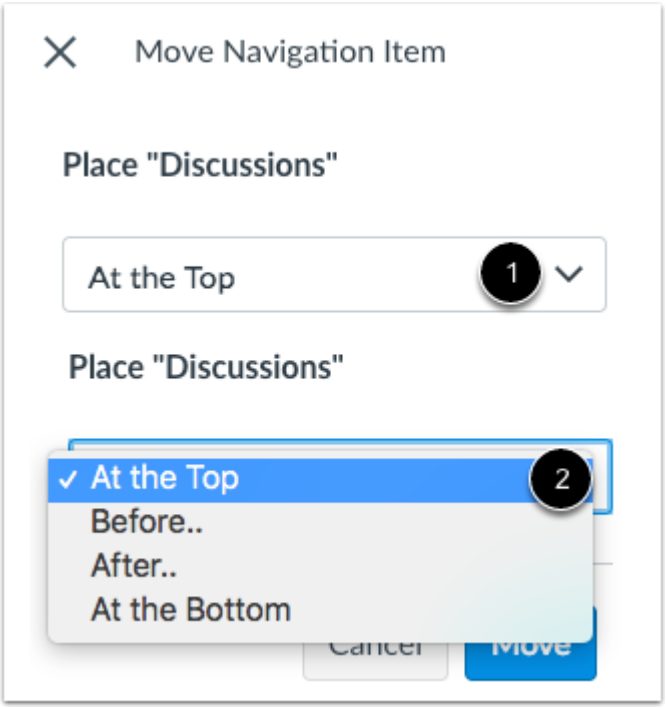
Move Navigation Links



You can also use the Move To option to reorder an navigation link. Click the **Options** icon [1] and select the **Move** link [2].

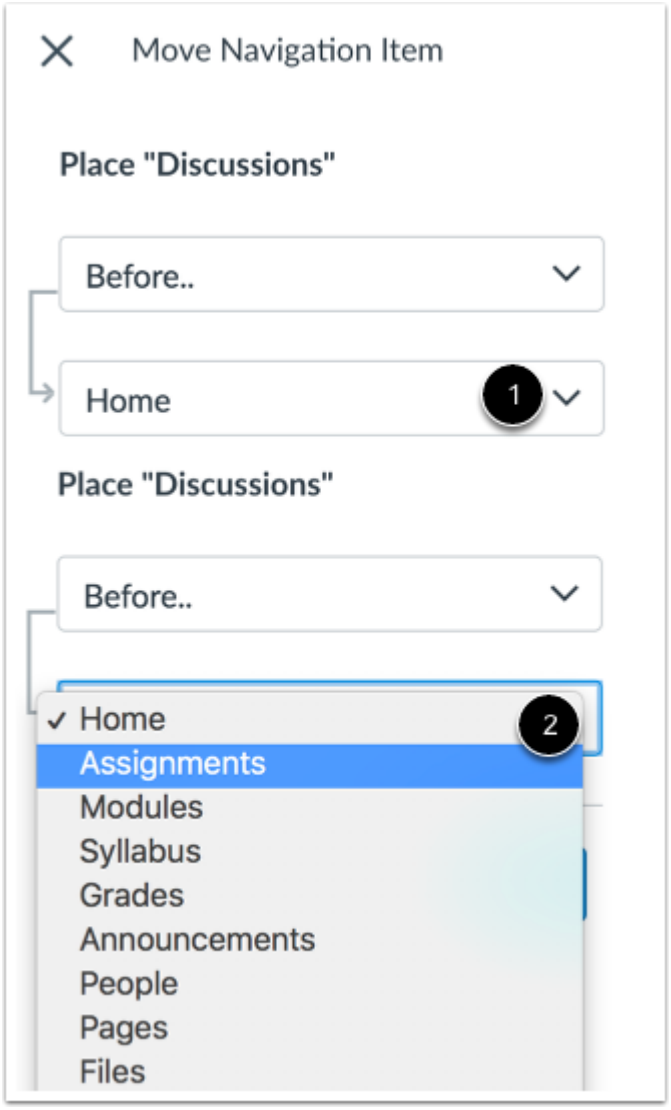
Note: The Move To option only moves an navigation link within its respective section (visible or hidden). Hidden items must first be enabled before they can be ordered among visible navigation items. A hidden item cannot be moved directly to the enabled link section using the Move To option.

Place Navigation Link Location



In the Move Navigation Item sidebar, click the **Place** drop-down menu [1]. Select the placement of the navigation link you are moving [2]. You can move the link so it is located at the top of the list, before a specific navigation link, after a specific navigation link, or at the bottom of the list.

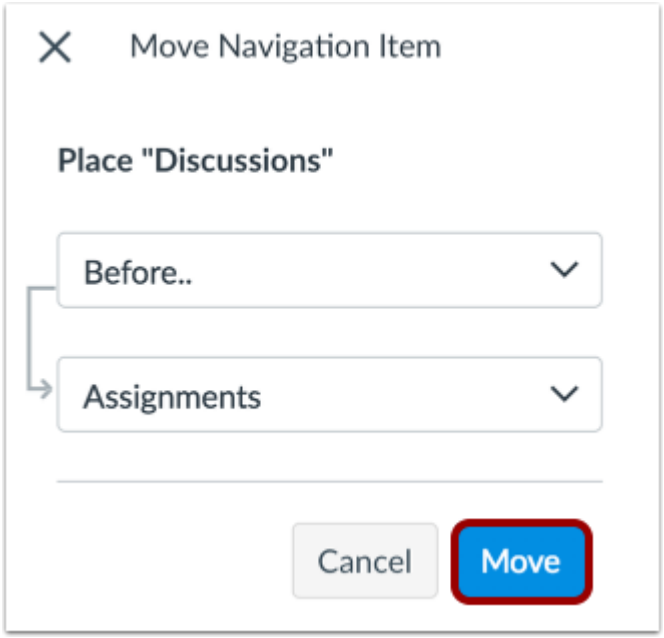
Place Before or After



If you selected the **Before** or **After** option, click the second drop-down menu [1]. Select the navigation link that should be before or after the link you are moving, as indicated by the option selected in the previous menu [2].

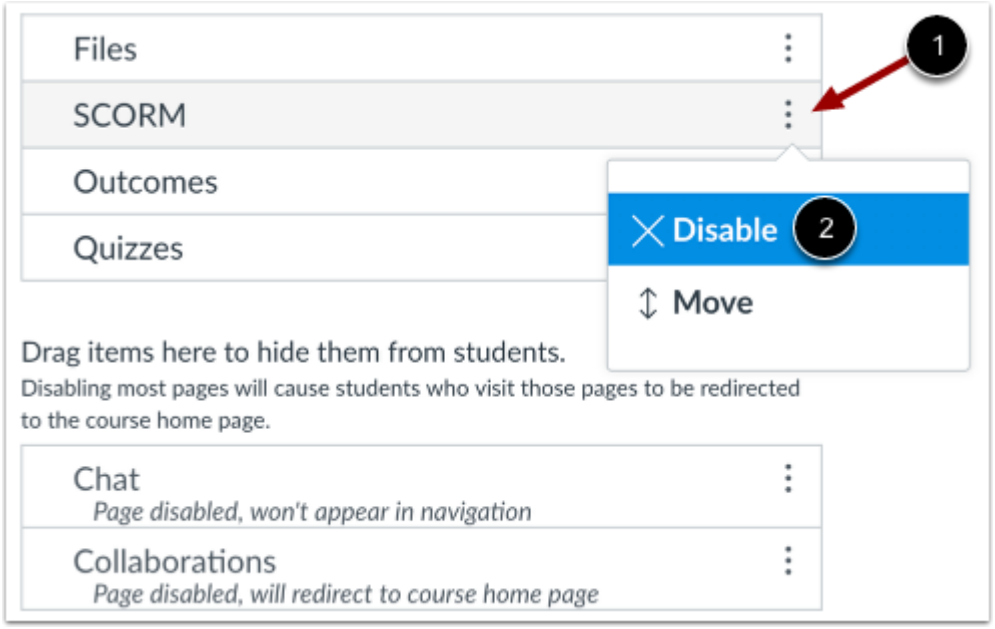
If you want to move the navigation link to another location, change the sidebar placement options as needed.

Move Navigation Item



Click the **Move** button.

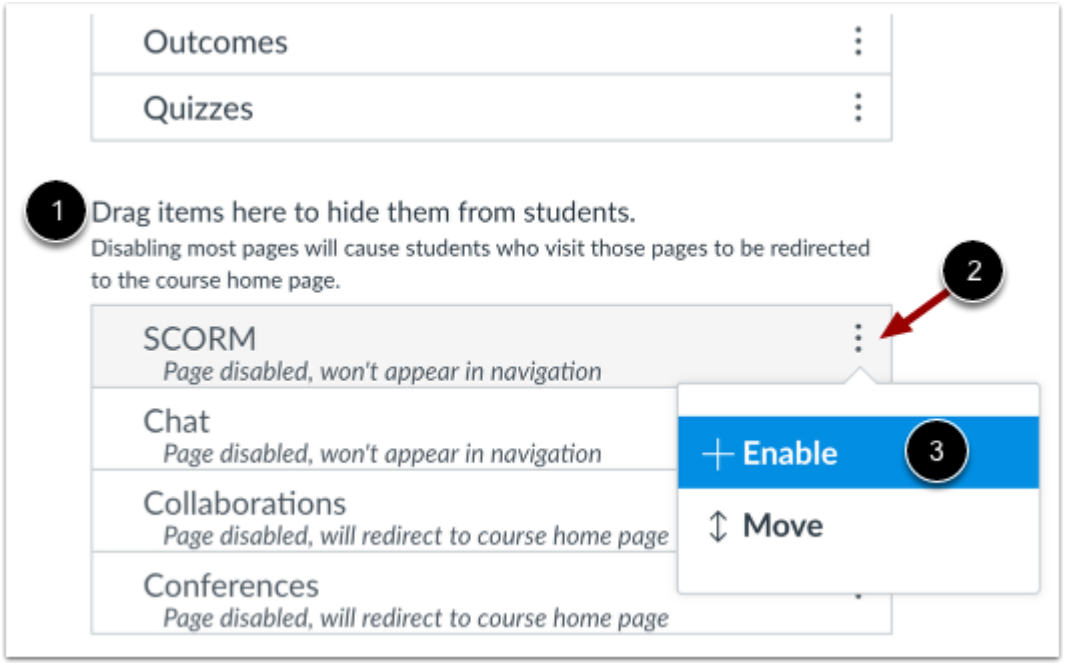
Hide Navigation Links



To hide a navigation link, click the link **Options** icon [1] and select the **Disable** option [2].

You can also drag and drop the link to the hidden section at the bottom of the page.

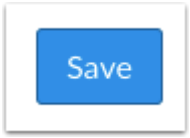
Enable Navigation Links



To enable a link in the hidden section [1], click the **Options** icon [2] and click the **Enable** button [3].

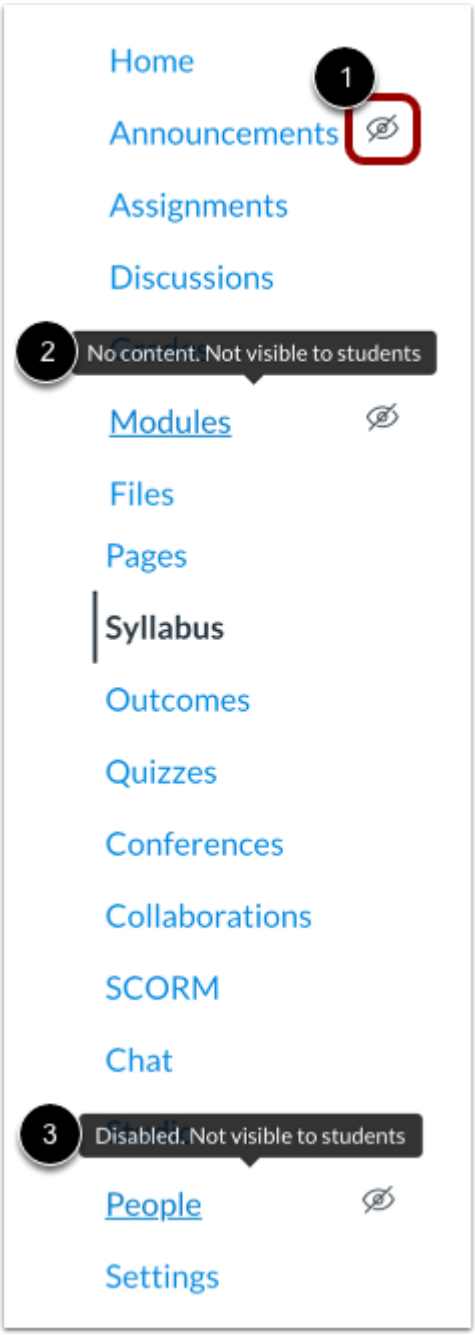
You can also drag and drop the link above the hidden section.

Save Navigation



Click the **Save** button.

View Course Navigation Links



View the Course Navigation Menu. Navigation links will display in the same order that you have designated in Course Settings.

Any Course Navigation link that is hidden from students displays the **Visibility** icon [1]. A link may be hidden to students because the feature area has no content [2] or because the link is disabled [3].

Note: If you have disabled a Course Navigation link to an external tool, that link will not display in Course Navigation and is hidden to all course users, including instructors.