
Customizing the menus

Hiding **tools** from everyone

1. Click the “Build” tab
2. Click “Manage Course,” then “Tools”
3. Un-check any tools you don’t want to use.
4. Click “Save.”

NOTE: Hiding a tool does not cause data to be lost and you can turn the tool back on later.

Hiding **tools** from students

1. Click the “Build” tab
2. Click “Manage Course,” then “Course Menu”
3. For each tool you want to hide, click “Hide Link”

Orienting the **student menu** horizontally or vertically

1. Click the “Build” tab
2. Click “Manage Course,” then “Course Menu”
3. Under “General Settings,” click the desired orientation
4. Click “Apply Settings”

NOTE: the designer and instructor menus are always vertical.

Customizing the **course content map***

1. Click the “Build” tab
2. Click “Manage Course,” then “Course Menu”
3. Under “General Settings” next to “Course Content Map” indicate your choice
 - a. On menu (shows on the left side, even with a horizontal course menu)
 - b. As a drop-down list
 - c. Do not display
4. Click “Apply Settings”

* The course content map is a navigation menu with links to all course content icons and folders (pages). It is not necessary if you only have a home page and no folders.