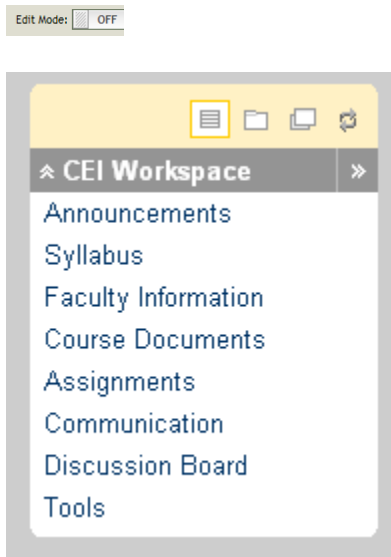




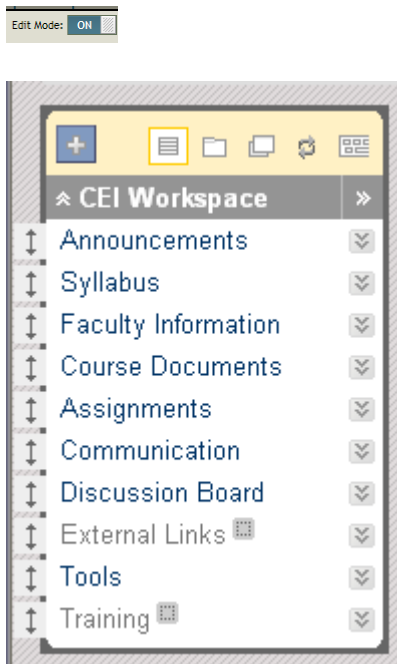
How do I manage the course menu?


The menu lists the main buttons to the sections of your course in which you wish your students to participate.

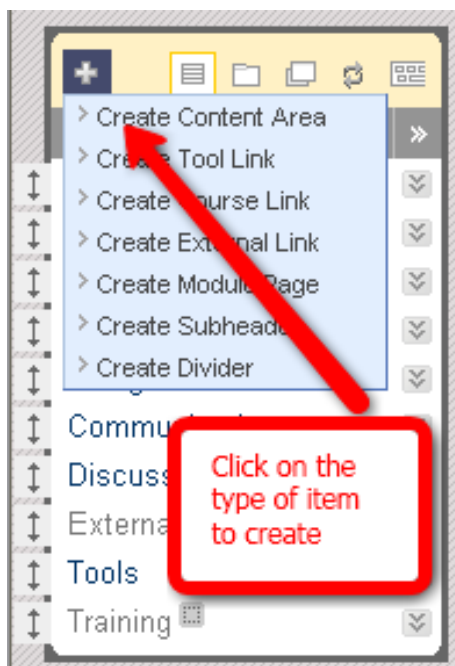
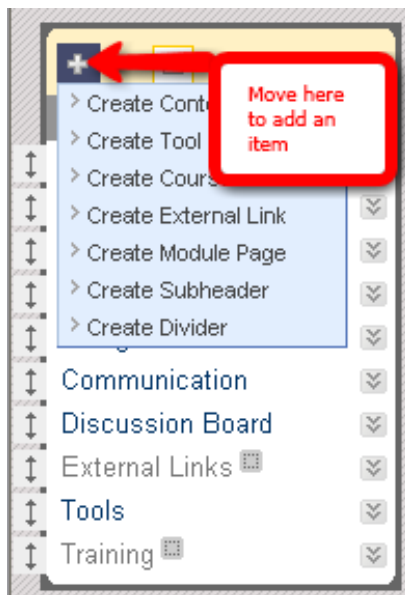
Below is a view of a course menu with the Edit Mode “Off”



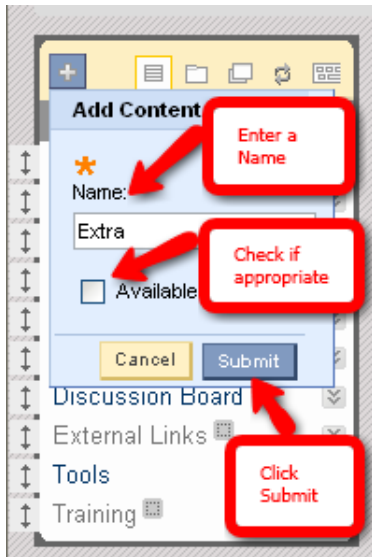
Below is a view of a course menu with the Edit Mode “On”




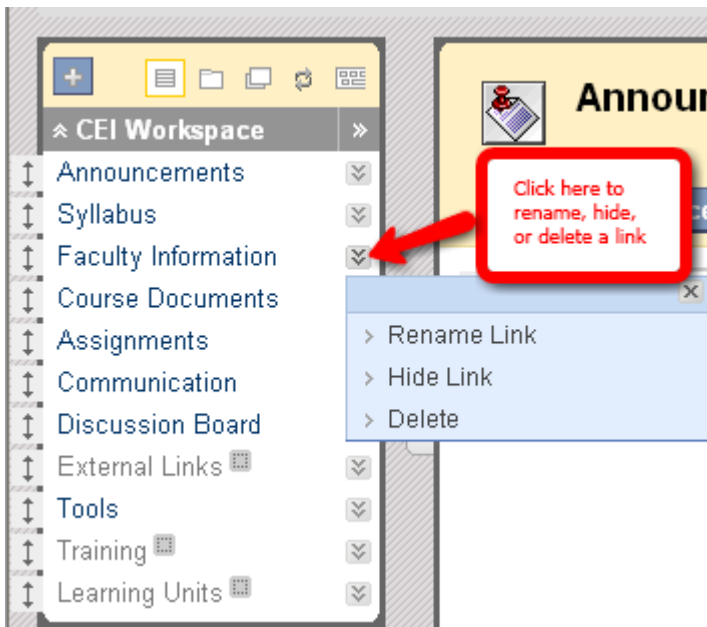
When you move the mouse over the double pointer beside a menu item, the mouse pointer will change to a four-headed pointer; and you will be able to reorder the menu by clicking and dragging the menu item you wish to move. You are able to add new menu items to your menu by moving your mouse over the create item icon . Once the mouse is over the create item icon, select the type of item to create.




Give the item a name and fill out the appropriate boxes and click Submit.

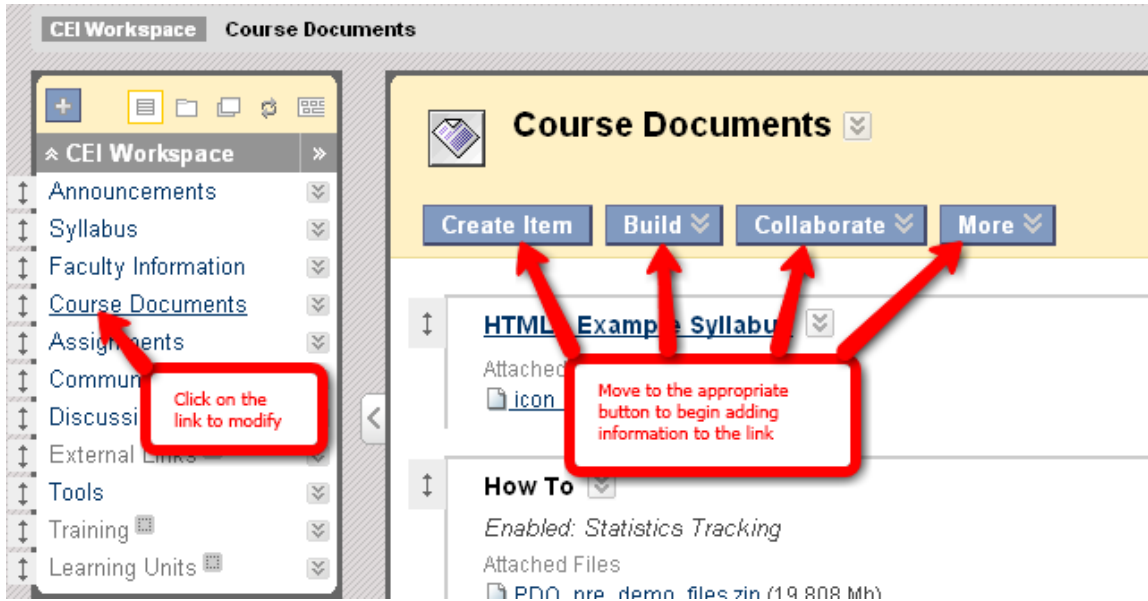


To rename, hide, or delete a link on the menu click on the down chevrons  beside the link that needs to be modified.

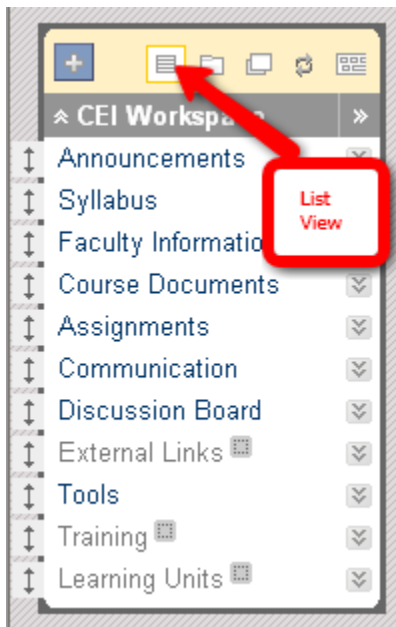


If a link has the no content icon  beside it, there is no information on that link.

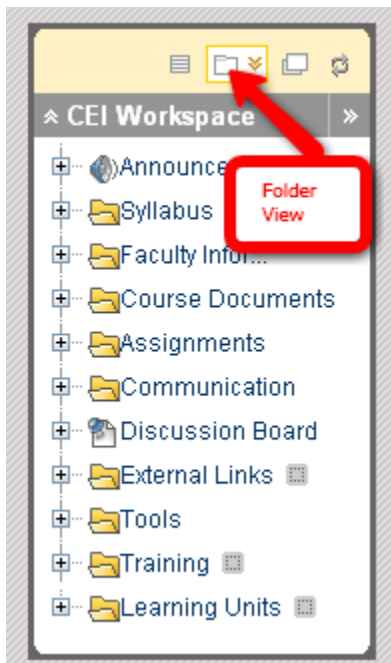
To begin adding information to the links, click on the link to modify, move the cursor to the appropriate button and begin adding the information.



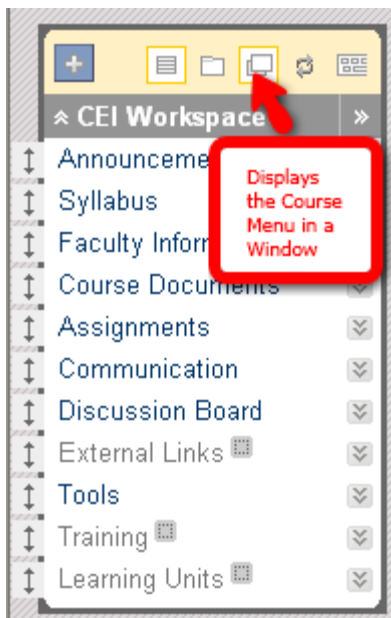
Click on the List View button to see the menu as a list.



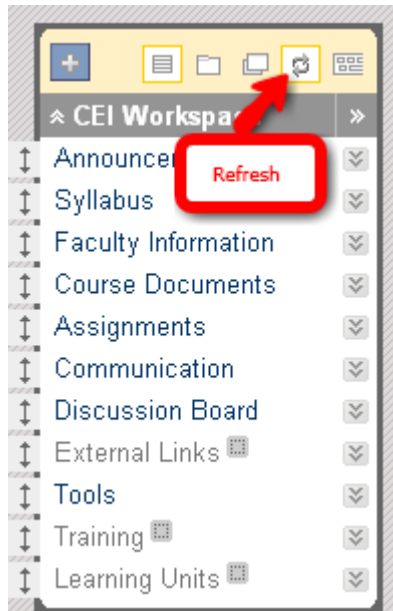
The Folder View button allows you to see the menu as folders in a list.



The display course view button allows you to see how the menu will appear in the course.



The refresh button will refresh the menu list.



The keyboard accessible reordering: menu icon will allow you to reorder the list using the keyboard.

