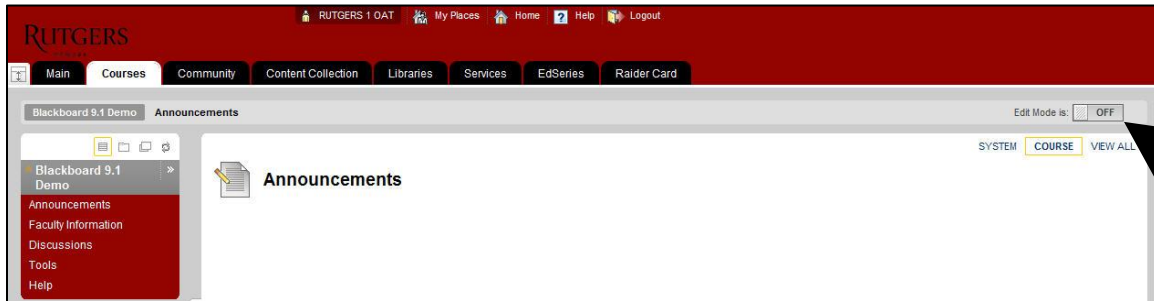


Reordering Course Menu

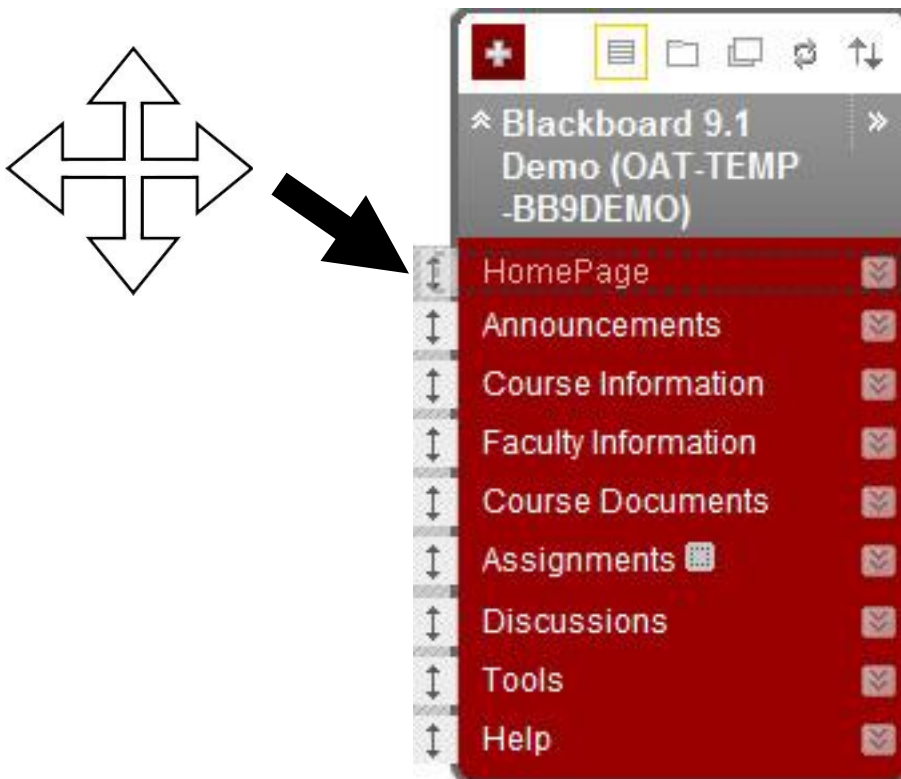
Each course is provided with a default course menu which can then be customized by the instructor. However, you may not want your students to see all of the areas in the course right away. For example, if you are using Units in your course menu you may only want your students to access the current units.

Drag and Drop Method

- Change **Edit Mode** to **On** if it is not already by clicking on the option at the top right of the window.

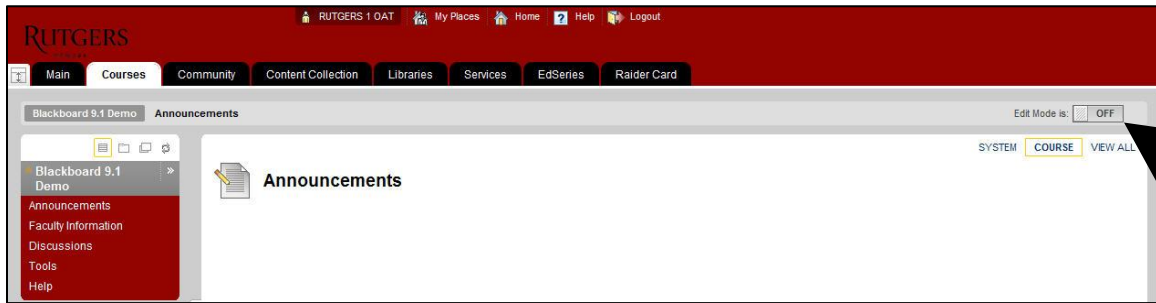


- Move your mouse over the two-direction arrow to the left of the menu area. The cursor will change to a four-directional arrow.
- Click, hold, and drag the menu to the new location and then release your mouse. The menu will be bordered in a dashed line until you release your mouse.



Button Method

- Change **Edit Mode** to **On** if it is not already by clicking on the option at the top right of the window.



- Click on the **Menu Order** button (up and down arrows) at the top right of the course menu.
- Click on **menu area** to be moved and use the **up** and **down** arrows to move the area to the new location.
- Click **Submit**.

