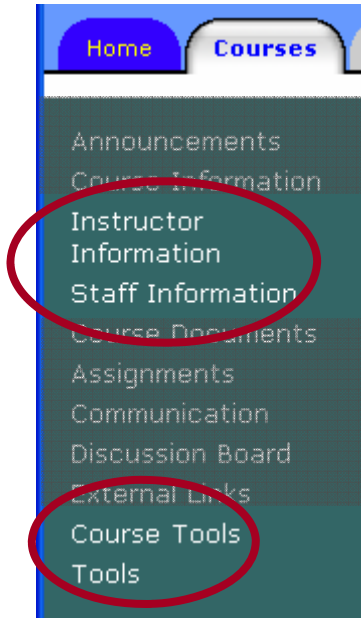


Removing Extra Menu Items



Ordinarily when course shells are created there are menu items for Instructor Information and Course Tools. Because of an error when creating the courses for the Spring 2008 semester, there is a second menu item for these two areas.

The same information that you load into Instructor Information will be found in Staff Information and the same tools found in Course Tools will be found in Tools.

Having the duplicate menu items might be confusing to your students. Follow the instructions below if you would like to remove the extra menu items.

To Remove Extra Menu Links



← Begin by entering the Control Panel.

Content Areas Course Information Course Documents	Assignments External Links	User Management List / Modify Users Manage Groups
Course Tools Announcements Staff Information Send Email Discussion Board Collaboration Digital Dropbox	Glossary Manager Messages Course Health Check Course Objectives Photo Roster	Assessment Test Manager Survey Manager Pool Manager Course Statistics Help Support Manual Contact System Administrator Quick Tutorials
Course Options Manage Course Menu Course Design Manage Tools Settings	Export Course	

← Next, click the Manage Course Menu link

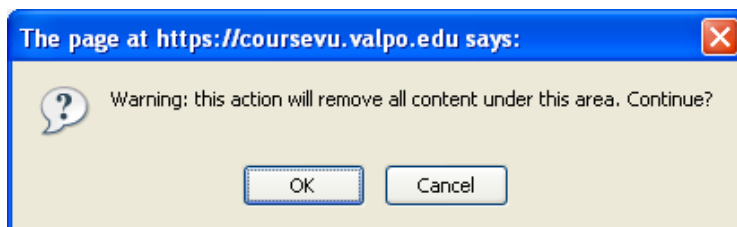
Manage Course Menu

To view changes, refresh the Menu.

Add Content Area Tool Link Course Link External Link

1	▼	Announcements <i>Announcements</i>	Modify	Remove
2	▼	Course Information <i>Content Area</i>	Modify	Remove
3	▼	Instructor Information <i>Staff Information</i>	Modify	Remove
3	▼	Staff Information <i>Staff Information</i>	Modify	Remove
4	▼	Course Documents <i>Content Area</i>	Modify	Remove
5	▼	Assignments <i>Content Area</i>	Modify	Remove
6	▼	Communication <i>Communications Area</i>	Modify	Remove
7	▼	Discussion Board <i>Discussion Board</i>	Modify	Remove
8	▼	External Links <i>Content Area</i>	Modify	Remove
9	▼	Course Tools <i>Tools Area</i>	Modify	Remove
9	▼	Tools <i>Tools Area</i>	Modify	Remove

Click the Remove button next to the extra menu items.



You will receive a warning when you remove a menu item.

Be careful not to remove items from the menu where you have already placed content. If the menu item is removed - so is the content.

This is not the case for the two menu items added created in error. Since they are duplicates of one another, the content stays in the remaining menu item when the duplicate is deleted.