

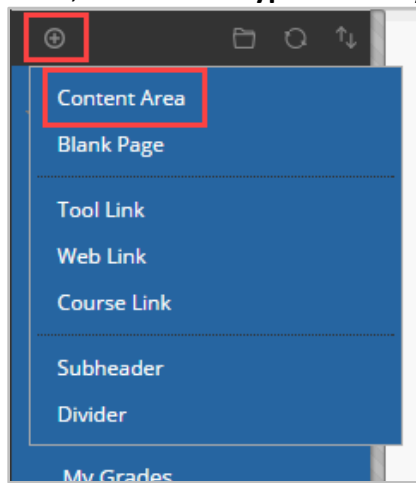
## CREATE OR EDIT A MENU ITEM

You are expected to create menu items in your ulearn course to help students navigate the content. Menu items are folders on the left menu of a ulearn course site. Once created, menu items can also be edited as needed.

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### Instructions

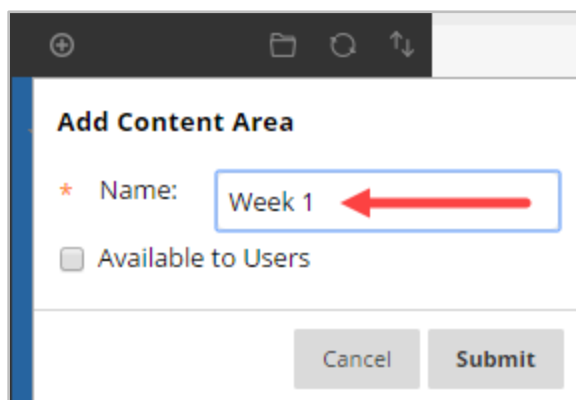
1. To add left menu items to a ulearn course, **click the + icon** at the top of the menu. Then, click on the **type of item** you wish to add (i.e. Content Area).



#### Note:

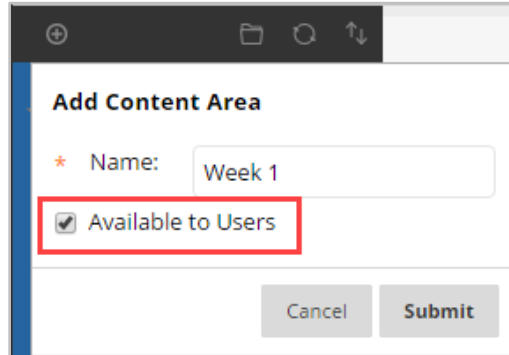
The course's main navigation menu should not be cluttered with unnecessary item. Choose frequently visited or high-level content organizational areas as left menu items.

2. Type the item name in the box.

A screenshot of a form titled 'Add Content Area'. The form has a white background and a dark header bar. Below the header, there is a label '\* Name:' followed by a text input field containing the text 'Week 1'. A red arrow points from the right side of the input field towards the left. Below the input field, there is a checkbox labeled 'Available to Users' which is currently unchecked. At the bottom of the form, there are two buttons: 'Cancel' and 'Submit'.

## CREATE OR EDIT A MENU ITEM

3. Check the Available to Users box if you are ready to make this left menu item available to students. You can always edit the availability of the item later.



**Add Content Area**

\* Name:

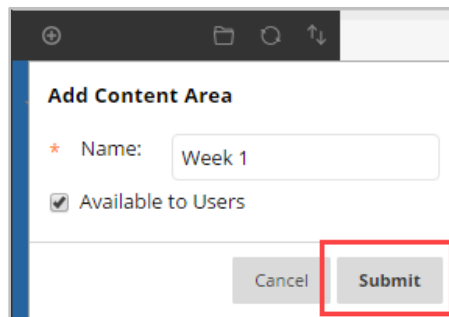
Available to Users

Cancel Submit

**Note:**

By default, all newly created left menu links are unavailable to students unless otherwise specified.

4. Click Submit when finished.



**Add Content Area**

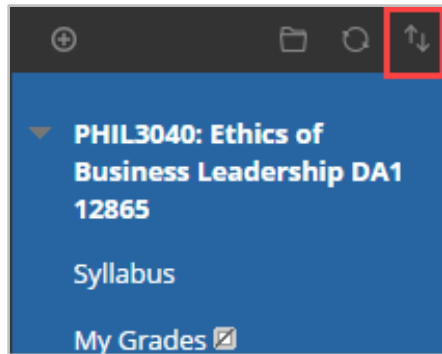
\* Name:

Available to Users

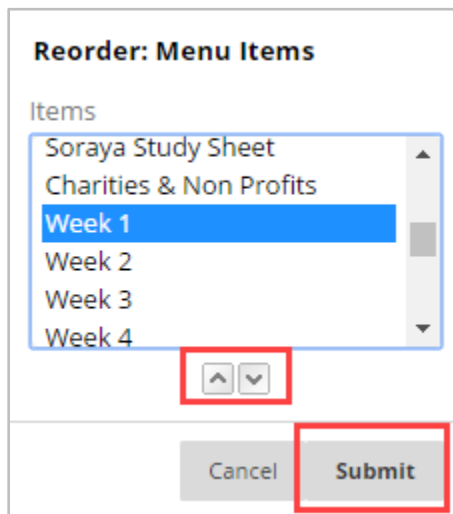
Cancel Submit

5. The newly created left menu item will be placed at the bottom of your course menu. To reorder menu items, click on the **up/down arrow icon** at the top of the menu.

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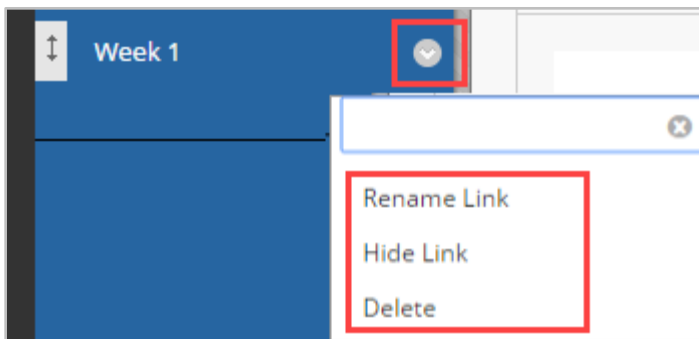


6. The Reorder Menu Items window will appear. **Select** a menu item to move, then use the **up/down buttons** to select a new location. Click **Submit** when finished.



## Edit Menu Items

1. Place your cursor over the menu item and **click on the arrow** to view the menu. You can rename, hide/show, or delete the left menu item.



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**Warning:**

Deleting a menu item deletes all files within that content area.

2. To rename an item, select **Rename Link** and enter the new name in the text field. Click the **green check** mark to save your changes. Selecting the red X reverts the name back to the original.



3. If you select the **Hide Link** option, the menu item will not be available to students. A square with a line through it will appear next to the item name. To unhide an item and make it available to students again, choose **Show Link** from the item's menu.

