

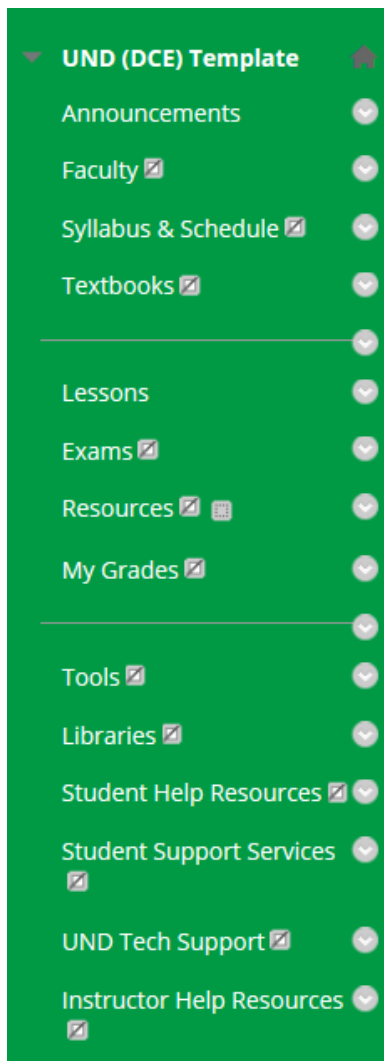
Cleaning Up the Course Menu After Course Copy

Course Template

Each UND course is created from course template depending on the type of course. Each time one course is copied into another, information from the source course including navigation links is appended to the existing information in the destination course. As a result, it is often necessary to do some cleanup to remove redundant items and/or reorder navigation links in the main menu.

Online Template Course Menu

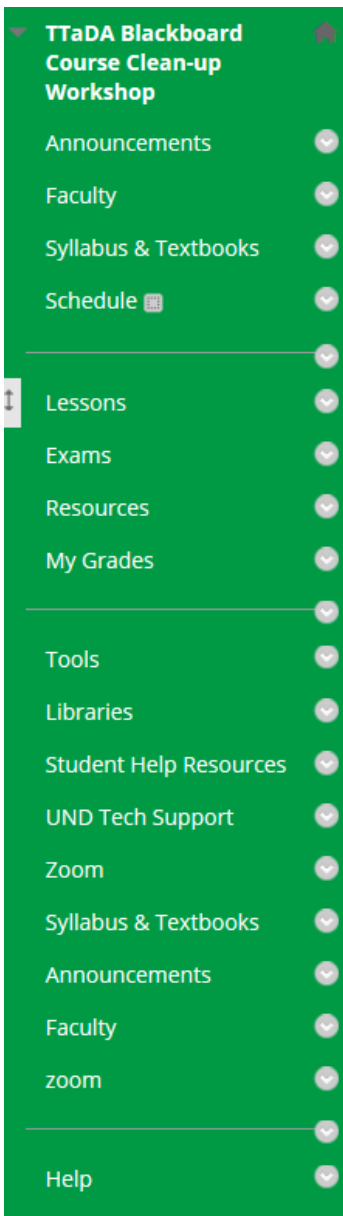
The course menu of the course you want to copy from or copy into will most likely be different from the default course menu. Below is a screenshot of the Online template course menu.



A Combined Course Menu After a Course Copy

Copying content from a previous semester into a new course shell appends the course menu from the template to the existing menu. Notice in the screen shot below that the previous semester course menu has been added to the course menu in a new shell.

Note: Links to tools in the course menu are NOT duplicated. For example, since both the previous course and the new course shell both contain a link to the Tools and My Grades, only one link appears in the combined course menu.

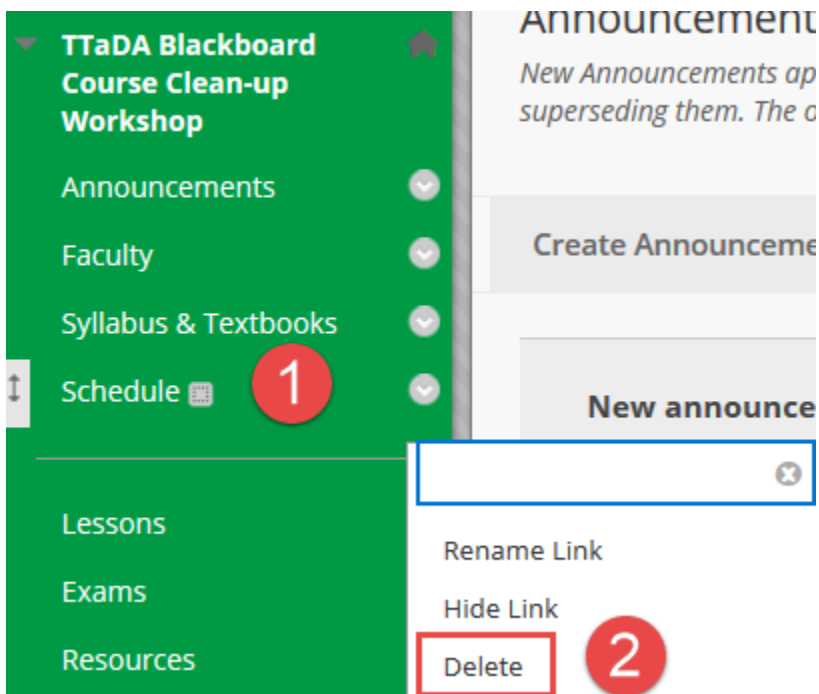


Step 1. Cleaning Up the Course Menu

Once the course copy is complete and the course menus have been combined, you will need to review the course menu and remove unnecessary or redundant links.

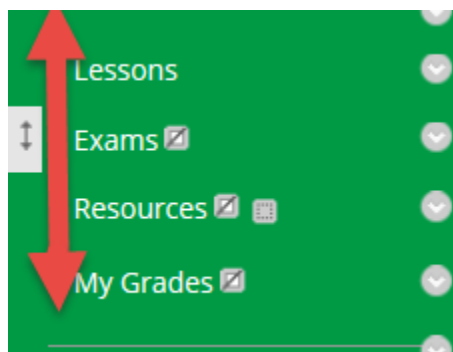
Read This BEFORE Removing Any Course Menu Links: Notice in the screenshot below there is a grayed-out box that contains a dotted line square next to the Schedule link in the course menu. That icon denotes a content area (a folder) that is empty, (it does NOT contain any content items). Best practice is to always check links to content areas on the course menu before deleting. *If you delete a link to a content area that contains content items, all the items contained within the content area (folder) are deleted.* In the example below, it is safe to delete the Schedule link because it is empty.

To remove a link from the course menu hover over the link and click on the option icon. Select the **Delete** option from the drop-down menu.



Step 2. Reordering Navigation Links in the Course Menu

To move a link in the course menu hover over the link until an arrow appears to the left of the link. Mouse over the arrow. Once your cursor changes to a bolded arrow symbol, drag and drop the link to reorder it in the course menu.



Finish

The course menu in your new course should now match the recommended layout of the course template, except for any new links that you intentionally wanted to keep from your copied course.

