

Basic Procedure

- 1 [Access the link " options menu"](#)
- 2 [Set link visibility](#)

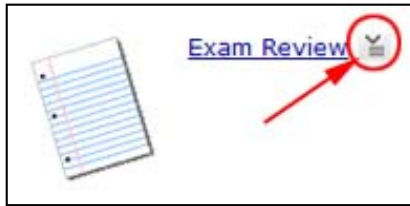
Detailed Instructions

Step 1: Access the link options menu

Go to Build tab



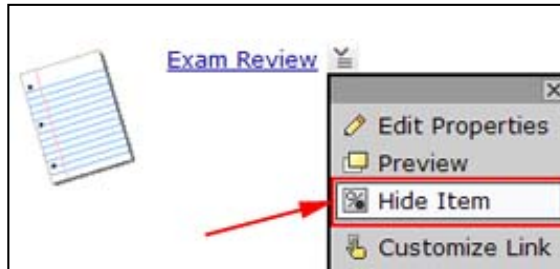
Click on gray down arrow icon next to link to access the the options menu



Step 2: Set link visibility

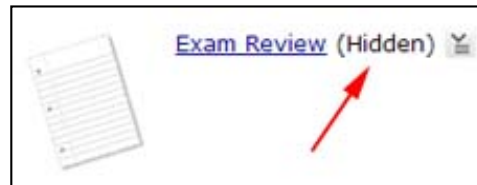
To hide a link -

Click "Hide Item" option



In Teach and Build views a hidden link will have "(Hidden)" next to it and the link icon will be grayed out. Hidden links are not visible in the Student View

NOTE: Always a good idea to check link visibility from Student View



To change the status of a link from hidden to visible, use the link options menu

Choose option "Show Item"

The link is now visible in all views.

