

Options for the Navigation Menu in Learning Modules

Two Basic Options

1. [Edit menu properties \(numbering, no menu, first page of module\)](#)
2. [Indent the menu links](#)

How to edit the menu properties

Step 1: Access the "Edit Learning Module Properties" screen

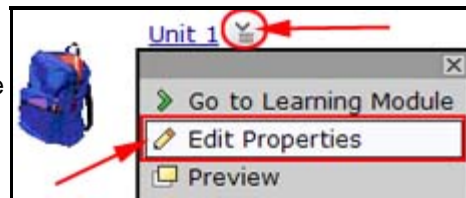
NOTE: When creating a new module, you will start with this screen. To edit these properties for an existing module, use the following steps

Option 1: Access from a Folder Page

Must be in Build Tab view

Click on the option menu icon next to the Learning Module title

Choose "Edit Properties"



Option 2: Access using the Learning Modules tool

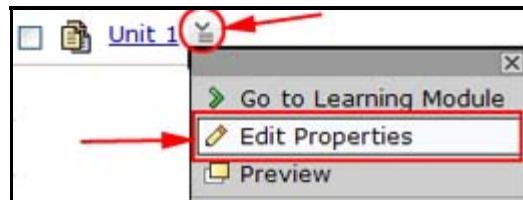
Must be in Build tab view

Click "Learning Modules" in toolbar at left



Click the option menu icon next to the module name

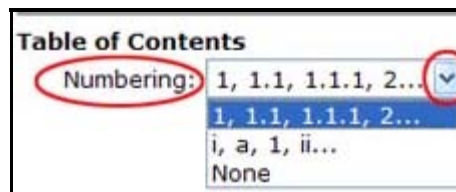
Choose "Edit Properties"



Step 2: Edit "Table of Contents" properties

Option 1: Numbering

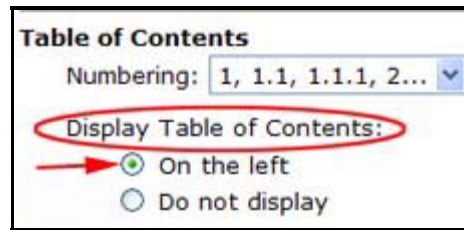
Use the drop-down menu to set/change numbering.



Option 2: Display Table of Contents

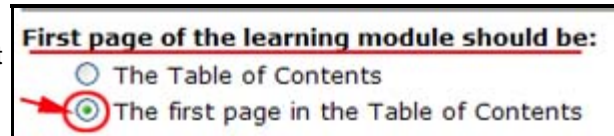
"On the left" is the default for new modules and the preferred setting

"Do not display" is rarely, if ever, used



Option 3 : First page of the learning module

"The first page in the Table of Contents" is the default for new modules and the preferred setting



PLEASE NOTE: In restored courses, modules sometimes appear with the Table of Contents as the first page of the learning module. To return the module to the more familiar format, change this setting to "The first page in the Table of Contents" as shown above

Step 3: Save Changes

Click Save to activate setting changes



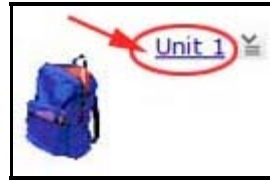
How to indent links in Learning Module Table of Contents to Create Outline format

Step 1: Access the Learning Module in Build view

Option 1: From a Folder Page

Must be in Build Tab view

Click on the Learning Module title or icon



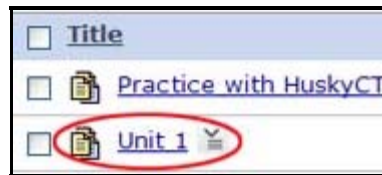
Option 2: From the Learning Modules tool

Must be in Build tab view

Click "Learning Modules" in toolbar at left



Click name of the module you wish to edit



Step 2: Indent and/or Outdent items in the Table of Contents

Check the box next to the item(s) that you wish to indent or outdent in the Table of Contents

Click "Indent" or "Outdent" button to move an item one level in or out

"Outdent All" will remove all indentation for the items selected.

