

# Rename, Move, Hide, Show, Delete Links in Navigation Menu

“Edit Mode” must be turned on . This button is found at the upper right of your screen when inside a course site where you are instructor.

Edit Mode is: **ON**

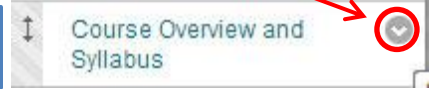
## Activate the option menu

**Renaming, Hiding, Showing and Deleting Links requires this option menu.**

Mouse over the link you wish to edit and click on the gray circle with the down arrow

The option menu will load.

Rename Link  
Hide Link  
Delete



## Choose action

**Rename Link**

makes name field editable.

Announcements



Save changes with green check

**Hide Link**

hides link from students

Discussion Board

Square with line indicates hidden status

**NOTE:** If you attempt to hide the link to your course entry point, you will see a warning message

**Show Link**

option is available for hidden links.

**Delete**

removes a link from the menu after a series of warning and confirmation pop-ups

**First message:**

click “Delete content” to proceed.

Are you Sure?

Deleting this content area will **permanently delete** all the content items within it. Would you prefer to hide the link to this content area?

Delete content

Cancel

Hide the link

**Second message:**

click “Delete” to finalize

This action will permanently delete the Tests content area.

Cancel

Delete

**NOTE:** If there is content on the area being deleted this will be indicated in the warning message. If there are Folders or Assignments, these will also be permanently deleted and would need to be recreated.

## Move links

Click on arrow, hold mouse button down, then move up or down.

