Re-ordering, Renaming, and Deleting Menu Items

1. Ensure that “Edit Mode” is ON.
   Look toward the upper, right-hand side of the screen to locate the “Edit Mode” switch, as shown here: If you see “EDIT MODE: OFF”, click the word “OFF”; it should change to “ON”. This switch must be ON for you to add content to your course and make menu changes. If you see “EDIT MODE: ON”, you do not need to take any further action.

2. Locate your course menu area on the left hand side of the screen. Your menu area will look similar to the example below:

   ![Menu Area Example]

   **Change the Order of Menu Items**

   1. Position your mouse over the double-headed arrow icon to the left of that item. (If these double down-arrows do not appear, you might not have "Edit Mode" switched to ON.) Your cursor will change to a four-headed arrow.
   2. Click your left mouse button and hold it down while moving the item up or down.
   3. Release the mouse button when the menu item is in the correct position.

   **Rename a Menu Item**

   1. Click on the double down-arrows near the right end of a menu link or menu button in order to reveal a drop-down menu. (If these double down-arrows do not appear, you might not have "Edit Mode" switched to ON.)
   2. Select **Rename Link** from the drop-down menu. The name of that menu link will become highlighted.
   3. Type the new name directly in the highlighted area.
   4. Press **ENTER** on your keyboard.

   **Delete a Menu Item**

   1. Click on the double down-arrows near the right end of a menu link or menu button in order to reveal a drop-down menu. (If these double down-arrows do not appear, you might not have "Edit Mode" switched to ON.)
   2. From the drop-down menu, click **Delete**.