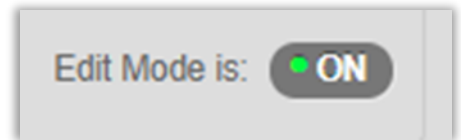# HuskyCT User Guide: Rename, Move, Hide, Show, Delete Links in Navigation Menu
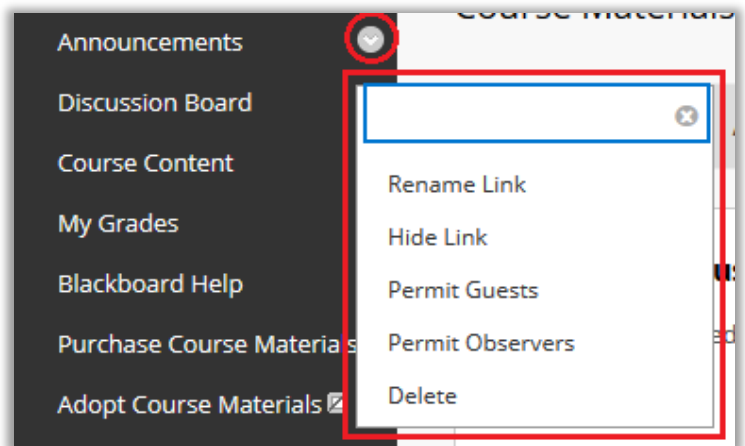
Instructors will often need to edit the navigation menu in many different ways, which can be done through the option menu.

Whenever you want to work in your course and make changes, "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 the instructor
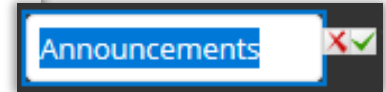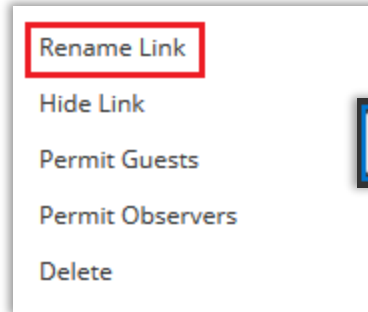
Edit Mode is: ON

Step 1: Activate the option menu

Mouse over the link you wish to edit and click on the gray circle with the down arrow, this will load the option menu
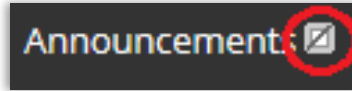
Announcements

Discussion Board

Course Content

My Grades

Blackboard Help

Purchase Course Materials

Adopt Course Materials

Rename Link

Hide Link

Permit Guests

Permit Observers

Delete

Step 2: Choose an Action

Makes the name field editable, save changes with the green check

Rename Link
Hide Link
Permit Guests
Permit Observers
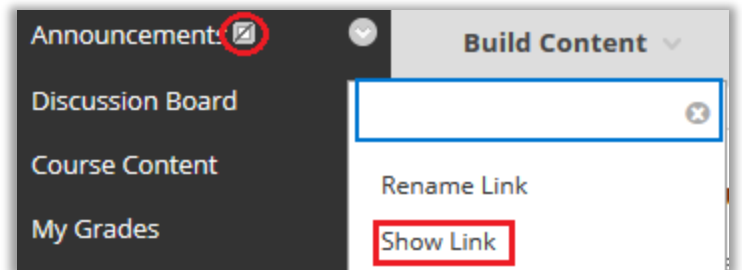Delete

Announcements

Rename Link
Hide Link
Permit Guests
Permit Observers
Delete

Announcements

Hides link from students, a square with a line indicates the hidden status

Option is available for hidden links

Announcements
Discussion Board
Course Content
My Grades

Build Content

Rename Link
Show Link

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IN TEACHING & LEARNING

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860.486.5052

Deleting a link:

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

Rename Link

Hide Link

Permit Guests

Permit Observers

Delete

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

First Message: Click "Delete content" to proceed

Second Message: Click "Delete" to finalize
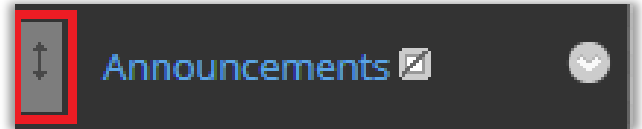
This action will permanently delete the content area content area.

Cancel   Delete

NOTE: If there is content in 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

Moving Links:

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

Still need help?

For further information or assistance with HuskyCT, please contact the Educational Technology Office at edtech@uconn.edu or 860-486-5052.