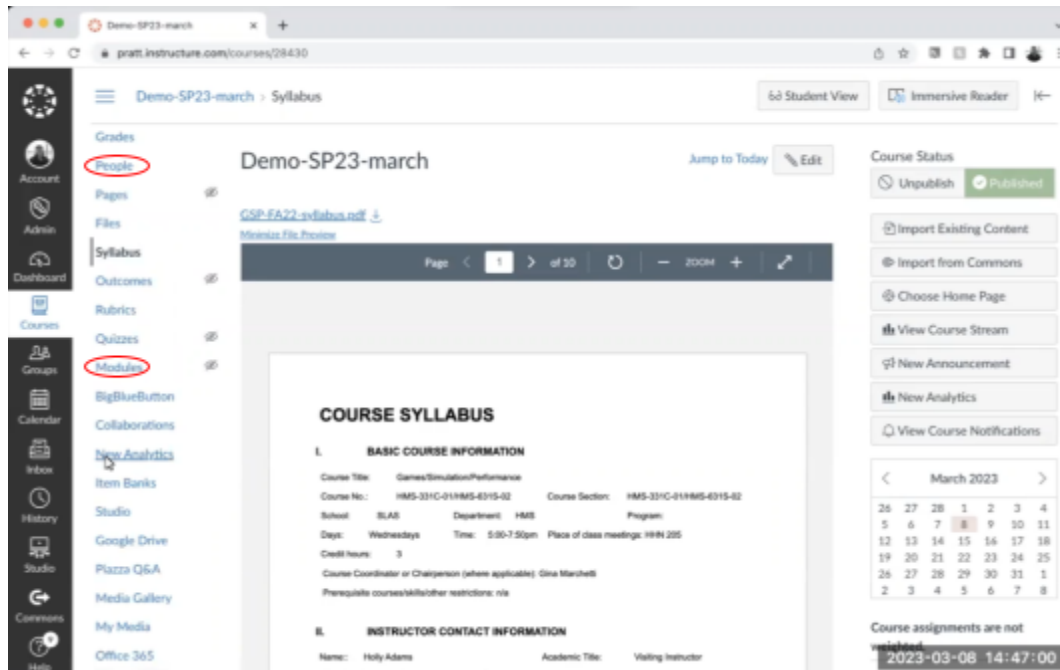


# Editing the Left-side Navigation Menu in Canvas courses

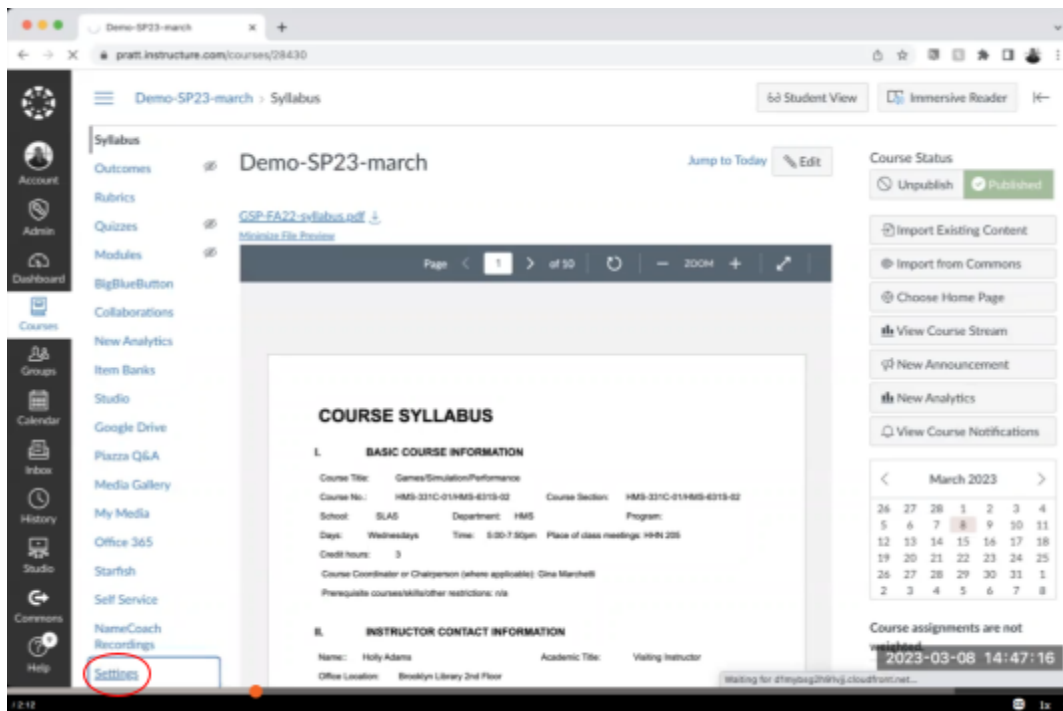
Step 1: Open the Canvas Dashboard

Open your **Canvas dashboard** at **canvas.pratt.edu**

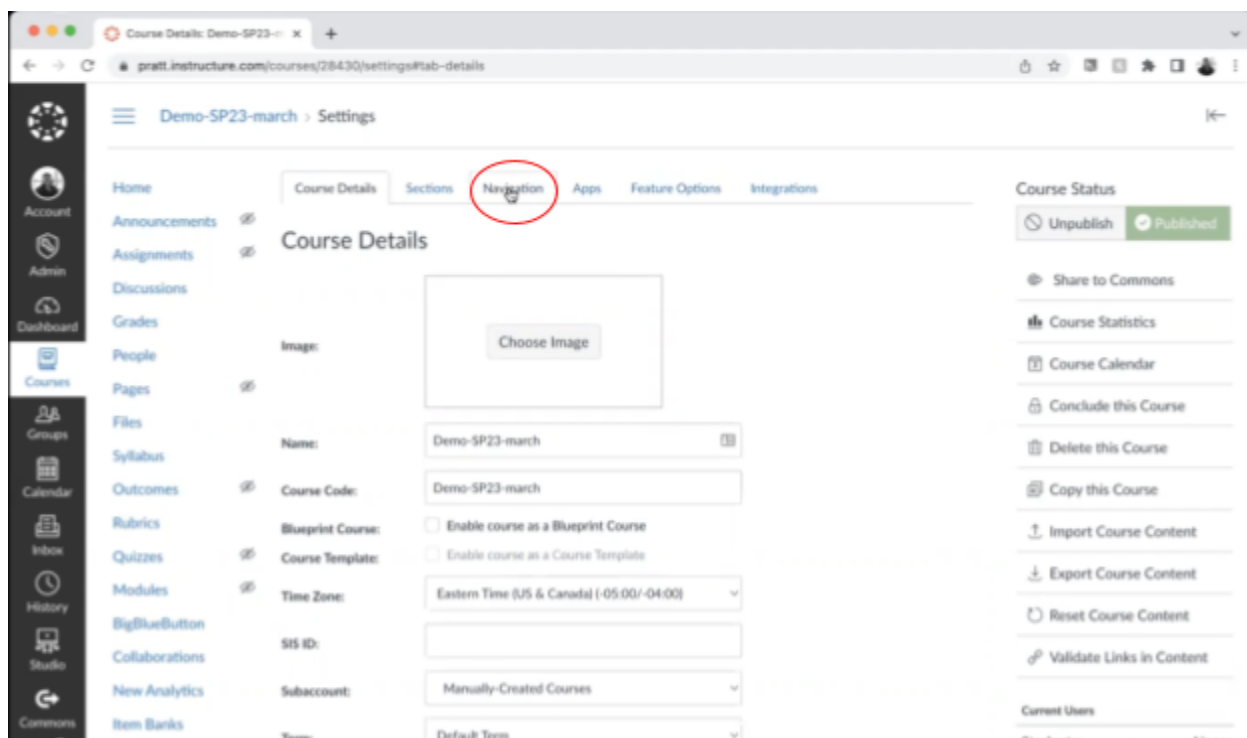


Step 2: Click on Settings -> Navigation

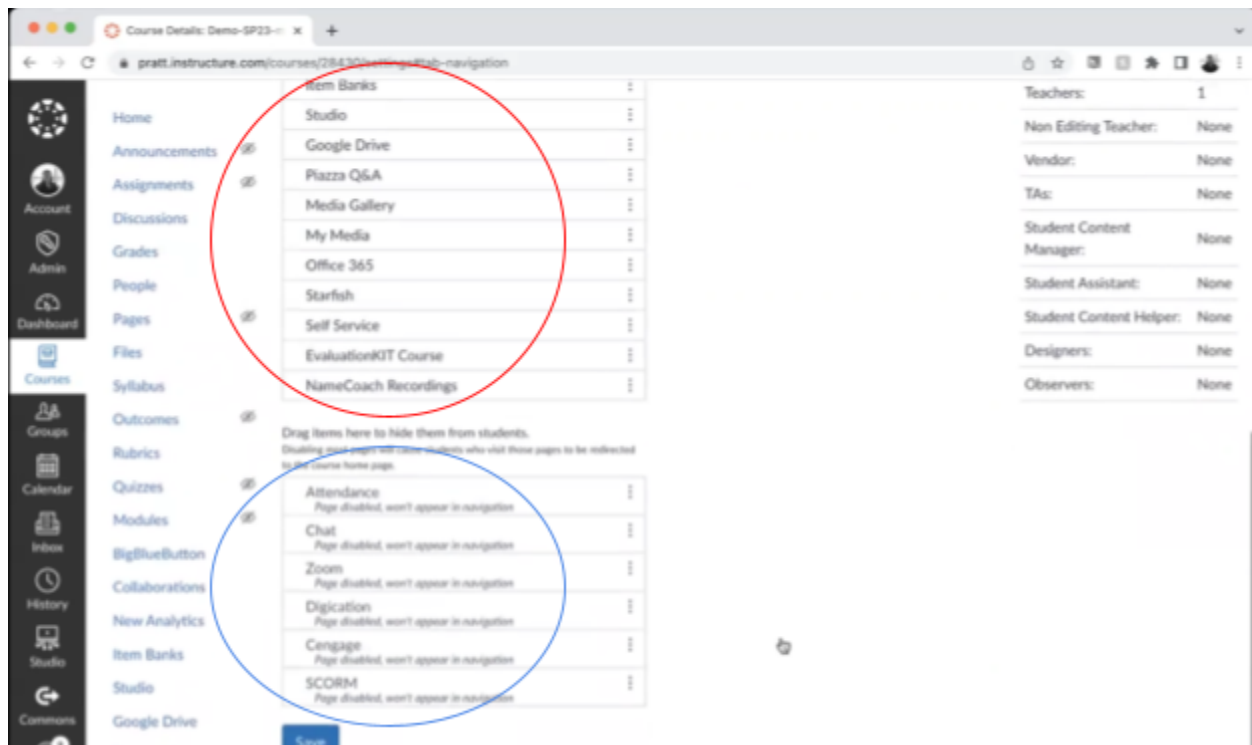
There are a lot of options in blue on the left hand side. Not all of you are gonna use all the options in your course so it can sometimes be confusing to see all these options. But you can change what's on this list.



Click on **Settings** at the bottom left corner of the screen. Then click on **Navigation**.  
**Settings -> Navigation**



### Step 3: Drag and reorder



The red section indicates the top part and the blue section indicates the bottom part. To move items from the top section to the bottom section, simply click and drag the items from the top part to the bottom section.

Course Details: Demo-SP23-... X

pratt.instructure.com/courses/28430/settings#tab-navigation

Home

Announcements 95

Assignments 95

Discussions

Grades

People

Pages 95

Files

Syllabus

Outcomes 95

Rubrics

Quizzes 95

Modules

BigBlueButton

Collaborations

New Analytics

Item Banks

Studio

Google Drive

Piazza Q&A

New Analytics

Item Banks

Studio

Google Drive

Piazza Q&A

Starfish

Self Service

NameCoach Recordings

Drag items here to hide them from students.  
 Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Attendance  
Page disabled, won't appear in navigation

Chat  
Page disabled, won't appear in navigation

Zoom  
Page disabled, won't appear in navigation

Media Gallery  
Page disabled, won't appear in navigation

My Media  
Page disabled, won't appear in navigation

EvaluationKIT Course  
Page disabled, won't appear in navigation

Digication  
Page disabled, won't appear in navigation

Office 365  
Page disabled, won't appear in navigation

Conpage  
Page disabled, won't appear in navigation

SCORM  
Page disabled, won't appear in navigation

Students: None

Teachers: 1

Non Editing Teacher: None

Vendor: None

TAs: None

Student Content Manager: None

Student Assistant: None

Student Content Helper: None

Designers: None

Observers: None

2023-03-08 14:47:44

Home

Announcements 95

Assignments 95

Discussions

Grades

People

Pages 95

Files

Syllabus

Outcomes 95

Rubrics

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Modules 95

BigBlueButton

Collaborations

New Analytics

Item Banks

Studio

Google Drive

Piazza Q&A

Media Gallery

Rubrics

Quizzes

Modules

BigBlueButton

Collaborations

New Analytics

Item Banks  
Just item

Self Service

NameCoach Recordings

Drag items here to hide them from students.  
 Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Attendance  
Page disabled, won't appear in navigation

Chat  
Page disabled, won't appear in navigation

Zoom  
Page disabled, won't appear in navigation

Media Gallery  
Page disabled, won't appear in navigation

My Media  
Page disabled, won't appear in navigation

EvaluationKIT Course  
Page disabled, won't appear in navigation

Google Drive  
Page disabled, won't appear in navigation

Digication  
Page disabled, won't appear in navigation

Studio  
Page disabled, won't appear in navigation

Reset Course Content

Validate Links in Content

Current Users

Students: None

Teachers: 1

Non Editing Teacher: None

Vendor: None

TAs: None

Student Content Manager: None

Student Assistant: None

Student Content Helper: None

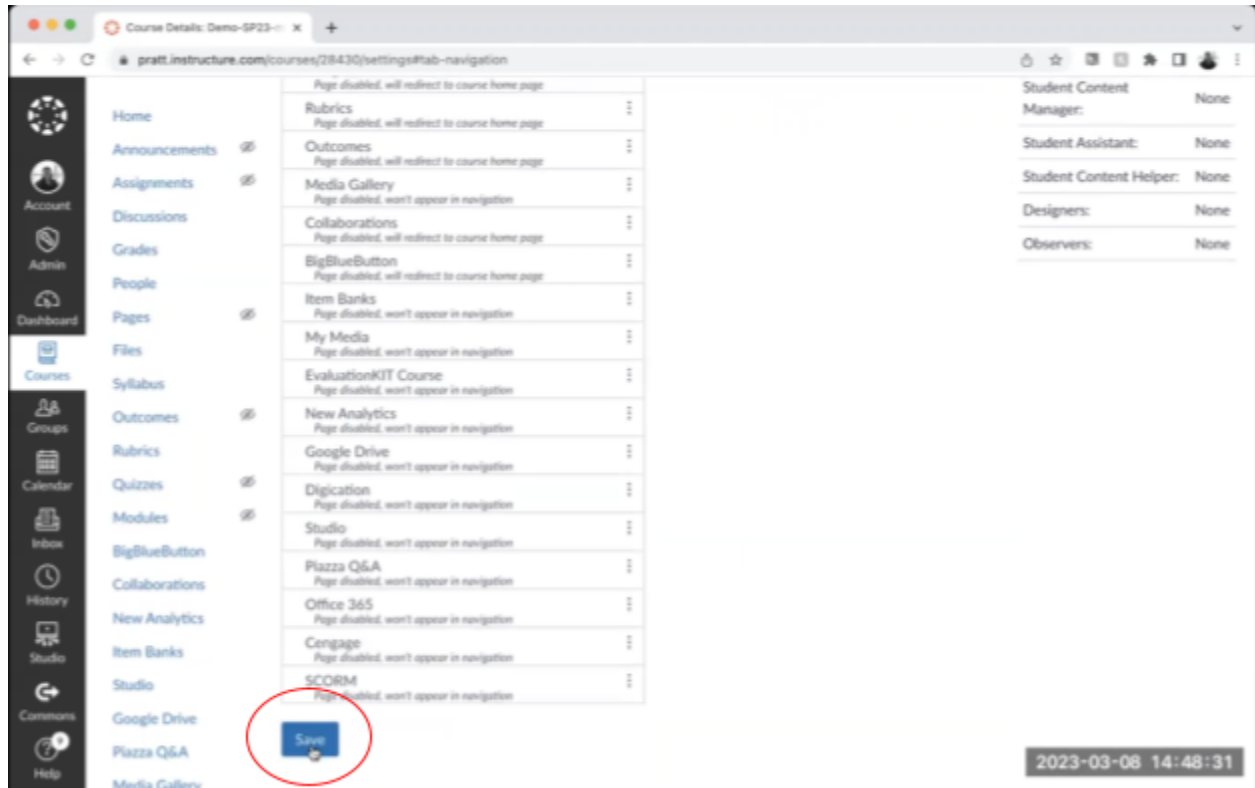
Designers: None

Observers: None

2023-03-08 14:47:49

## Step 4: Click on Save

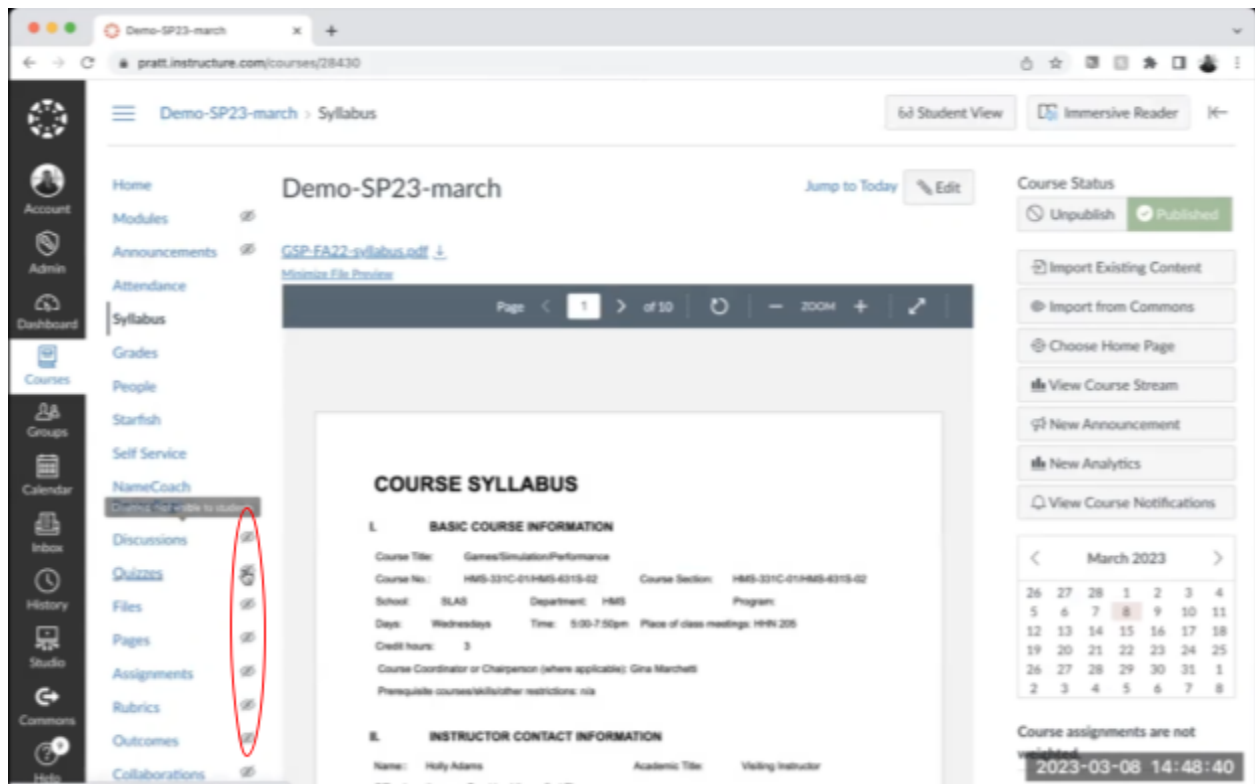
After adding the desired items to the top section, click on the blue button down the page that says “save”.



The screenshot shows the Canvas LMS course settings page for navigation. The left sidebar contains navigation options: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, New Analytics, Item Banks, Studio, Google Drive, Piazza Q&A, and Media Gallery. The main content area displays a list of items to be added to the navigation menu, including Rubrics, Outcomes, Media Gallery, Collaborations, BigBlueButton, Item Banks, My Media, EvaluationKIT Course, New Analytics, Google Drive, Digication, Studio, Piazza Q&A, Office 365, Cengage, and SCORM. A blue 'Save' button is circled in red at the bottom of the list. The right sidebar shows user roles and permissions: Student Content Manager: None, Student Assistant: None, Student Content Helper: None, Designers: None, and Observers: None. The bottom right corner shows the date and time: 2023-03-08 14:48:31.

You're all set! You have your updated navigation menu ready to go.

Step 5: Updated Navigation Menu is ready!



These objects having a line through it are not visible to students. The ones on top are the only ones visible to students.