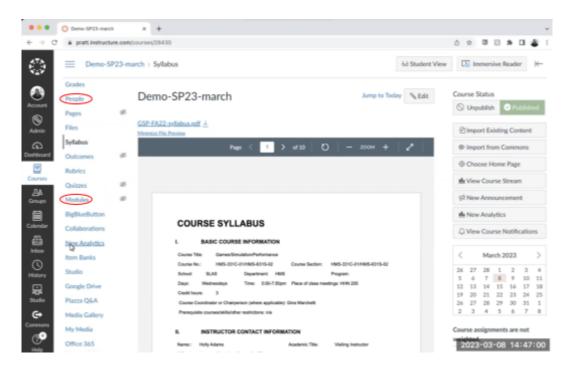
# Editing the Left-side Navigation Menu in Canvas courses

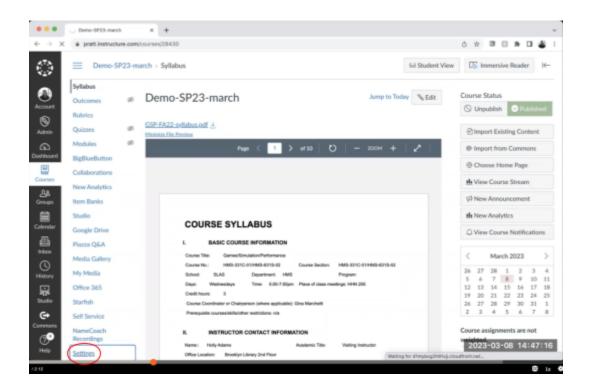
### Step 1: Open the Canvas Dashboard

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** 

	🔘 Course Details: De	mo-SP23	x +					~		
$\leftarrow \rightarrow \ {\tt C}$	O e pratt.instructure.com/courses/28430/settings#tab-details						0 x 3 5 * 0	1411		
$\overset{A^{TA}}{\overset{B^{TA}}}{\overset{B^{TA}}{\overset{B^{TA}}{\overset{B^{TA}}{\overset{B^{TA}}{\overset{B^{TA}}{\overset{B^{TA}}{\overset{B^{TA}}{\overset{B^{TA}}{\overset{B^{TA}}{\overset{B^{TA}}{\overset{B^{TA}}}{\overset{B^{TA}}{\overset{B^{TA}}{\overset{B^{TA}}{\overset{B^{TA}}{\overset{B^{TA}}{\overset{B^{TA}}{\overset{B^{TA}}{\overset{B^{TA}}}{\overset{B^{TA}}{\overset{B^{TA}}}{\overset{B^{TA}}}{\overset{B^{TA}}}{\overset{B^{TA}}}{\overset{B^{TA}}}{\overset{B^{TA}}{\overset{B^{TA}}}{\overset{B^{TA}}{\overset{B^{TA}}}{\overset{B^{TA}}}{\overset{B^{TA}}}{\overset{B^{TA}}}{\overset{B^{TA}}}}}}}}}}}}}}}}}}}}}}}$	Demo-SP23-march > Settings						⊬			
	Home Course Details Sections Navigation Apps Feature Options Integrations					(	Course Status			
Account	Announcements	ø	Course Details				O Unpublish Published			
S Admin	Assignments	ø	Course Detai	115						
6	Discussions						Share to Commons			
Dashboard	Grades		Image:	Choose Image		the Course Statistics				
	People					1 Course Calendar				
Courses	Pages	ø					A Conclude this Course			
AB Groups	Files			Demo-SP23-march						
8	Syllabus		Name:	Comp or 20 march			Delete this Course			
Calendar	Outcomes	ø	Course Code:	Demo-SP23-march			Copy this Course			
æ	Rubrics		Blueprint Course:	Enable course as a Blueprint Cou	rse		1 Import Course Conte	ant		
Index	Quizzes	ø	Course Template:	Enable course as a Course Temple	.te			too		
() History	Modules	ø	Time Zone:	Eastern Time (US & Canada) (-05:0	0/-04:00) ~					
	BigBlueButton						C Reset Course Content	10		
म्हर Studio	Collaborations		SIS ID:				$\sigma^{\!\mathcal{O}}$ Validate Links in Con	itent		
G+	New Analytics		Subaccount:	Manually-Created Courses	~					
Commons	Item Banks		Term	Default Term	J.		Current Users	Marca		

## Step 3: Drag and reorder

	Course Details: Demo-SP23-r	x +			v
$\leftarrow \rightarrow \ {\tt C}$	# pratt.instructure.com/co	urses/28430/settings/Esb-navigation		0 x 3 3 * 3	41
		Rem Banks :		Teachers:	1
	Home	Studio :		Non Editing Teacher:	None
	Announcements Ø	Google Drive :		Vendor:	None
	Assignments Ø	Piazza Q&A		TAs	None
Account	Discussions	Media Gallery :			Prone
8	Grades	My Media E		Student Content Manager:	None
Admin		Office 365		-	
ക	People	Starfish :		Student Assistant:	None
Dashboard	Pages Ø	Self Service :		Student Content Helper:	None
	Files	EvaluationKIT Course :		Designers:	None
Courses	Syllabus	NameCoach Recordings		Observers:	None
ക	Outcomes Ø				
Groups	Rubrics	Drag items here to hide them from students. Disabling most even will calme indexts who visit those pages to be redirected			
	Quizzes @	to the course home page.			
Calendar		Attendance I Page disabled, won't appear in subjuition			
- Eb	Modules (8)	Chat E Page disabled, seer't appear in cavigation			
inbox	BigBlueButton	Zoom			
<u>O</u>	Collaborations	Page disabled, worlt appear in navigation			
History	New Analytics	Digication E Page diabled, wor'l appear in navigation			
Studio	Item Banks	Cengage I Page disabled, won't appear in navigation	0		
¢.	Studio	SCORM E Page disabled, wor't appear in navigation			
Commons	Google Drive	Save			

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.

Home Announcements

Assignments Discussions

Grades

People

Pages Files Syllabus

Outcomes

Rubrics

Quizzes

Modules

BigBlueButton

Collaborations

New Analytics

Item Banks

Google Drive

Piazza Q&A

Media Gallery

Studio

# pratt.instruct	ure.com/c	courses/28430/settings#tab-navigation	
		New Analytics	
Home		Item Banks	1
Announcements	æ	Studio	1
		Google Drive	1
Assignments		Piazza Q&A	:
Discussions		Starfish	1
Grades	//	Self Service	1
People	/	NameCoach Recordings	1
Pages	ø		
Files		Drag items here to hide them from students. Disabling most pages will cause students who visit those page	er to be referried
Syllabus		to the course have page.	and the second second
Outcomes	ø	Attendance Page disabled, won't appear in navigation	1
	Ø	Attendance	:
Outcomes	8	Attendance Page disabled, won't appear in navigation Chat	
Outcomes Rubrics	8 8	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 Galilery	i
Outcomes Rubrics Quizzes	8 8 4	Attendance Page disabled, wen't appear in navigation Chat Page disabled, wen't appear in navigation Zocem Page disabled, wen't appear in navigation Media Galitery Page disabled, went appear in navigation My Media	1
Outcomes Rubrics Quizzes Modules		Attendance Page doubled, wen't appear in navigation Chat Page doubled, wen't appear in navigation Zoom Page doubled, wen't appear in navigation Media Gallery Page doubled, wen't appear in navigation My Media Page doubled, wen't appear in navigation EvaluationKIT Course	1
Outcomes Rubrics Quizzes Modules BigBlueButton Collaborations New Analytics		Attendance Page disabled, wen't appear in navigation Chat Page disabled, wen't appear in navigation Zocem Page disabled, wen't appear in navigation Media Gaillery. Page disabled, wen't appear in navigation My Media Page disabled, wen't appear in navigation EvaluationKIT Course Page disabled, wen't appear in navigation Digitization	1
Outcomes Rubrics Quizzes Modules BigBlueButton Collaborations New Analytics Item Banks		Attendance Page doubled, wen't appear in navigation Chat Page doubled, wen't appear in navigation Zoom Page doubled, wen't appear in navigation Media Galilery Page doubled, wen't appear in navigation EvaluationHOT Course Page doubled, wen't appear in navigation Digication Page doubled, wen't appear in navigation Digication Page doubled, wen't appear in navigation Digication Page doubled, wen't appear in navigation Digication	
Outcomes Rubrics Quizzes Modules BigBlueButton Collaborations New Analytics		Attendance Page doubled, won't appear in navigation Chat Page doubled, won't appear in navigation Zoom Page doubled, won't appear in navigation Media Gallery Page doubled, won't appear in navigation Evaluation/KUT Course Page doubled, won't appear in navigation Digication Page doubled, won't appear in navigation Office 3455 Page doubled, won't appear in navigation	
Outcomes Rubrics Quizzes Modules BigBlueButton Collaborations New Analytics Item Banks		Attendance Page doubled, wen't appear in navigation Chat Page doubled, wen't appear in navigation Zoom Page doubled, wen't appear in navigation Media Galilery Page doubled, wen't appear in navigation EvaluationHOT Course Page doubled, wen't appear in navigation Digication Page doubled, wen't appear in navigation Digication Page doubled, wen't appear in navigation Digication Page doubled, wen't appear in navigation Digication	

0 🗙 🖾 🛯 🏞 🗖	*
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

(Account S Admin Courses ДА Спокря Calenda ≞ Inbox () History R G+ Comm 7

	Rubrics	
	Quizzes	1
	Modules	1
	BigBlueButton	1
	Collaborations	1
	New Analytics	
	Item Banks	1
	Self Service	1
	NameCoach Recordings	1

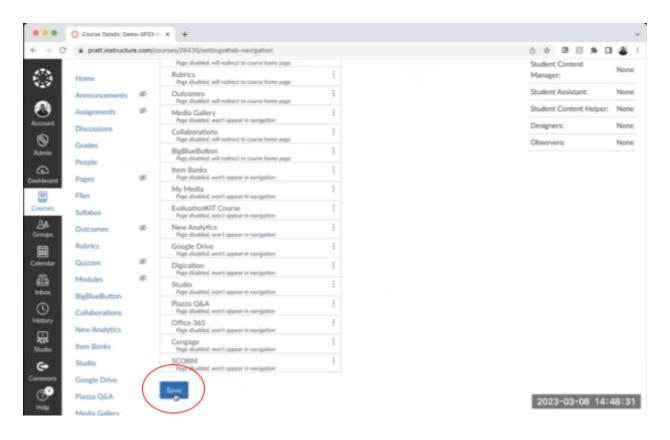
I Attendance Page disabled, wor'l appr 985 ī Chat Page disabled, wor't ap æ I Zoom Page disabled, worlt I Media Gallery Page disabled, set My Media Page disabled, won't appe Evaluation/KIT Course Page disabled, wor't appea Google Drive Page disabled with app I Digication Page disabled, wor't appear ÷ Studio Page disabled world on

C Experies content					
O Reset Course Content					
$\mathcal{P}$ Validate Links in Content					
Carrent 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				

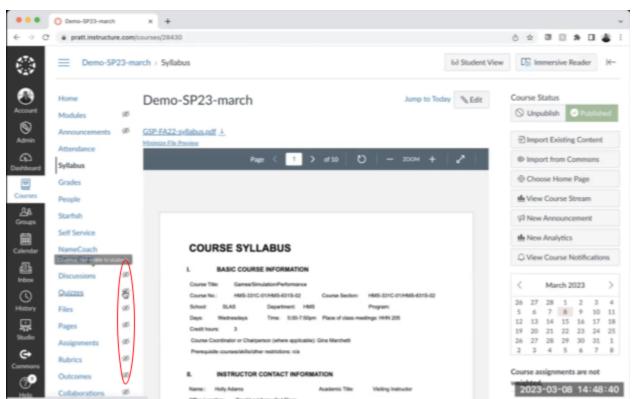
#### 2023-03-08 14:47:49

## 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**".



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.