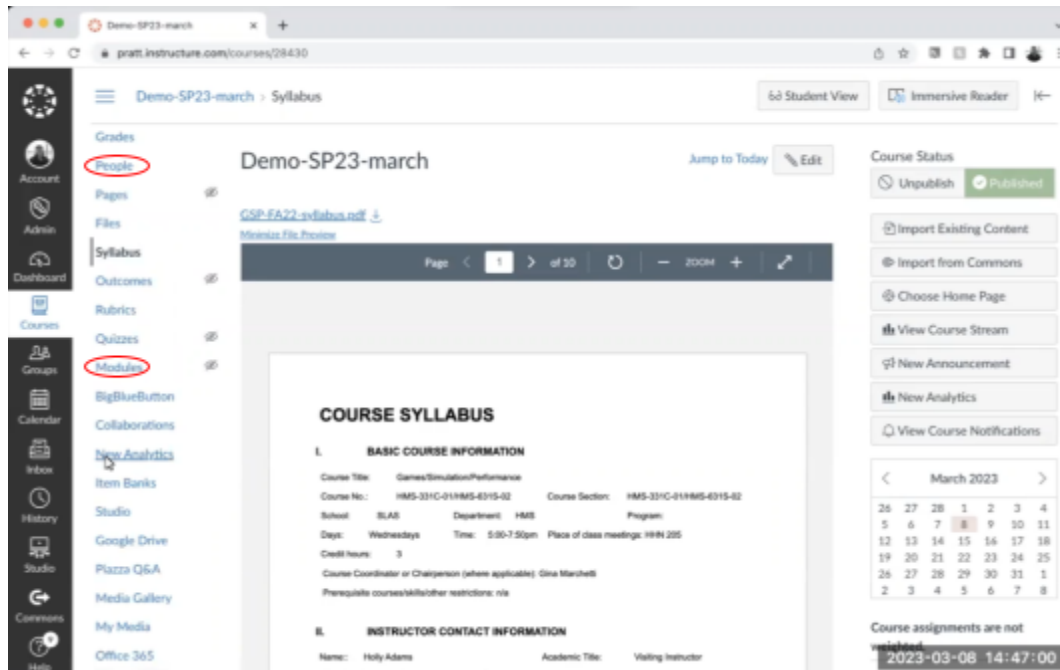# Editing the Left-side Navigation Menu in Canvas courses
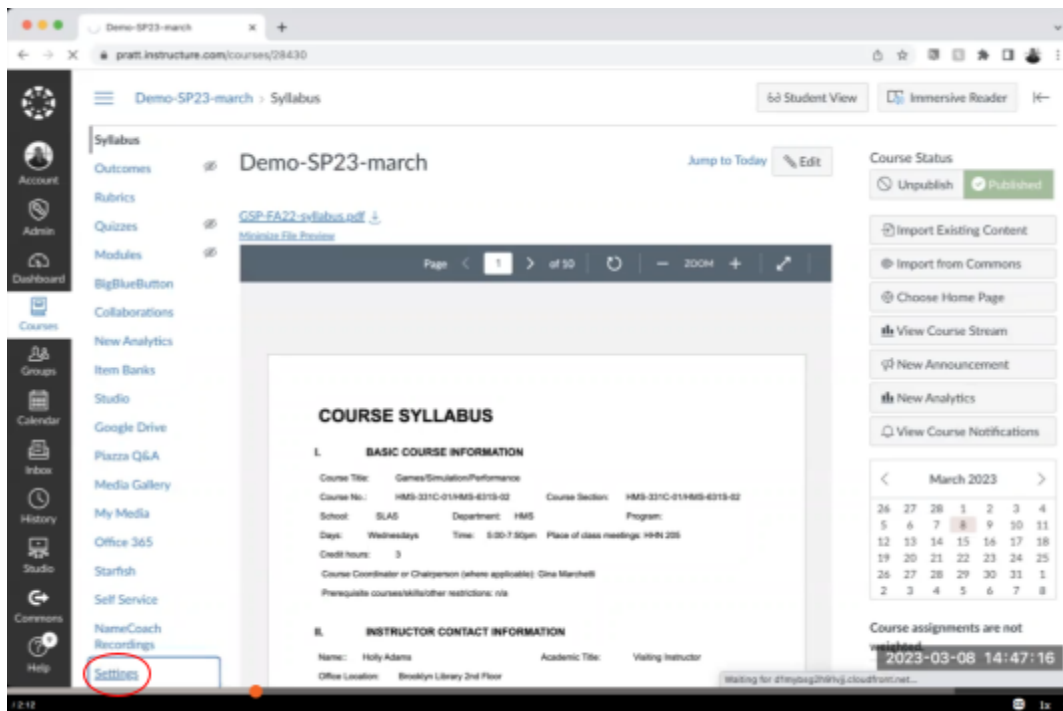
Step 1: Open the Canvas Dashboard

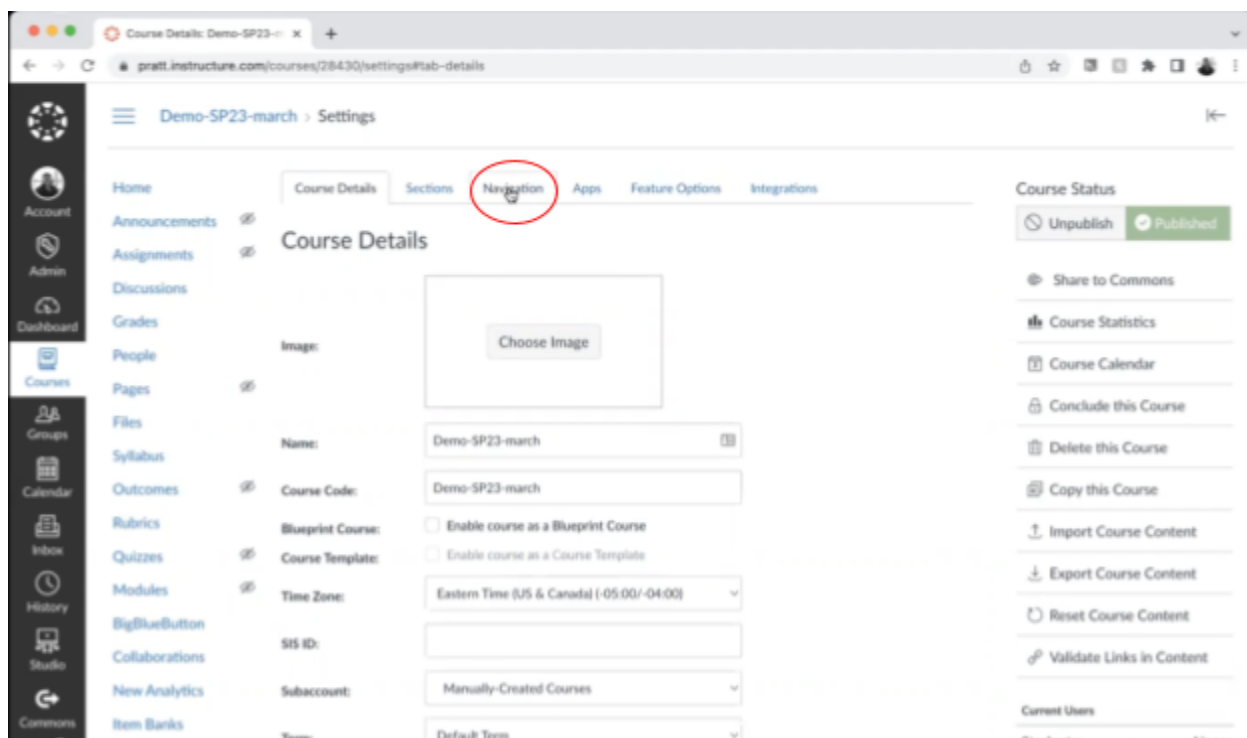Open your **Canvas dashboard** at **canvas.pratt.edu**

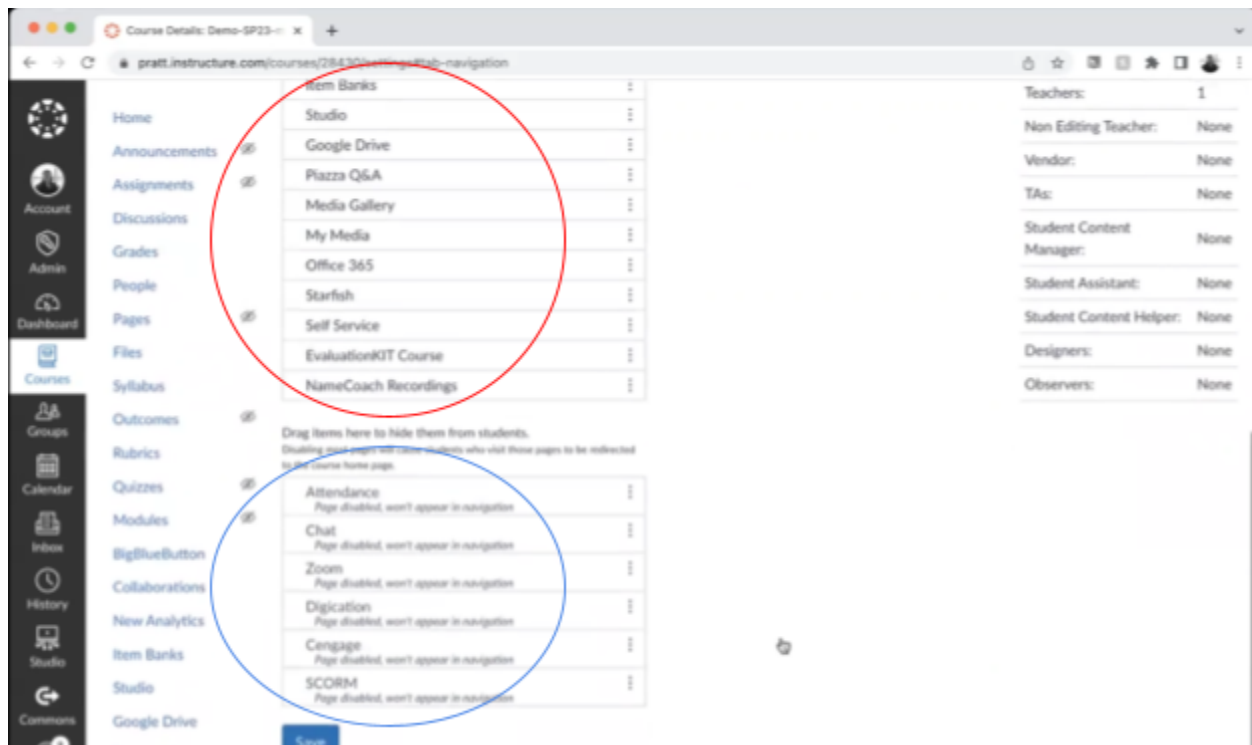## Step 2: Click on Settings -> Navigation

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.

First screenshot (top)

Course Details: Demo-SP23-...

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

Navigation menu (left sidebar):
- 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
- Help

Visible items (top list):
- 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
- Cengage — Page disabled, won't appear in navigation
- SCORM — Page disabled, won't appear in navigation

Right sidebar (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

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Second screenshot (bottom)

Navigation menu (left sidebar):
- 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
- Media Gallery
- Help

Visible items (top list):
- Rubrics
- Quizzes
- Modules
- BigBlueButton
- Collaborations
- New Analytics
- Item Banks
- 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
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- 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

Right sidebar:
- 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
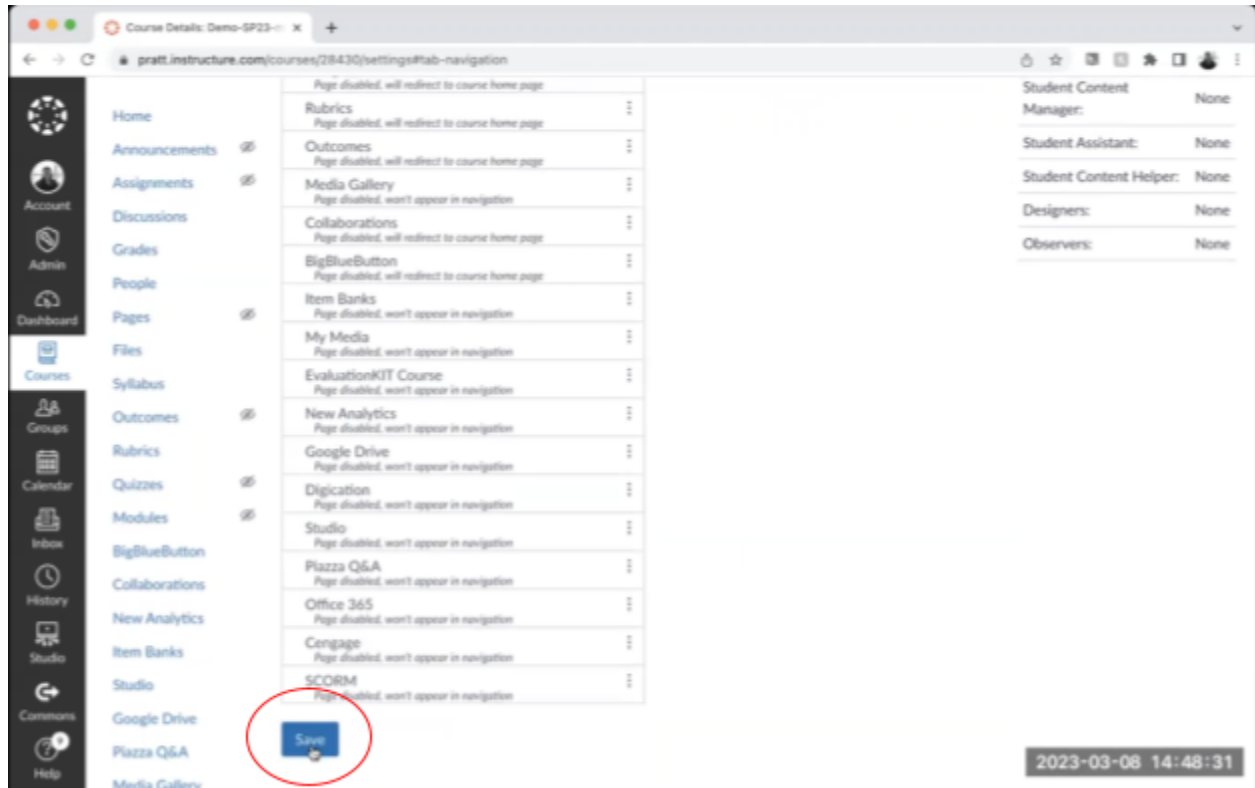- Student Content Helper: None
- Designers: None
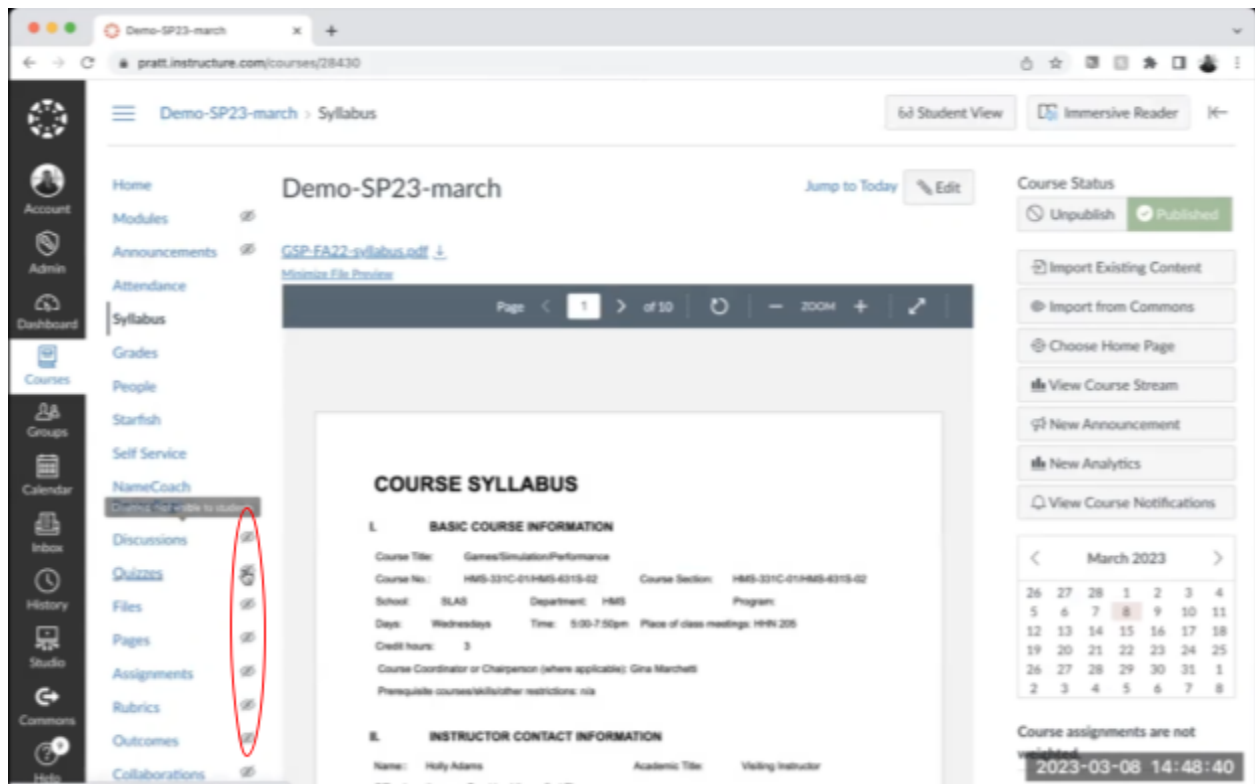- Observers: None

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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.