

Canvas How-to Guides for Faculty

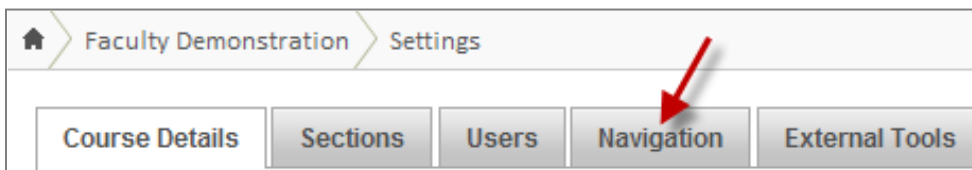
Arrange Left Menu Items

Remove unused tools and access to course files from the left navigation menu to reduce confusion. We recommend removal of the **Files** tool, in particular, due to possible copyright infringement.

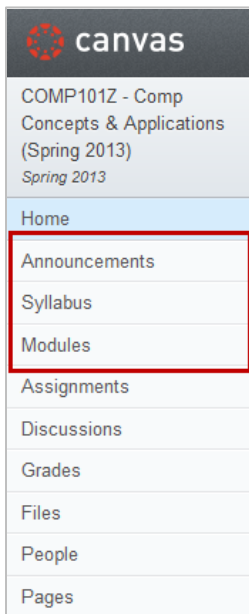
1. Click the Settings link in the left menu.

A rectangular button with the word "Settings" in blue text.

2. Click the Navigation tab.



3. Drag and drop the "Syllabus" and "Modules" buttons so that they are directly below the "Announcements" button, and then click "Save".



4. Move any of the modules that you do not want students to see to the bottom of the screen


Drag and drop items to reorder them in the course navigation.

Home
Announcements
Syllabus
Modules
Assignments
Discussions
Grades
People
Outcomes
Quizzes
Conferences
Collaborations

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.

Pages <i>Page disabled, will redirect to course home page</i>
Files <i>Page disabled, will redirect to course home page</i>

Save



5. Click "Save".
6. Click the Home link in the left menu to return to the Home Page.