

# How to Hide the Built-in Webcourses Syllabus Tool

## How to Hide the Built-in Webcourses Syllabus Tool

You can hide the Built-in Webcourses Syllabus Tool one of two ways.

1. Click on the “Settings” link in the left navigation frame.
2. On the Settings Page, click on the “Navigation” tab.

The Navigation tab is split into two areas.

- The top list at the start of the page shows active/visible course tools that are in the left navigation frame.
- The second half of the page shows the hidden/inactive course tools list.

## Drag/Drop Method

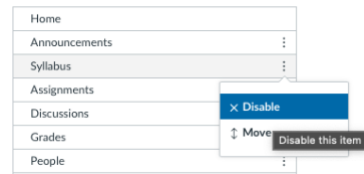
You can drag and drop the built-in “Syllabus” tool from the top list to the bottom list by grabbing it and dragging it down to the second half of the page where the disabled tools list is located.



Once the built-in “Syllabus” tool is in the second list. Scroll to the very bottom of the page and click the blue “Save” button.

## Kebab Method

Click on the kebab menu (the three vertical dots) and select the “Disable” option. This will automatically move the built-in “Syllabus” tool to the disabled list.



Now scroll to the very bottom of the page and click the blue “Save” button.

# Unhiding the Simple Syllabus Tool

## How to Unhide the Simple Syllabus Tool

You can unhide the Simple Syllabus Tool one of two ways.

1. Click on the “Settings” link in the left navigation frame.
2. On the Settings Page, click on the “Navigation” tab.

The Navigation tab is split into two areas.

- The top list at the start of the page shows active/visible course tools that are in the left navigation frame.
- The second half of the page shows the hidden/inactive course tools list.

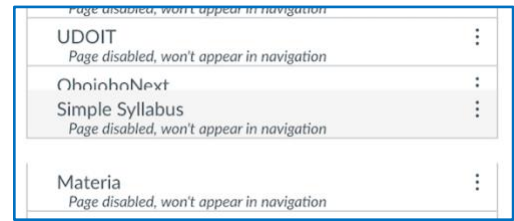
## Drag/Drop Method

You can drag and drop the Simple Syllabus tool from the bottom list by grabbing it and dragging it up to the first half of the page where the enable tools list is located.

At this time, you can also drag the tool to the exact position you want it located in the course's left navigation frame.

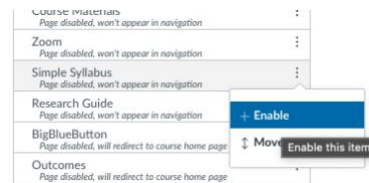


Once the Simple Syllabus tool is placed in its desired. Scroll to the very bottom of the page and click the blue "Save" button.



## Kebab Method

Click on the kebab menu (the three vertical dots) and select the "Enable" option. This will automatically move the Simple Syllabus tool to the bottom of enabled list.



Now scroll to the very bottom of the page and click the blue "Save" button.

## Moving the Simple Syllabus Tool in Course Navigation

### How to Move the Simple Syllabus Tool in the Left Navigation Frame

Once in the enable tools list, you can move the Simple Syllabus Tool one of two ways.

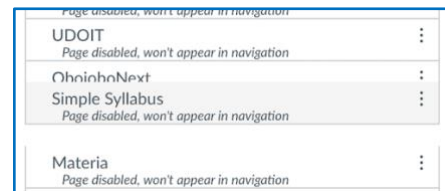
1. Click on the "Settings" link in the left navigation frame.
2. On the Settings Page, click on the "Navigation" tab.

## Drag/Drop Method

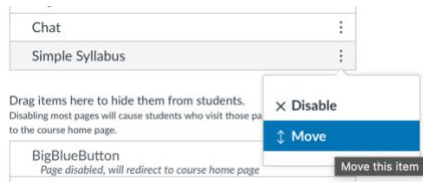
In the top tool list, you can drag and drop the Simple Syllabus tool to place the tool in another location in the left navigation.



Once the Simple Syllabus tool is placed in its desired. Scroll to the very bottom of the page and click the blue "Save" button.



## Kebab Method



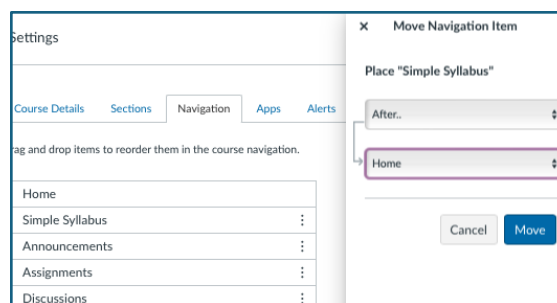
Click on the kebab menu (the three vertical dots) and select the “Move” option. This will open a right tray window.

The “Move Navigation Item” window will ask where in the active/visible tool list you want to place “Simple Syllabus”:

- At the Top
- Before...
- After...
- At the Bottom

The Before and After options will ask you to pick the tool you want Simple Syllabus to be before or after.

Once you have made your choice click the blue “Move” button.



Now scroll to the very bottom of the page and click the blue “Save” button.

## Still Need Help?

Visit: <https://provost.ucf.edu/academic/syllabi/>

or

Contact [syllabi@ucf.edu](mailto:syllabi@ucf.edu) with your Simple Syllabus questions.