# How to Unhide the Simple Syllabus Tool in Webcourses

### 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.

UDOIT Page disabled, won't appear in navigation	
OhoiohoNext	
Simple Syllabus Page disabled, won't appear in navigation	
Materia Page disabled, won't appear in 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 "Enable" option. This will automatically move the Simple Syllabus tool to the bottom of enabled list.

Page disabled, won't appear in navigation	3 <b>8</b> 0	
Zoom Age disabled, won't appear in navigation	1	
Simple Syllabus Arge disabled, won't appear in navigation	I.	
Research Guide Page disabled, won't appear in navigation	+ Enable	
BigBlueButton Page disabled, will redirect to course home page	C Move Enable this item	
Outcomes Page disabled, will redirect to course home page		

Save

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.

)
1

Save

"Save" button.

# **Kebab Method**

Chat :		
Simple Syllabus	ple Syllabus	
Drag items here to hide them from students. Disabling most pages will cause students who visit those pa	$\times$ Disable	
to the course home page.	Move	
BigBlueButton Page disabled, will redirect to course home page	Move this	item

The "Move Navigation Item" window will ask where in the active/visible tool list you want to place

• At the Top

"Simple Syllabus":

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

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

Settings	× Move Navigation Item
	Place "Simple Syllabus"
Course Details Sections Navigation Apps Al	After
ag and drop items to reorder them in the course navigation.	→ Home \$
Home	
Simple Syllabus :	Cancel Move
Announcements :	Cancer
Assignments :	
Discussions	

# Save

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

# Hiding 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.

Home	
Syllabus Course Materiais	:
Announcements	:

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.

Home	
Announcements	:
Syllabus	1
Assignments	
Discussions	× Disable
Grades	Move Disable this ite
People	

Save

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 <a href="mailto:syllabi@ucf.edu">syllabi@ucf.edu</a> with your Simple Syllabus questions.