

# Navigation Made Easy

## 1. Effective Navigation

### OVERVIEW

Creating effective navigation is very important to the success of your course. You want your students to focus more on your coursework versus spending more time trying to navigate your course. In this guide, we will be showing you how to create an effective course menu that will be simple and intuitive for your students to use.

**1. The recommended "best practice" for the sections that you should have for your course menu is as follows.**

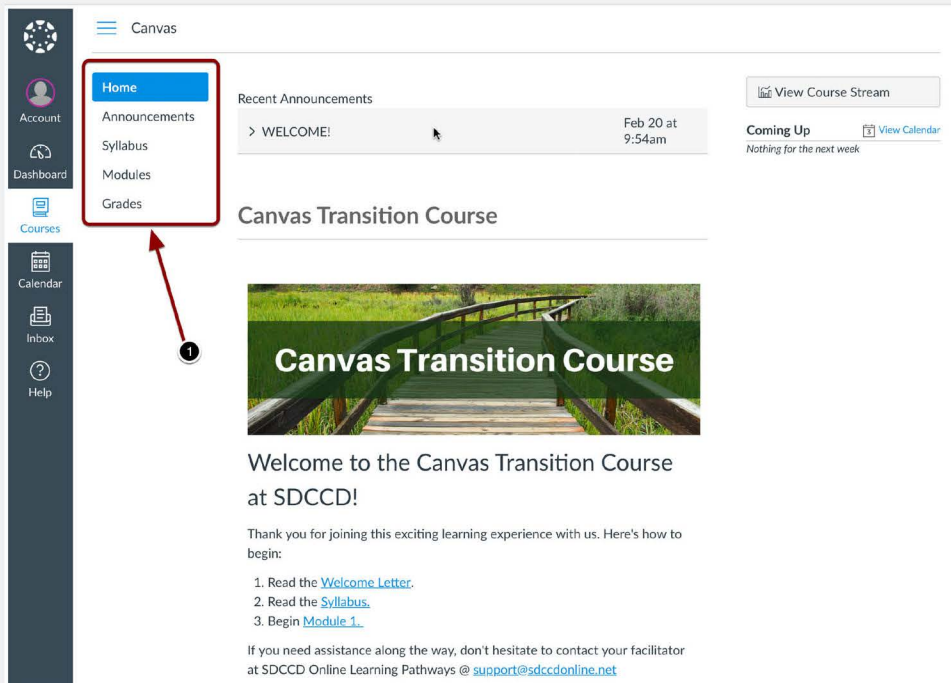
- Home
- Announcements
- Syllabus
- Modules
- Grades

Notice that course sections like Assignments, Pages, Files, & Quizzes are not included in this example. The single point of entry to your coursework for students to access should be the modules section.

Having more than one point of entry to your coursework can prove to be confusing to your students. Also, by limiting access to just the Modules section, gives you greater control over how you want your students to navigate through your coursework.

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1. As you can see in the red box these are the items we want you to save in your navigation tab.



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## 2. Modifying the Course Menu

1. Click on "Settings" within the course menu.

The screenshot displays the Canvas LMS interface for a course titled "Canvas Transition Course" at SDCCD. On the left sidebar, the "Settings" option is highlighted with a red arrow and a circled "1". The main content area shows the course title, a welcome message, and a list of steps to begin the course. The right sidebar shows course status and upcoming events.

**Canvas**

**Home**

Announcements

Syllabus

Assignments

Quizzes

Pages

Files

Discussions

Modules

People

Google Drive

Outcomes

Conferences

Collaborations

Grades

**Settings**

Recent Announcements

> WELCOME! Feb 20 at 9:54am

**Canvas Transition Course** Edit

**Canvas Transition Course**

Welcome to the Canvas Transition Course at SDCCD!

Thank you for joining this exciting learning experience with us. Here's how to begin:

1. Read the [Welcome Letter](#).
2. Read the [Syllabus](#).
3. Begin [Module 1](#).

If you need assistance along the way, don't hesitate to contact your facilitator at SDCCD Online Learning Pathways @ [support@sdccdonline.net](mailto:support@sdccdonline.net)

**Course Status**

Unpublish Published

Import from Commons

Choose Home Page

View Course Stream

New Announcement

63 Student View

View Course Analytics

**Coming Up** View Calendar

Nothing for the next week



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## 2.1 Navigation Tab

1. Click on the "Navigation" tab.

The screenshot shows the Canvas LMS interface for a course. On the left is a dark sidebar with navigation icons for Account, Admin, Dashboard, Courses (highlighted), Calendar, Inbox, Commons, and Help. The main content area is titled 'Canvas > Settings' and 'Course Details'. A red arrow points to the 'Navigation' tab in the top navigation bar, which is also marked with a circled '1'. The 'Course Details' section includes fields for Image, Name (Canvas Transition Course), Course Code (Canvas), Blueprint Course (unchecked), Time Zone (Pacific Time (US & Canada) (-08)), SIS ID, Subaccount (San Diego Community College), Term (Default Term), Starts (Jul 12, 2017 at 5:46pm), and Ends. A checkbox at the bottom indicates 'Users can only participate in the course between these dates'. On the right, there is a 'Share to Commons' button and a list of course actions: Student View, Course Statistics, Course Calendar, Conclude this Course, Delete this Course, Copy this Course, Import Course Content, Export Course Content, Reset Course Content, and Validate Links in Content. Below these is a 'Current Users' table.

Current Users	
Students:	None
Teachers:	5
TAs:	None
Designers:	None
Observers:	None

## 2.2 Reordering Course Menu Items

1. The box on the top is the menu of items you want your students to see.
2. The box on the bottom is for items you want to hide from your students.

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3. To hide specific items from your students, click and drag an item from the top box to the bottom box. To begin click and drag the "Collaborations" item to the bottom box.

The screenshot shows the Canvas LMS Settings page for a course. The left sidebar contains navigation links: Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area has tabs for Course Details, Sections, Navigation, Apps, and Feature Options. The Navigation tab is active, displaying a list of items to be reordered. The items are: Home, Announcements, Syllabus, Assignments, Quizzes, Pages, Files, Discussions, Modules, People, Google Drive, Outcomes, Conferences, Collaborations, Grades, and Collaborations. A red arrow labeled '1' points to the 'Collaborations' item in the top list. A second red arrow labeled '2' points to the 'Collaborations' item in the bottom list. A third red arrow labeled '3' points to the 'Save' button. The bottom list also contains 'Conferences' with a note: 'Page disabled, will redirect to course home page'. On the right side, there are sections for 'Share to Commons', 'Student View', 'Course Statistics', 'Course Calendar', 'Conclude this Course', 'Delete this Course', 'Copy this Course', 'Import Course Content', 'Export Course Content', 'Reset Course Content', 'Validate Links in Content', and 'Current Users'.

Current Users	
Students:	None
Teachers:	5
TAs:	None
Designers:	None
Observers:	None

## 2.3 Item Hidden

1. As you can see the "Collaborations" item now resides in the bottom box, which means it is hidden from students.

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2. To continue, drag the items highlighted in the red box to the bottom box to hide them from students.

Canvas > Settings

Home Course Details Sections Navigation Apps Feature Options

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

Home	⋮
Announcements	⋮
Syllabus	⋮
Modules	⋮
Grades	⋮
Discussions	⋮
Assignments	⋮
Pages	⋮
Files	⋮
Quizzes	⋮
People	⋮
Google Drive	⋮
Outcomes	⋮

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.

Collaborations	⋮
Page disabled, will redirect to course home page	
Conferences	⋮
Page disabled, will redirect to course home page	

Save

Share to Commons

Student View

Course Statistics

Course Calendar

Conclude this Course

Delete this Course

Copy this Course

Import Course Content

Export Course Content

Reset Course Content

Validate Links in Content

Current Users

Students:	None
Teachers:	5
TAs:	None
Designers:	None
Observers:	None

## 2.4 Confirmation

1. Referring to the image below, these are the base items that you should have on the course menu.



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- Home
- Announcements
- Syllabus
- Modules
- Grades

2. These are the course items that should not be included in the course menu. The single point of entry for your coursework should be the Modules section. Having more than one point of entry to your coursework for students can be confusing, plus it eliminates control over how you want your students to access your coursework.

- Assignments
- Pages
- Files
- Quizzes

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The screenshot shows the 'Navigation' tab in the Canvas LMS course settings. The sidebar on the left contains icons for Home, Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main area has tabs for Course Details, Sections, Navigation, Apps, and Feature Options. The 'Navigation' tab is active, showing two lists of items to be included or hidden from the course navigation. Red boxes and arrows highlight specific items.

**Navigation Settings**

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

Item	Options
Home	⋮
Announcements	⋮
Syllabus	⋮
Modules	⋮
Grades	⋮

1

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.

Item	Options
Assignments	⋮
Pages	⋮
Files	⋮
Quizzes	⋮
Discussions	⋮
People	⋮
Google Drive	⋮
Outcomes	⋮
Collaborations	⋮
Conferences	⋮

2

Save

**Share to Commons**

6d Student View

Course Statistics

Course Calendar

Conclude this Course

Delete this Course

Copy this Course

Import Course Content

Export Course Content

Reset Course Content

Validate Links in Content

**Current Users**

Users	Count
Students:	None
Teachers:	5
TAs:	None
Designers:	None
Observers:	None

## 2.5 Optional Items

1. The course menu items highlighted below are items you are free to include in your course menu if you feel it is appropriate. You might want to use the Discussions tool or you might want to use Google Drive as well. Either way, these elements are more than acceptable for your students to access.



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To enable any of these items, just drag a specific item from the bottom menu to the top menu.

2. After you have finished modifying your course menu, click "Save" to save your changes.

The screenshot shows the 'Navigation' tab in the Canvas LMS course settings. The left sidebar contains a list of course items: Home, Announcements, Syllabus, Assignments, Quizzes, Pages, Files, Discussions, Modules, People, Google Drive, Outcomes, Conferences, Collaborations, Grades, and Settings. The main content area displays a list of items to be reordered in the course navigation. The items are: Home, Announcements, Syllabus, Modules, Grades, Assignments, Pages, Files, Quizzes, Discussions, People, Google Drive, Outcomes, Collaborations, and Conferences. The 'Discussions' item is highlighted with a red box and a red arrow pointing to it from the 'Save' button. The 'Save' button is located at the bottom right of the page. The right sidebar contains a list of actions: Share to Commons, Student View, Course Statistics, Course Calendar, Conclude this Course, Delete this Course, Copy this Course, Import Course Content, Export Course Content, Reset Course Content, and Validate Links in Content. Below these actions is a table showing the current users for the course.

Current Users	
Students:	None
Teachers:	5
TAs:	None
Designers:	None
Observers:	None

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## 2.6 Student View

1. You always want to use the "Student View" to check your work. Make sure you are still in the "Settings" section of your course.
2. Click on "Student View".

The screenshot shows the Canvas LMS interface for a course's settings. On the left is a dark sidebar with navigation icons and labels: Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The 'Settings' option is highlighted in blue and marked with a red arrow and a circled '1'. The main content area has a breadcrumb 'Canvas > Settings' and a sub-header with tabs: Course Details, Sections, Navigation, Apps, and Feature Options. The 'Navigation' tab is active. It contains two sections: 'Drag and drop items to reorder them in the course navigation.' and '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.' The first section lists Home, Announcements, Syllabus, Modules, Grades, and Files. The second section lists Assignments, Pages, Files, Quizzes, Discussions, People, Google Drive, Outcomes, Collaborations, and Conferences, each with a status note. On the right, there is a 'Share to Commons' button and a list of course actions: Student View (marked with a red arrow and a circled '2'), Course Statistics, Course Calendar, Conclude this Course, Delete this Course, Copy this Course, Import Course Content, Export Course Content, Reset Course Content, and Validate Links in Content. At the bottom right, a 'Current Users' table shows the number of students, teachers, TAs, designers, and observers.

Current Users	
Students:	None
Teachers:	5
TAs:	None
Designers:	None
Observers:	None

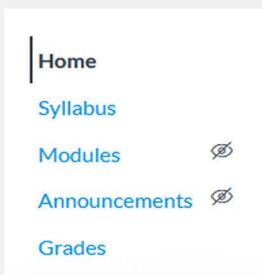
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## 2.7 Verification

1. This is the recommended "best practice" for how a course menu should be formatted. It's simple and easy to use. It also emphasizes the Modules section as the single point of entry for your coursework.
2. Click the "Leave Student View" button to return back to the Instructor View.

## CONCLUSION

1. If you do not have published content in your Modules or Announcements you will see an Eye icon next to the navigational item. This denotes that while the navigation item is published on the navigation menu it will not be available for student access as there is no content available to them.



2. For any assistance you can always contact any of the Staff of the Online Learning Pathways Department.  
We recommend that you email us at any of the following and CC all of us for the best response time.  
ptea@sdccd.edu (Peter Tea, Instructional Assistant)  
croders@sdccd.edu (Chris Rodgers, Instructional Design Coordinator)  
ttidwell@sdccd.edu (Trenton Tidwell, Instructional Design Coordinator)