E04-Hiding/Showing Menu Items
Blackboard Learn: Essentials

This handout contains the exact same information as the corresponding Blackboard Learn Essentials videos which are available at http://tinyurl.com/essentials-videos.

Hiding/Showing a Menu Item

☐ **Step-by-Step**
- Learn notifies instructors that a menu item is hidden from students by using a symbol that has a small box with a diagonal line through it. In this tutorial, the Email menu item is currently hidden.

☐ To allow the link to be seen by students, **hover** over the menu item and then **locate** a small grey symbol with a downward pointing arrow in it. This is Learn’s **additional options** symbol.

☐ **Click** the symbol and then **locate** in the popup menu **Show Link**.

☐ **Click Show Link** and the browser will refresh. The course menu will reveal an Email menu item without the hidden from students view symbol next to it.

☐ To hide a link from students, repeat the steps above, except the menu will show **Hide Link**.