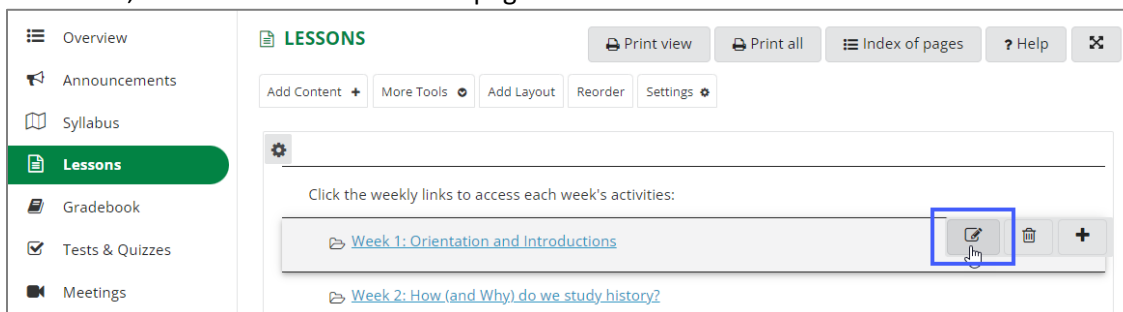# Organizing Lessons and the Course Menu

Streamlined, organized Sakai sites are easier for students to navigate – which means less confusion for them and fewer questions for you to answer!

This handout provides info to help you organize the Lessons area AND the main course menu in your Sakai site. It explains how to hide weekly subpages until you are ready for students to see them and how to rearrange items within Lessons.
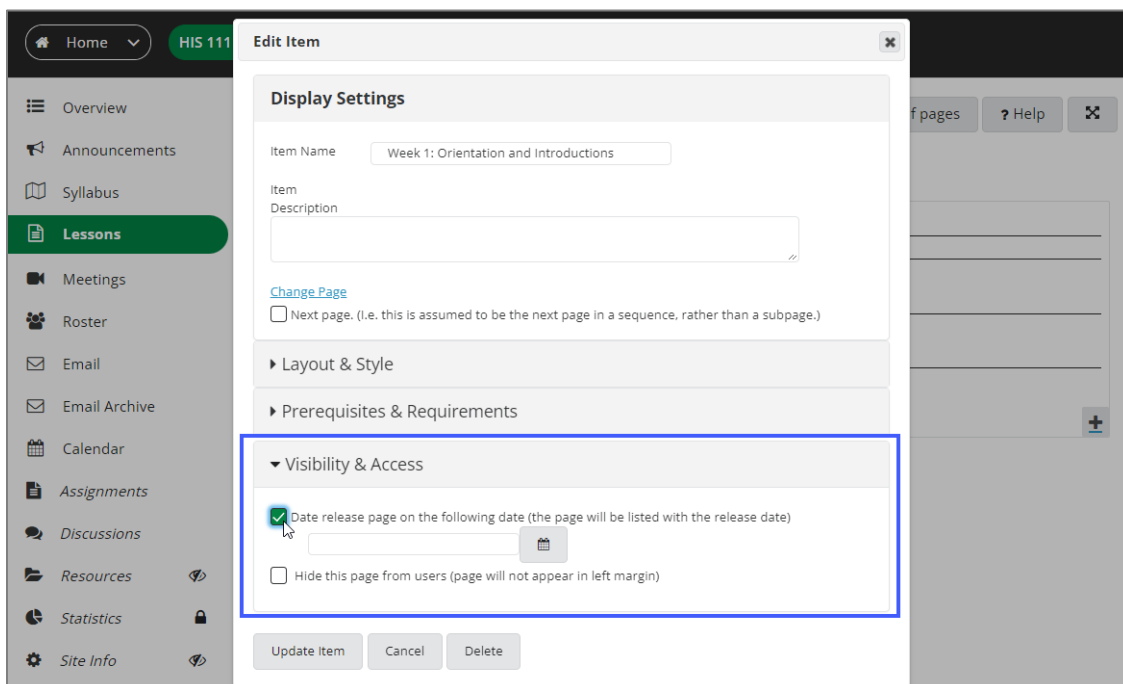
Step 1: Hide a Lessons subpage from students

Instructors can control when weekly subpages in Lessons become visible to students. This allows you to hide a weekly subpage that you are still building or that you are not yet ready for students to access.

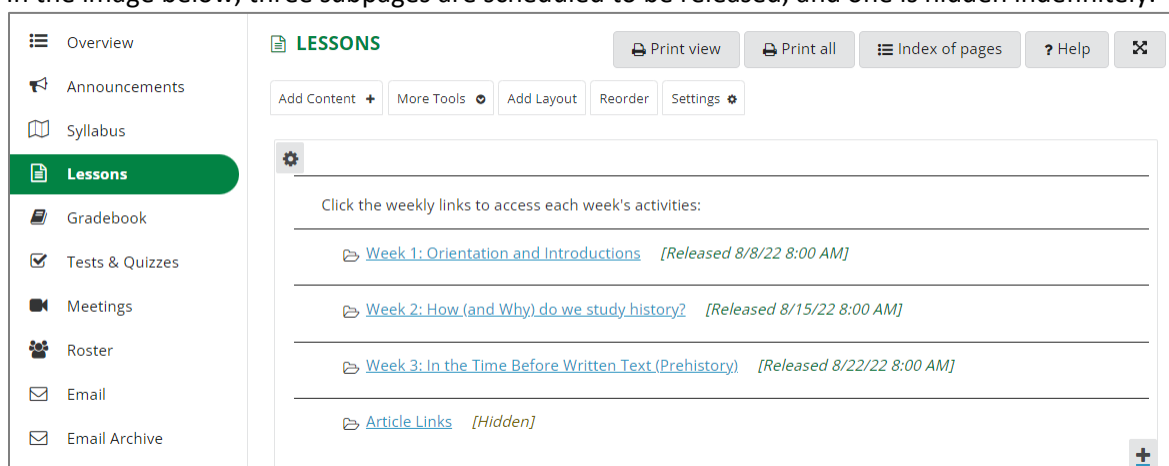1. In **Lessons**, hover the mouse over a subpage and click its **Edit** button.

2. The Edit Item dialog box appears. In the **Visibility & Access** section, check the box next to the option you need:
   - ***Date release page on the following date***
     This option schedules the subpage to automatically become visible to students at a specific date and time. Use the **calendar** to select the **date and time** the page will be released.
   - ***Hide this page from users***
     Use this option when you are not yet sure exactly when you want students to see the subpage or if you want to hide it indefinitely. (When you are ready for students to see it, you'll need to return here and un-check the box.)

3. Click **Update Item**.

4. The subpage is hidden and a message appears confirming its hidden status. (If you scheduled the subpage, the date and time the subpage will be released appears.)
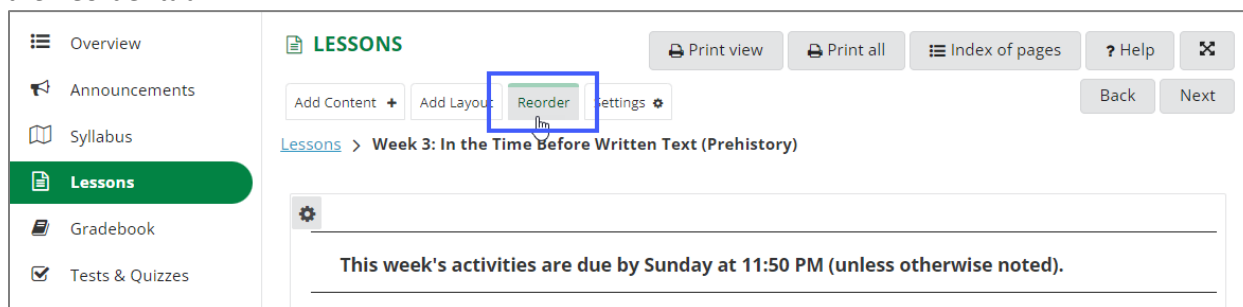In the image below, three subpages are scheduled to be released, and one is hidden indefinitely.

☰ Overview	📄 **LESSONS** 🖨 Print view 🖨 Print all ☰ Index of pages ? Help ✖
📢 Announcements	Add Content + More Tools ⚙ Add Layout Reorder Settings ⚙
📖 Syllabus	⚙
📄 **Lessons**	Click the weekly links to access each week's activities:
📓 Gradebook	🗁 Week 1: Orientation and Introductions *[Released 8/8/22 8:00 AM]*
☑ Tests & Quizzes	🗁 Week 2: How (and Why) do we study history? *[Released 8/15/22 8:00 AM]*
🎥 Meetings	🗁 Week 3: In the Time Before Written Text (Prehistory) *[Released 8/22/22 8:00 AM]*
👥 Roster	🗁 Article Links *[Hidden]*
✉ Email	
✉ Email Archive	➕

<mark>**REMINDER:**</mark> For any pages marked *[Hidden],* you will need to manually "un-hide" them when you are ready for students to access them. To do that, hover over the subpage and click its **Edit** button. **Uncheck the box** next to *Hide this page from users*, and click **Save**.

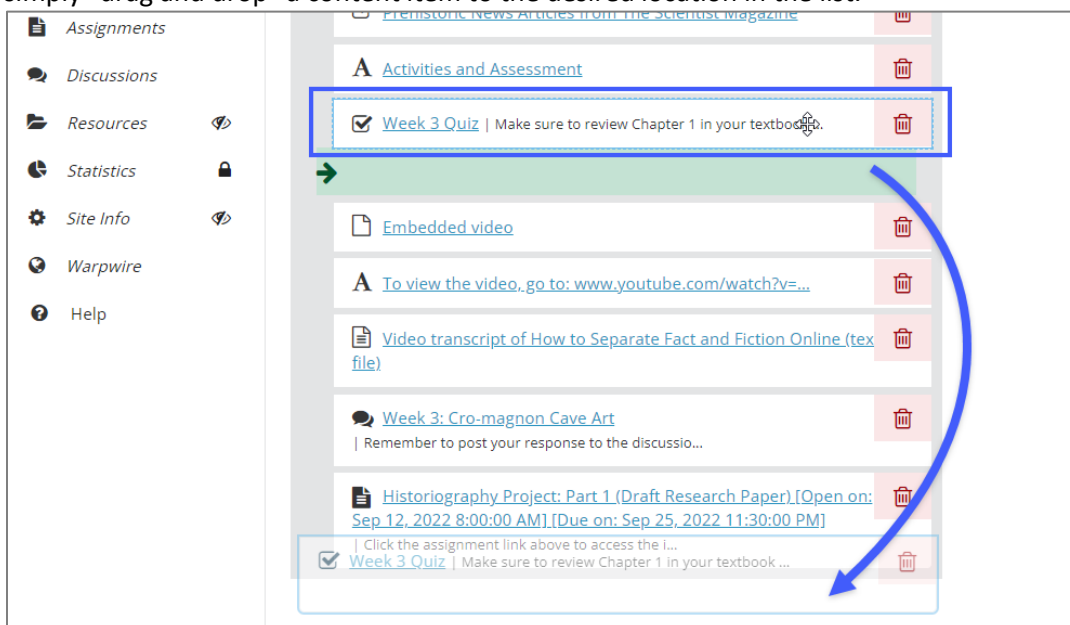## Step 2: Reorder content on a Lessons page

When you add a new content item in Lessons, most often it is appended to the bottom of the page. Use *Reorder* to move and rearrange content on your subpage.

1. In *Lessons*, open a subpage that contains more than one content item. At the top of the subpage, click the **Reorder** tab.

☰ Overview	📄 **LESSONS** 🖨 Print view 🖨 Print all ☰ Index of pages ? Help ✖
📢 Announcements	Add Content + Add Layout **Reorder** Settings ⚙ Back Next
📖 Syllabus	Lessons > **Week 3: In the Time Before Written Text (Prehistory)**
📄 **Lessons**	⚙
📓 Gradebook	**This week's activities are due by Sunday at 11:50 PM (unless otherwise noted).**
☑ Tests & Quizzes	

(Continued on the next page)

2. The Reorder Page Items screen appears. It lists all content items on the subpage. To reorder items**,** simply "drag and drop" a content item to the desired location in the list.
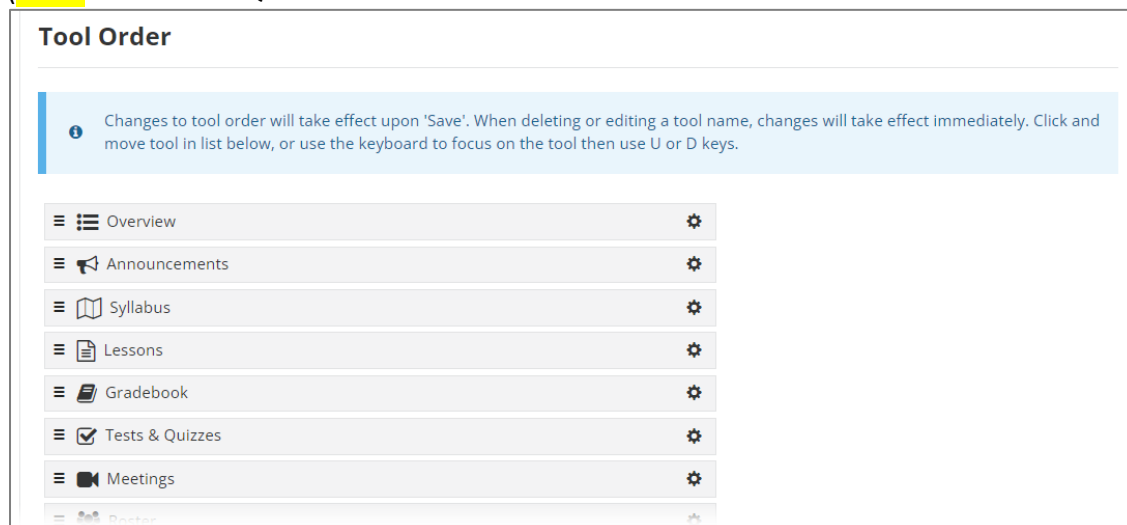

3. When you're done, click **Save**. The items on your Lessons page should appear in the desired order.

Step 3: Reorder and hide items on the course menu

Now that you've organized your content in Lessons, let's make sure your course menu is streamlined and easy for students to navigate. It's recommended that you move the most important course tools to the top of the course menu and hide the tools your students do not need to use.
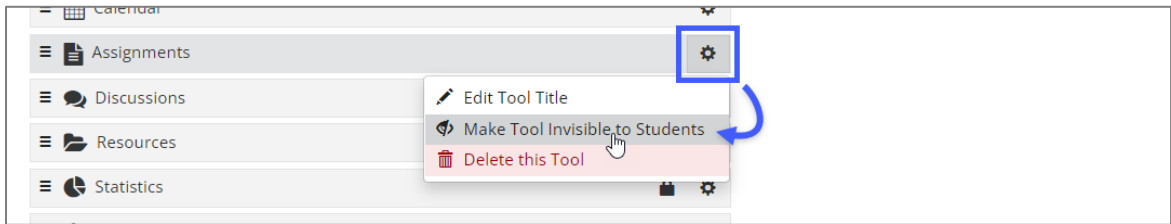
1. To reorder buttons on the course menu, click on **Site Info**, and then click the **Tool Order** tab.

2. A list of the course site's menu buttons appears. "Drag and drop" the most important tools to the top:

    - The *Overview* tool should always be the first item on the course menu.
    - Drag the following tools below the *Overview* tool:
      Announcements, Syllabus, Lessons, Gradebook, the ***Tests & Quizzes*** tool, and ***Meetings*** **(**if you're using it).
      (**NOTE**: The *Tests & Quizzes* tool must be visible in order for students to see feedback on tests.)

3. To hide the course menu buttons that your students don't need to see, click on the **gear icon** to the right of a tool name.

4. Select *Make Tool Invisible to Students*.

5. When you're ready, click **Save**.

6. The course menu updates. From the instructor's perspective, buttons/tools that are hidden are italicized have a "hidden" (👁‍🗨) icon.

FAQ: WHICH TOOLS SHOULD I HIDE FROM STUDENTS?

- If using Lessons to link to activities and files, you can hide *Assignments*, *Discussions*, and *Resources*.
- It's a good idea to hide *Site Info*, as well as *Warpwire* (if you're using it).
- It's up to you if you want to hide these tools: *Roster, Email, Email Archive,* and *Calendar*.

The image below provides an overview of our recommendations: