Faculty Tutorial:

Menu Item Availability

Purpose: To show faculty members how to make menu items available/unavailable to students.

From within a course in MyHills, hover your cursor over the menu item that you would like to make unavailable to students, which will highlight it. Then, click the drop-down arrow that appears.

Note: The Course Menu is visible to students once the course is available to them. Usually, courses are available to students *prior* to the start of a term. If you would like your students to be able to access part of your course (i.e. the "Syllabus and Schedule"), but do not want them to access other areas of your course, you must make those areas unavailable.
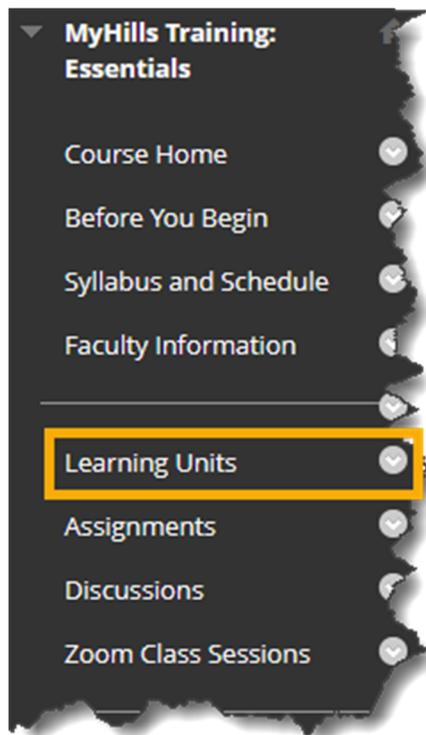
In the sub-menu that opens, click "Hide Link" to make a link unavailable to students.
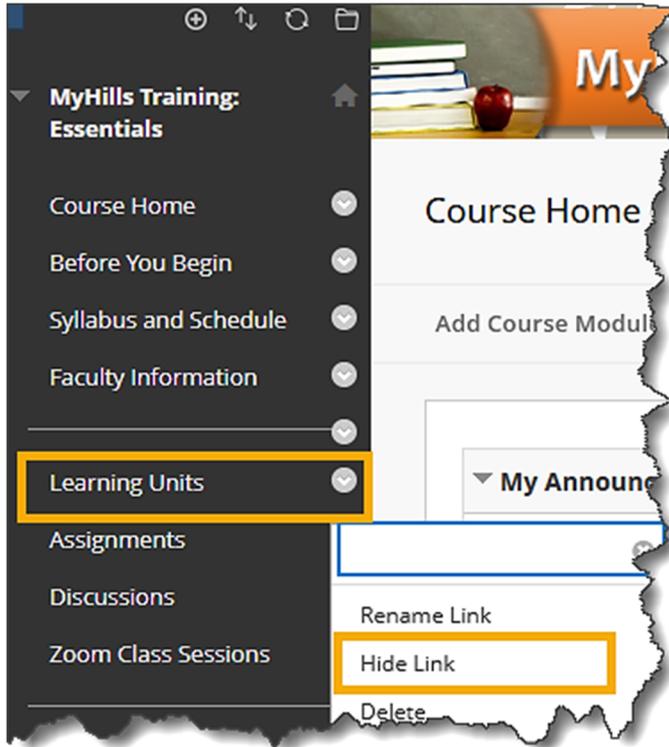
Links that are unavailable to students will have an "unavailable" icon (a gray box with a diagonal line through it) appearing next to the name of the link.
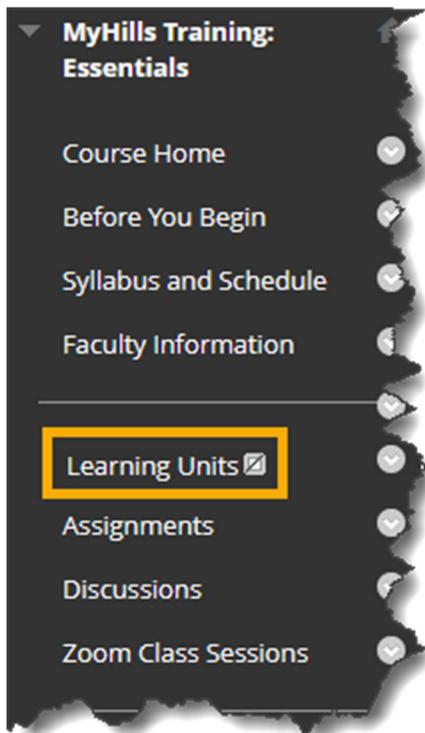
Additionally, links that are unavailable to students will **not** appear to you (as an instructor) when "Edit Mode" is set to "**OFF**."

Note: Please see the tutorial "Edit Mode" for more information.
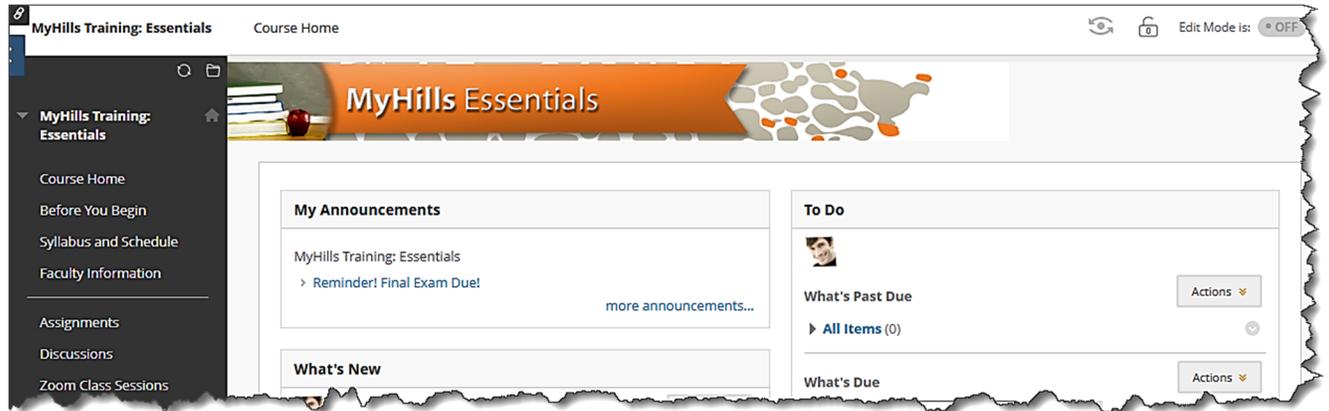
If you would like to make a hidden link available to your students, hover your cursor over the menu item that you would like to make available, which will highlight it. Then, click the drop-down arrow that appears.
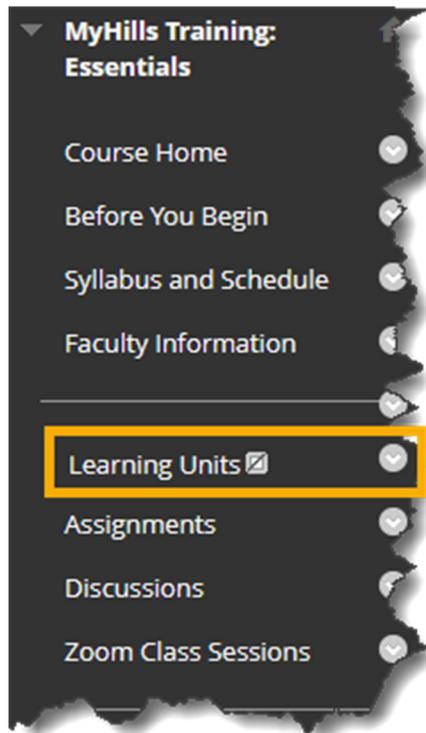
In the sub-menu that opens, click "**Show Link**" to make a link available to students.
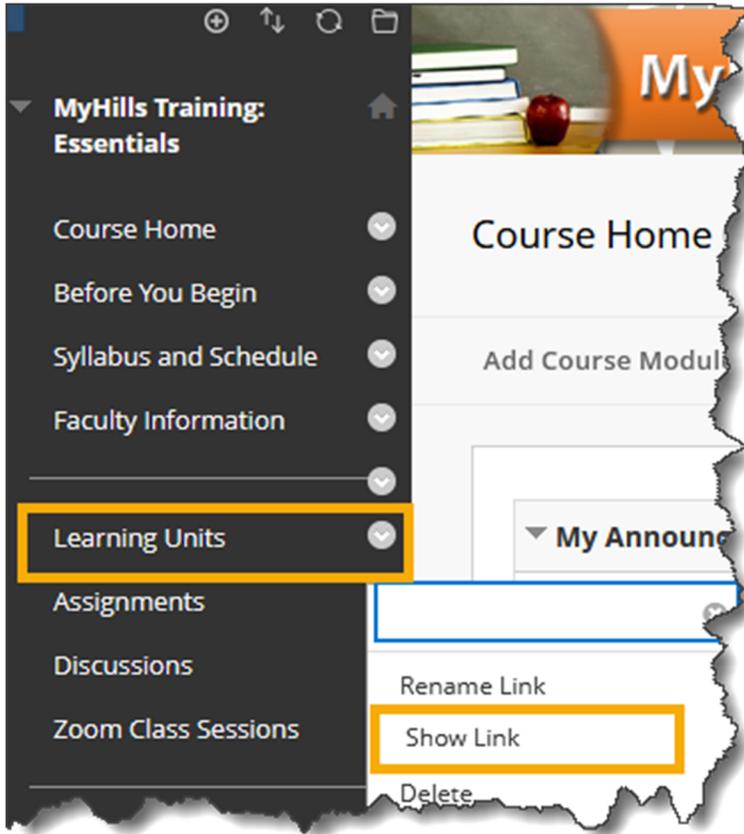
Congratulations! You now know how to make menu items available/unavailable!