

# Manage Menu

You can create and manage menu templates from:

*Admin > Settings > Elearning Configuration > Manage Menu*

Menus are “templates” applied upon course creation, so changes applied here won't affect existing courses. To **apply changes to existing courses** use the **course management** features

It is possible to edit menu configurations also from within each course, affecting only the course specific menu: this will give you maximum flexibility with menu management and customization.

**TIP:** create just the menu template that you most commonly use to differentiate course types, i.e. you could have a menu for elearning and another for classroom courses, and only when needed add further customizations directly in the course

# Manage Menus

## Menu management

 [Add custom menu](#)

Custom Menu					
Title	Description				
Standard menu	Menu with standard collaboration features				

 [Add custom menu](#)

# Manage Areas

Menu items are grouped in “areas”, that you can create, order, rename and delete:

## Menu management

Standard menu

<< Back

 [New](#)

Main menu					
Menu items	↓	↑	☰	📄	✕
Student Area	↓		☰	📄	✕
Stat Area	↓	↑	☰	📄	✕
Collaborative Area	↓	↑	☰	📄	✕
Teacher area		↑	☰	📄	✕

 [New](#)

[ Fix sequence error ]

# Assign Modules

Within each area, you can assign or remove modules.

At the bottom of the page, you can see the list of available modules to assign to the selected area.

When you delete a module from the menu, it will appear again in the available modules list.

## Menu management

Standard menu / Student Area

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Modules assigned to this menu				
Module	▼	▲		Delete
Course documents	▼			Delete
Introduction	▼	▲		Delete
Announcements	▼	▲		Delete
Calendar	▼	▲		Delete
Report card		▲		Delete

[ Fix sequence error ]

Available modules for import	
Module	Assign this module to this menu
Course Info	Assign this module to this menu
Notes	Assign this module to this menu
Reservation module	Assign this module to this menu
Wiki	Assign this module to this menu
Project management	Assign this module to this menu
Quest bank	Assign this module to this menu
Presence	Assign this module to this menu

## Set role permissions

Click on the edit icon for each module to:

1. Edit the menu item name
2. Assign the available permissions for all the user subscription roles

You are working on this module : Group management

Customized name

Menu items

Teacher area ▼

Edit view rights					
Levels					<input type="checkbox"/>
Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Instructor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Mentor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Tutor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Ghost	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Guest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Save changes

Undo

## View Permission for administrators

Some modules presenting a list of users have a special “view all” permission checkbox, that applies only for users of level “administrator”:

- Unchecked: the administrator will see only his assigned users
- Checked: the administrator will see all the subscribed users

Superadministrators and standard users will see all users in any case.

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